

DEPARTMENT OF CITY CLERK

CITY HALL

MAY 14, 2012

(DRAFT)

The Open Providence Commission for Transparency & Accountability meets this day at 5:30 o'clock P.M., in The Alderman Chamber, Third Floor, City Hall.

PRESENT: Vice-Chairwoman Karina Wood; Ms. Elaine Collins; Mr. Andrew Law; Mr. Jim Lucht; Ms. Pamelee Murphy; Ms. Anna M. Stetson; Mr. James Silveria and Ms. Felicia Ingram – 8.

ABSENT: Chairman John Marion; Mr. Nelson Rocha; Mr. John F. Speck; Mr. Allan Tear; Mr. Jeffrey Padwa; Mr. Paul DiCecco and Ms. Pamela Cardillo – 7.

Also present is Lisa Fries, Assistant City Solicitor, Law Department.
(Subsequently Mr. John Speck and Mr. Nelson Rocha join the meeting)

PRESENTATION AND REVIEW OF THE FIRST DRAFTS FOR THE REPORT FROM EACH SUB-COMMITTEE

REVIEW OF THE WEBPAGE AND PROPOSED EDITS AND ADDITIONS

PUBLICITY AND OUTREACH FOR THE PUBLIC ENGAGEMENT HEARING, MAY 21

VICE-CHAIRWOMAN WOOD: As you can see we've got presentation and review of the first drafts for our Commission's reports from each sub-committee. Then we're going to look at the webpage, hopefully you've had a chance to have a look at it. But, we've got – and we can take any proposed edits, additions, suggestions and then we need to talk about publicity and outreach for our public engagement hearing which is next Monday. So, number one; if we could go sub-committee by sub-committee and see what we've got so far that would be great.

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Do we have the current practices sub-committee? Nelson, are you reporting on that?

MR. ROCHA: Sure. I warn everyone, I started printing them and as you can see my ink just started to run out. But I think I managed to print the agenda piece. And folks may, you know, I think – my apologies. And then by the time I got to the whole write up it was definitely not even worth trying. But luckily I got my little – I can forward it right after the meeting, the visual version.

VICE-CHAIRWOMAN WOOD: Thank you. If it's okay I am going to close the door, I think it's just a little noisy out there and hopefully there's a notice down on the front door saying we're in here and they'll be able to find us.

MR. ROCHA: If we can, yeah, just share some of the good copies, all right. So, we've been meeting, on the agenda, we've been weekly trying to define the current state and identify also the opportunities for improvement of open government. In the committee, you know, we've had me as the Chair, Felicia, John Speck, Pamela Cardillo who's not here right now but she did say she is going to participate going forward so, according to her, Paul DiCecco who's not here, Jeffrey Padwa he's been designated Lisa Fries, Lisa is here to represent. And we'll start with the first thing on the agenda; I looked at the mandate in order to define what we were going to talk about. We've been having basically unstructured meetings talking about the current processes. But then, you know, I looked at the website and I saw that the mandate, those three bullet points, and I thought it was maybe a good idea just to kind of extract the current requirements out of that. I didn't have a chance to completely run this by – so I just let it be known, so they know. But, they did get the requirements and I asked folks to, in the last meeting, folks to provide their input and designated some tasks. So, we broke it down to, how many do we have here, five key components. The first one, organizational assessment; on the level of open government in terms of public information

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technology, policies and procedures and to what resulting level of access to information, accountability and transparency. So, if that looks familiar – to the mandate. And there's – so I guess just to discuss a little bit about that, for public information technology; we did an assessment overall for the city website and also for the – including the City Council and the City Clerk, there's more to be done though okay. So, I just want to let that be known. But, I will discuss, further down into the agenda, the general view of the overall website. There was a Sunshine Review Assessment that kind of covers that, at least to the transparency piece. Of course, there's other components to open government as well so we will include that also down the road. But, it's broken down, I guess, we've got services, we've got reviews by organizations, the Mayor's Office, -- departments and also external parties that all should have information about those entities. So, we're trying to do an assessment and see which pages are absent, I'm not actually there. So, for example, the Auditor General, you know, there's no website, that's just one example, that's very important. So, and also, you know, identifying also the vendors, who receives the money, there should be information on that, it should be very clear. Like, for example, ProCap, okay, there's, you know, I think transparency would be a good thing for those receiving city funds. Quasi public entities and consultants too, you know, we should know who's involved with the city. Also, there's different views by user, these essential views resident, visitor, business and student. You know some of those are incomplete, the business site is just, I think a seed site not – it's the same thing, a mirror site to the actual resident site. So, probably need some work there. And the student page is the Providence School Department and that's its' own animal and it looks like a whole different entity from the Providence site. So, there's not much similarity in terms of view. And also, visitor type of site. So, we're going to continue, down the road, do further analysis on that. The second component after city website is the City

