



Meeting Minutes - Draft

General Government Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Information: 360.753.8447

Wednesday, December 16, 2015

4:30 PM

Room 207

1. **ROLL CALL**

Committee Chair Roe arrived at 5:00 p.m.

Present: 3 - Chair Jeannine Roe, Committee member Julie Hankins and
Committee member Cheryl Selby

2. **CALL TO ORDER**

Committee member Cheryl Selby called the meeting to order at 4:30 p.m.

3. **APPROVAL OF MINUTES**

3.A [15-1241](#) Approval of November 18, 2015, General Government Committee
Meeting Minutes

The minutes were approved.

4. **COMMITTEE BUSINESS**

4.A [15-1229](#) Citizen Request Management (CRM) Project Update

IT Services Line of Business Director Shawn Ward provided an update on the implementation of a Citizen Request Management solution. He reviewed the project scope and goals and highlighted the intended functionality of the system. Mr. Ward also asked Committee members to share feedback or specifications they may have. He noted that Executive Assistant, Susan Grisham is the General Government Committee Liaison who will be participating in the project and providing ongoing updates to the Committee. Committee members asked clarifying questions.

The information was received.

4.B [15-1243](#) Guidelines on Remote Meeting Attendance and Disruptions at
Meetings

City Attorney Mark Barber briefed the Committee on options and protocols regarding the use of remote attendance. He also discussed procedures for how to address interruptions during public meetings. Committee members asked clarifying questions.

The information was provided.

4.C [15-1242](#) Update on Council Reports and Referrals

Strategic Communications Director Kellie Purce Braseth discussed the Council report process and reviewed past discussions on the issue. She shared a draft form to be used for Council Reports. Ms. Purce Braseth also shared a draft referral form to be used for moving issues from Council to appropriate committees. Committee members shared feedback and asked clarifying questions.

The information was received.

4.D [15-1244](#) Update on Advisory Committee Recruitment Process

Ms. Purce Braseth gave an update on the advisory committee recruitment process open from December 1 - January 29 at 5 p.m. She reviewed the terms ending and positions that will need to be filled. Ms. Purce Braseth noted the application and process is posted on the City of Olympia website, a press release has been sent out, and committee liaisons have been asked to remind committee members to reapply if they still want to be on a committee.

The information was received.

5. ADJOURNMENT

Committee Chair Roe adjourned the meeting at 6:37 p.m.