

MEETING ACTION NOTES -

Present: Dan Pulcrano (Chair of Subcommittee),
Lisa Herrick (Staff), Dottie Disher (Staff), Steve
Turner (Staff)

City Hall Wing – 242

Agenda Item #	Description of Action Taken/Action Item	Owner's Name (if applicable)	Target Date (if applicable)
A. Old Business			
1.	Menlo Park City Council web-based email discussion. CSJ has no generic email box currently. How could the public best view it? Should it be posted if we had one? Freedom of speech issues. What if all Councilmembers received this generic email. Could it be a little bit like Open Forum with an input form format. Reminder that all communications incoming to the Mayor and Council now is listed at Rules as an agenda item to be reviewed. Like a google or yahoo group where you'd have to subscribe to read it. Laid out a potential form with input fields, will take idea to Task Force for review. Lisa will add concept to Technology Recommendations to be discussed at Jan. 8 th subcommittee meeting.		
2.	Discussion of the City's email archives and our current list of Form 70-0 filers as a potential basis – over 1,000 employees, no action, item completed.		
B. New Business			
1.	Approval of the October 16, 2007 Subcommittee Action Notes. Clarification S.3. re: Police Records 6.1.5 A. & B. edits		
2.	Follow-up discussion from the 10-18-07 Sunshine Reform Task Force (Technology-specific items). No discussion as Technology item wasn't addressed at 10-18-07 meeting due to Dan's absence.		
3.	Review Work Plan. Clarifying edits to Recommendations and adding email retention and input/contact form. Also, 6.4.3 Privacy – not including personnel info, home address, email, social security number; contracts – redactions. Further discussion and review of original workplan.		
4.	Next Meeting: changed to January 8, 2008		
5.	Public Comment – none		

NOTE: If you have questions, please contact Dottie Disher, Office of the City Clerk, 535-1259.