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Council's web page, we do have more information for that. I can run through some of the pieces we talked about if we have the time. Okay, I'll just warrant that because of time we didn't have the time to just define all that was good and there is good in there so we're just going to highlight maybe what's lacking so, just so it's understood. There is plenty that's good but for time wise we're going to see what's missing. The web site is lacking information regarding the Council's initiatives which would highlight the plans for the current year, this information is mentioned as Resolutions during the Council meetings and so it's kind of perhaps lost in Clerkbase and stuff. As the Council is neighborhood ward centric the webpage is lacking kind of neighborhood centric type info. So, we thought that kind of seemed to make sense. Okay, so when someone wants to see neighborhood related news and related information they should see their City Councilor and they should see all the other information that that City Councilor relates to. There lacks transparency of funds and controlled by the ward, you know, there is no transparency of funds by the ward. CDBG, I guess that's the name of that fund.

MS. STETSON: Yeah, CDBG.

MR. ROCHA: CDBG. So, this would allow, this transparency would allow greater participation to the public in matters of the neighborhood and also during the budget creation process okay. And we thought that was important. And hopefully they can participate in a more meaningful way. Currently, there probably lacks any participation. So, there's also a need to utilize a language translator, who the translator, you know, there isn't one there, there is on the City website and City Clerk's site and I think that would be important for people that don't speak English or at least not there yet, you know. There is a lack of RSS widgets that people can, you know, some people like to use – like to have news pushed to them. So, instead of just randomly by day check to see what this

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website. So, we think that's important. News and announcements, okay, some examples are, I'm not going to run through all the examples but this point of examples where there needs to be work. The calendar import functionality is lacking for events. There is Microsoft Outlook but you know I think a lot of people have gone past Microsoft Outlook and they're using online calendar tools.

MS. STETSON: Can I speak on that for one second?

VICE-CHAIRWOMAN WOOD: Sure.

MS. STETSON: I'm pleased to say and Jim Silveria can attest to that and Felicia too, that we currently have a calendar put together that will be on both the sites, the Council site and the Clerk's site, and show the events and the committee meetings together. That was a project that I spoke about the very first meeting that

—

MR. ROCHA: Okay.

MS. STETSON: -- we were in, you know, how difficult it was just to get a calendar on there. But, I'm very pleased today to say that I now have my committees on that calendar. It's not ready for the public, we're still in the process of testing it but it's a start.

VICE-CHAIRWOMAN WOOD: Yeah, that's great. Thank you.

MR. ROCHA: Yeah, are they using what kind of calendar? Is it a Google?

MS. STETSON: A Google calendar, yes.

MR. ROCHA: All right.

MS. STETSON: And it's synching to our calendar too so it's really not that difficult.

MR. ROCHA: And perhaps, you know, they could also consider more Google, the Google platform to assist, you know, down the road.

MS. STETSON: Good job done by Paul DiCecco, I have to say.

VICE-CHAIRWOMAN WOOD: All right.

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MR. ROCHA: Yeah. Yeah, he's been doing – he's been actually pro-active, as we've discussed in meetings, he's really made some changes. So, you know.

MR. SPECK: Can I just ask, just to – as a very brief aside? How is the learning curve been? How has the adoption of this new tool been? A lot of people probably – Google sweep, how has it been?

MS. STETSON: Very easy. And I am totally illiterate when it comes to the computer. I mean, I can tell you what I want to do but I don't know how to get there. And it was simple, simple, simple, I got it done in seconds. So, I'm very pleased with it. The IT guys did it all.

MR. SILVERIA: -- process of – and it's just going to be – I'll attest to it –

MS. STETSON: So far so good. But, I mean, even the attachments, we attach the agenda that you can actually open up. So, I'm very pleased with it, I'm very happy with it.

MR. SILVERIA: And it will be a public – so anyone can subscribe to it and get updates –.

VICE-CHAIRWOMAN WOOD: That's great. And, yeah, it's really good to hear what you said, Nelson, that just as part of this process of being a Commission and meeting and discussing that your sub-committee has interacted with Paul DiCecco who's the webmaster and things have been evolving already.

MS. STETSON: Yeah.

VICE-CHAIRWOMAN WOOD: So, that's just very heartening to hear an example that you just brought up, Anna, and it's great. So, thank you. And Nelson, please continue.

MR. ROCHA: Okay. There's a lack of functionality for users to provide ideas and feedback in an open way on the Council site, user feedback for, let's say for example, suggestions, you know, to improving the site. And, there's also for the City Council an IT person who's Felicia, who updates and maintains the City

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Council page with assistance from Paul DiCecco when the issues do occur. So, she's heavily involved in that, she determines the layout, design and adds the content and photo galleries, events and the –. So, basically everything on the City Council site you work on. So, the City Clerk is the other component here, if I may just focus on the negatives. There are, you know, minutes would be, I guess, meaningful for users if they can't make it to meetings and catch up just online. There are minutes for City Council meetings, just not for any other meeting. And sometimes the City Council meetings they're not exactly there right when they need to be there. So, also, but also and it doesn't have to be meetings, for the non City Council meetings, it doesn't have to be the transcribed it could just be a summary it doesn't have to be so detailed. And I think if we, as a – I think if the City really emphasizes doing minutes I think that would be a big step up for open government. And the other thing obviously is video which would be an alternative to the minutes. Okay. The minutes, they should also have RSS so that people get that, they alerted, you know, that kind of stuff, functionality. The site is lacking video, like I just said, and the best date would be it being tied to the docket, some video is actually tagged by agenda so that definitely makes it more convenient when someone just wants to skip through the whole video and just go right where they want to be. And perhaps, it could even be searchable by text, you know, if they want to search. I think there's that possibility, there's that capability in some video streams. The lack of media recording and availability of votes being online of Council meetings and it is to be searchable. Currently, there's I think it only exists buried in the minutes and it's not so easy to find it. So, ideally there would be a database somehow. There doesn't exist a full listing of Commissions and Boards with meetings and member info. I think that would be useful, when people want to see what the current state and also archive the old Commissions so people don't get confused that there's other Commissions out there. Some RSS categories

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are missing. Mobile versions of the Ordinances haven't been on but we did bring it up and Paul DiCecco was pro-active and did put on the City website but I don't think it's the ideal place to put that mobile link, it should be on the main page I think. I think there's a lot of stuff on the City Clerk page that could be moved around in a better location for the users. But, it's better having something than nothing. There, yeah, so, there should also be an Ordinance tracker system that's processes and – is probably going to get involved in that hopefully. And that a user would be alerted of the change and it just makes it easier to get familiar with what is going on currently. And also, pending Ordinances are not available, I understand, so I think that could be useful. There lacks a transparent and user friendly history of the Ordinances too. If someone wants to see what the changes are the scratches and the new language. There lacks a more accessible to – a FYA page, while it is available in the Legal Department but perhaps it might be appropriate to put it really prominent on the main page, you know. The company name registration look up is not available. That was just – I was bored at one time. An I-Card page is not available for all the reports and publications. So, I think that would be useful when someone wants to look into the history so people do know that a report doesn't get put in and just get scratched right off, you know so. And the Board of Contract and Supply department lacks an RSS for all the PDF of bids. You know, there is a Google group, I think, perhaps Matt put it up, to assist in getting that alert of contracts but I think they have to come up with a better system.

MS. COLLINS: You mean, company name look up, like separate from the Secretary of State?

MR. ROCHA: From what I understand, Paul brought it up saying, it is actually different. There's one for the state and one for the city. I thought it was just one for the state but yeah something similar to that.

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MS. STETSON: We actually have a program that is to get – it's all done and my office is actively using it. I don't know why it hasn't gone live, but it hasn't gone live to be put on the website. But, it's a searchable – it will search all of the businesses that have been opened, you know the information.

MS. COLLINS: That would be great.

MS. STETSON: And, you know, we use it everyday. I mean, it actually prints out a nice little certificate when somebody registers. But, that is all set and ready to go onto the site. I'm not sure, I'll have to talk more to Paul to find out, you know, what we can do to get that on the site.

MR. ROCHA: Okay, great. Yeah, and also it would be good to have that, okay, coming down the pike, coming soon to you so we do know what's coming down the road. I think that would be useful as well, initiatives. There lacks accountability for website content, that's one of the challenges that all the pages, department pages have static info and we need to foster some accountability. And, I think, ideally there would be a person's name and there'd be someone who oversees that to kind of get out the whip and say, you know, how's it going.

VICE-CHAIRWOMAN WOOD: Just – you're saying appoint an accountable point of contact for each departments –

MR. ROCHA: Who owns content.

VICE-CHAIRWOMAN WOOD: -- page –

MR. ROCHA: Yeah.

VICE-CHAIRMAN WOOD: -- that says we're missing these five elements. We gotta do it. And the public could contact them. That –

MR. ROCHA: Yeah, and also it has to come from the top to say, you know, this is important for everyone, you know.

VICE-CHAIRWOMAN WOOD: Right, right.

MR. ROCHA: Perhaps that wasn't emphasized enough.

VICE-CHAIRWOMAN WOOD: Mmm hmm.

MR. SPECK: Also, just to be clear, that one of the issues that when he says static content, that a good website, a healthy and robust website it continuously changing and you're always adding new content because things become no longer relevant, updated and so forth. Like, for example, a ton of the e-files still say Mayor David Cicilline. It has to be continuous process, you're never done, it's like painting a navy ship.

MR. ROCHA: And, you know, there has to be periodic review.

MR. SILVERIA: In the case of something, you know, some of the content that's on there – files and documents that were published under the previous Mayor and administrations are going to remain –. So, that those will say – there are sections of the site that – be updated and maybe some sections that are more frequented but they also have a policy of maintaining a history.

VICE-CHAIRWOMAN WOOD: Okay.

MR. SILVERIA: So, if we publish a document under this Mayor, former Mayor, three Mayors ago that document will stay. It might not be as current as –

MS. MURPHY: Do you – records or do you think –

MR. SILVERIA: Forms. Forms. Forms that were created under previous administrations.

MS. MURPHY: And so they're being used today for quality –?

MR. SILVERIA: That is correct.

VICE-CHAIRWOMAN WOOD: Right, right. So, two different –

MR. ROCHA: Perspectives.

VICE-CHAIRWOMAN WOOD: Well, two different points.

MS. STETSON: I think that's the responsibility of the department to follow through with that. Each department –

MS. MURPHY: -- one's that are changing –

MR. SPECK: Just an example of how –

VICE-CHAIRWOMAN WOOD: How they're not being updated.

MR. SPECK: -- dating of information goes into your site is, sort of, how many different places you have to continuously be looking for all the places where these things would no longer be current anymore.

VICE-CHAIRWOMAN WOOD: Right, right. Point well taken.

MR. ROCHA: And, okay. So, we also have a piece there about hearings. Toby had some, I guess I just got that, from you, there is a calendar of events and public meetings on the providenceri site but it doesn't appear to be exhaustive. For example –

MS. COLLINS: Our meeting was not listed for next Monday. I emailed Paul, it is now.

VICE-CHAIRWOMAN WOOD: Okay, thank you.

MS. COLLINS: For example.

VICE-CHAIRWOMAN WOOD: Right.

MR. ROCHA: So, yeah. So, the calendar is not, yeah, including all the events. I just got this so. But, okay. Anything else to add to that? Did I do it right? Votes, the City Clerk is putting a voting system in place, was a putting a voting system in place in the Council Chambers. But view within the meeting on the monitor it was last known to be in the works and this was never fully operations so I'm not sure if it was being electronically stored or just for viewing purposes. We'll probably discuss it in a meeting maybe –

MS. STETSON: Okay.

MR. ROCHA: -- to get more information on that. So, moving on, overall on the city website we've performed, I was involved in the Sunshine Review, just a little bit about the organization. It's a non profit organization that's dedicated to local government transparency similar to the Sunlight Foundation that focuses

more on top level respective on the state's and the federal. It's a wiki that collects and shares transparency information and it has a like a ten point transparency checklist to evaluate the content on all the cities, states and counties. And so they've got about five thousand, so they really put in a lot of work in three or four years. And they really have participated with the public as citizen advocates of transparency.

MS. COLLINS: Do you know who funds them?

MR. ROCHA: Ah, Knight Foundation is one, I'm sorry I can't – but the Knight Foundation is very involved in transparency so I usually see it there. The Sunshine Review –

VICE-CHAIRWOMAN WOOD: -- I'm sure –

MR. ROCHA: Yeah, so they collaborate with individuals and organizations throughout America and it seems to be a really good model on involving everyone, creating a citizen website and creating an awareness for transparency and promoting pro-active disclosure of government data. And not just disclosure but pro-active it is a big difference I believe. Not just disclosing when the public maybe asks for it but disclosing it before the public, on schedule, you know, going above and beyond, I believe. The existing Sunshine Review gave Providence a B- but it just seemed to be kind of a seeded site, it didn't exactly go through all of the questions. So, that's where I come in to kind of do a re-assess of that. So, it was a bit simplistic. And, they also did an assessment of the Providence School District, it seemed to be more thorough and they got a C-, as they peeled more into it. The new Sunshine Review that I attempted to perform, I don't have – I answered all – I went through the whole checklist but I now have to determine exactly how to score it. So, I'm going to work with them just to see what the formula is perhaps.

VICE-CHAIRWOMAN WOOD: And just for clarification for everyone, this is a spreadsheet –

MR. ROCHA: Yeah.

VICE-CHAIRWOMAN WOOD: -- that I looked at, it's very comprehensive and it's just great that you put it together, Nelson and Committee, it's -- with many different questions and categories about disclosing information for the city site, the school site and so that we can rate it ourselves. But, as you said you can --

MR. ROCHA: -- just to see where the city stands, that's the -- you know, that's all. And some of the good components that if you want, if there's time, I don't know, I can run through the good and bad perhaps --

VICE-CHAIRWOMAN WOOD: Is it possible that you can, I mean, it looks like it's a very big list but is it possible that we could have that even as a draft to give out to people at the meeting next week?

MR. ROCHA: Yeah, I attempted to do that today but --

VICE-CHAIRWOMAN WOOD: That's not so that instead of tonight --

MR. ROCHA: Yeah.

VICE-CHAIRWOMAN WOOD: -- but it just occurred to me that that would be a great, kind of, working template for people to have access to while they're having their small discussion groups maybe. Or we could put it up on a big screen and people could actually see it at the beginning of the discussion meeting.

MR. LUCHT: It might help frame the best practices too because we keep trying -- I know you probably only covered some along the way too but anything that we found.

MR. ROCHA: Yeah, it'd be good to pass down some of this info, best practices, yeah definitely.

VICE-CHAIRWOMAN WOOD: Okay.

MR. ROCHA: I'll do that.

MR. SILVERIA: I'm sorry, I don't mean to interrupt, I have to leave in just a minute.

VICE-CHAIRWOMAN WOOD: Okay.

MR. SILVERIA: I just want to let you know, Allan emailed me just before the meeting started – and he also forwarded – for this best practices group –

VICE-CHAIRWOMAN WOOD: Oh, good.

MR. SILVERIA: -- which I – want to add –

MS. COLLINS: We got it.

VICE-CHAIRWOMAN WOOD: We have it?

MS. COLLINS: I'm pretty sure.

MR. SILVERIA: Okay.

MS. COLLINS: I received something from Anna in regards to best practices.

VICE-CHAIRWOMAN WOOD: Oh, wow.

MS. COLLINS: An attachment. I'm just assuming that's what it is.

VICE-CHAIRWOMAN WOOD: Do we have it printed out on the table here anywhere?

MR. SILVERIA: It's not printed and on the table because I didn't – I received it as I was here.

VICE-CHAIRWOMAN WOOD: Oh, okay.

MS. INGRAM: Because doesn't that have to read into – presented into this meeting in order for it to be –

VICE-CHAIRWOMAN WOOD: I think it does. I really appreciate that Allan did that and that you're letting us know. I mean, if we don't have it in a copy to look at tonight then we could take it at the next meeting.

MR. SILVERIA: Okay.

MR. LAW: Can he read it out? He's got it on his phone.

VICE-CHAIRWOMAN WOOD: I mean –

MR. ROCHA: So, perhaps I may have more time because of we'll probably discuss best practices more down the road.

VICE-CHAIRWOMAN WOOD: Are you, just so I'm clear what you're asking, so you're saying you have to leave in a minute but you have something that you could maybe share with us verbally and then we could go back and finish the report?

MR. ROCHA: Yeah, that sounds good.

MR. SILVERIA: You know what might be best is if I can catch Anna, if she's in her office, I can ask her if she can print it and –

VICE-CHAIRWOMAN WOOD: Absolutely, and just run back.

MR. SILVERIA: So, it makes everybody feel better –

VICE-CHAIRWOMAN WOOD: No, I understand. Anna said she had to leave to go to a different appointment or meeting.

MS. INGRAM: Oh, she's in Finance.

VICE-CHAIRWOMAN WOOD: A Finance meeting, that's right.

MR. SILVERIA: Would I be able to –

MS. INGRAM: Send it to me?

MR. SILVERIA: Yes.

MS. INGRAM: Yeah.

MR. SILVERIA: Would you be able to print it?

MS. INGRAM: Mmm hmm.

VICE-CHAIRWOMAN WOOD: Okay. That would be terrific, thank you.

MR. ROCHA: Okay, I'll just stop once you come back with that.

VICE-CHAIRWOMAN WOOD: Yeah.

MS. INGRAM: Do you want me to print yours too? Is it long?

MR. ROCHA: Yeah, I'll just finish what I'm doing. I'll forward it after the meeting, yeah.

MS. INGRAM: Okay.

VICE-CHAIRWOMAN WOOD: Then we can all look at it afterwards.

Andy.

MR. LAW: I've got to go in a minute. If we're interrupted, I just wondered if are you going to talk through this?

VICE-CHAIRWOMAN WOOD: I don't know if I can talk through this. Okay, hang on a second. All right. So, we're coming up to six-thirty, I know because we had the executive session, that took up some time. And okay, you have to leave at six-thirty.

MR. ROCHA: I'll pause and I'll hand it out –

VICE-CHAIRWOMAN WOOD: Okay, let's do that, let's pause because we'll hear from Andy about the – well, you frame it, it's some discussion tables, right, or some presentations or information for next week.

MR. LAW: So, presume that you're going to introduce –

VICE-CHAIRWOMAN WOOD: I'll talk about the meeting as a whole, yeah, if you want to talk about –

MR. LAW: Okay. So, I'll just talk about RISD's bit.

VICE-CHAIRWOMAN WOOD: Yeah.

MR. LAW: So, RISD, a very – just to remind you that I work for RISD, they're very supportive of open systems in general in an academic sense and they're very supportive of this Committee. So, they've said that they would be very happy to support to host the public hearing. And so they've offered the Chace Center on the evening of that. The Chace Center, if you haven't been, has got a small kind of theater, would you call it.

VICE-CHAIRWOMAN WOOD: Yeah.

MR. LAW: Of course, some seats with a stage so some speeches could be given in that context. I didn't print a map of it – I could quickly draw a rough version of it so the – is here, this is where you enter from South Main and then

there's a sort of area where there's lots of tables. So, I just drew a draft of what might happen at each table, so each table is essentially you could have a table, it could be several tables, each sub-committee could have a table where they presented what they were doing. There could be a table which, is about – this could be part of best practices, they could have – you could divide it up, as a suggestion, they could divide it up into maybe sort of what's happening at a national level and it could be about cities in general or something like that. What RISD, what I proposed to Karina was that, RISD should have a student table so basically it's a very interesting subject for students and they've done a lot of work on open data in a general sense. So, they would, and I've asked several students and they would – so the proposal is that they are allowed to have a couple of tables to show their work which, would serve the purpose of getting the public excited about what's possible.

VICE-CHAIRWOMAN WOOD: Do you just want to explain the work because it's really interesting, I think, just in terms of what it would be.

MR. LAW: So, I presume that the best practices would show things like the apps from Boston, sort of very immediate and useful things. Whereas, the students are doing things which are more about creating tools for people to create applications. So, some of the students have done things where they just visualize data which, is a tool which, allows you to see things within data which, might inspire you to have another development application after that. Some of them are just about, one student project which I'm proposing that should be really interesting is one where you play a game, a card game based around practical elements of data and what's computationally possible so you can play – it's a very simple card game but it allows you to kind of add Facebook to Providence, ProvStat and get an idea for a new application. So, it's an interesting game that the students have played amongst themselves and generated lots of ideas. So, that

could be something to do at the event that which, engage the public and generate new ideas about what's possible. Is that okay? I'm not sure what student – there's lots of student's projects, they're all very interesting, they're all very keen to present their work, they're putting a show up on the 17th so it will be all ready and it will just – it's in the Dunkin Donuts Center, they're going to just move some of it back.

MR. ROCHA: Is it just RISD students?

MR. LAW: Yeah.

VICE-CHAIRWOMAN WOOD: And this is all on computer screens?

MR. LAW: Some of it is actually physical objects.

VICE-CHAIRWOMAN WOOD: And some physical, oh, okay.

MR. LAW: Yeah, some of the devices – there is a device that literally displays data and it looks like a graph but it actually moves so that's quite an interesting object. That's currently showing stock market data – that could be used or shared.

MR. ROCHA: There are examples that let's people –

MR. LAW: Yeah, so people should be able to –

MR. ROCHA: Visualize that.

MR. LAW: -- yeah, they should say that's quite nice but I could use it to do something different.

VICE-CHAIRWOMAN WOOD: Well, I think that sounds great. What do other members of the Commission think and maybe sort of the when and the how part we have to think about too in terms of the structure of the meeting. It starts at six, it goes til eight, people can stay longer, I think, I don't think we – but I'm not sure to be honest. We do have refreshments, light refreshments that RISD is kindly offering. I mean, what I'm thinking so far, and this really has to be worked on this week obviously, is that we would have the formal, sort of, presentation of

the meeting, if you like, in the Chace Auditorium. So, people will come in through the lobby, off North Main Street through the lobby of the museum where the tables will be set up but they'll come through, they might see it and might pique their interest for what's coming later. They go in, they hear from the Mayor, they hear from us, from John giving an introduction, we do the, sort of, here's what this is all about, people put their questions and ideas to the whole group and then we break for discussion back out in the lobby with these other tables too. So, it's sort of like discuss and move from table to table. Possibly. I'm open to other suggestions. But, we have a really good interactive part of the session is what I'm saying, as well as, the stand up and say your point at the microphone in front of everybody which, is necessary I think but can be very dry if it's the whole two hours.

MS. MURPHY: I'm just looking at the May 21st agenda and after the public comments there are breakout sessions?

VICE-CHAIRWOMAN WOOD: Yeah, that's what I'm referring to.

MS. MURPHY: Is that a place that you would feel appropriate to put all of these –

MR. LAW: Yeah, that's what I thought this – so basically people could come out, they would listen to the talk, they would come out and then they would sort of discuss current practices at the current practices table, they could look at some –

MS. COLLINS: It's good to be sort of a milling about and going from table to table on their own, not kind of a structured breakout session.

VICE-CHAIRWOMAN WOOD: Yeah, we could sort of encourage people to do sort of ten minutes at each table or something like that. And that agenda, just for clarification, is because you have to create an agenda that then gets posted at least a week ahead. So, we don't have to stick to it like glue but we needed to produce something that got put out.

MS. COLLINS: Maybe a little bit more –

VICE-CHAIRWOMAN WOOD: Yeah.

MR. ROCHA: They may ask questions or we may ask them questions. I'm not sure if we'll have anything for them to look at the website per se there. Are we going to have any computers or anything like that if they want to take a look? That might be useful, I don't know.

VICE-CHAIRWOMAN WOOD: We have use of a projector.

MR. LAW: Do you want computers?

MR. ROCHA: No. I'm just wondering if they want to view the city website

–

MS. COLLINS: Yeah, I think we should.

MR. ROCHA: -- if they brought a question up.

VICE-CHAIRWOMAN WOOD: I mean, I think it would be great to have some computers so we could have the city website on the screen, we could have the school department website on a screen. I mean, people need to see what we're talking about.

MS. COLLINS: Right, exactly.

VICE-CHAIRWOMAN WOOD: And if we can project it up onto the wall too in the lobby. Remember when we were doing our site visit there were some projections on the wall.

MR. LAW: Mmm hmm, there's a fixed projector. I mean, RISD's got lots of facilities.

VICE-CHAIRWOMAN WOOD: Yeah.

MR. LAW: They are being hammered by the students at the moment –

VICE-CHAIRWOMAN WOOD: Right.

MR. LAW: -- but I could –

MR. ROCHA: Maybe just right on the desks.

MR. LAW: -- always ask. Maybe we could ask. I don't know. We got a room full of projectors but they might be do something.

MR. ROCHA: Or at the very least just a computer, you know, a notebook I guess.

VICE-CHAIRWOMAN WOOD: Yeah.

MR. ROCHA: Just if we need to check the site for them to see and take a look at. I don't know.

VICE-CHAIRWOMAN WOOD: But it sounds really good.

MR. SPECK: Do any of your students have facilitation training?

MR. LAW: Yeah.

MR. SPECK: Yes. Those would be really –

MR. LAW: There's one student who's specialized in that, in her Masters, and she's said that she wants to sort of facilitate the three RISD tables.

VICE-CHAIRWOMAN WOOD: Oh, that's great.

MR. SPECK: I think it would be really interesting.

MR. LAW: The events organizer at RISD and the RISD Events Organizer as well, I can't remember what her name is, I've forgotten I'm sorry.

VICE-CHAIRWOMAN WOOD: I don't know her name.

MR. LAW: The President also wants to welcome the Mayor but he unfortunately can't do it so he's sent his deputy, I've forgotten his name as well.

VICE-CHAIRWOMAN WOOD: Right, that's John Madea's deputy is coming, yeah.

MR. SPECK: Not Barack Obama's, not that President?

MR. LAW: We can ask.

MR. SPECK: My point was that it would be interesting and to further, sort of, innovate the experience if the questions that come up in the say – session or whatever, the computer session could somehow be curated by the facilitator and

get sent and be part of those table discussion by, sort of – that they were there and present to – those later discussions.

MR. LAW: Yeah.

VICE-CHAIRWOMAN WOOD: That's good. I like that.

MR. LAW: I mean, you could possibly direct people, in the talk you could direct people at the end to the variety of discussions.

MR. SPECK: Yeah, I was thinking that when people are asking questions that the facilitator, sort of, captures it all and is able to sort of cluster them and be like – to the tables and then oh, this question goes with this – something like that. Just to sort of create some continuity.

VICE-CHAIRWOMAN WOOD: Right, right.

MR. LAW: Post it notes.

VICE-CHAIRWOMAN WOOD: Yeah, and then people would have a feeling, unlike at a lot of this kind of sessions, that my question just didn't go into the air and –

MR. ROCHA: Yeah.

VICE-CHAIRWOMAN WOOD: -- it's lost. It's really going to continue and there'll be discussion of it. Yeah, that's – we could –

MR. LAW: We could have a section for taking from each – we could possibly get a – for each table, I don't know how many students will be still awake.

MR. SPECK: You can have time between, you know, this sort of – preferably before the evening starts – is going to be their issue. – at 6:20, blah blah blah – talk – our thing – short as possible, it would be really great if we could be out of the room by seven then we'll get to – until six-thirty the earliest. So, if we just like bing, bing, bing, bada boom, getting some questions from them, you know, give them ten, fifteen minutes of that so that means we would, the sub-committee would get five minutes. And then sort of get some questions and then

for the time it takes to get everybody outside, then take the stuff out so that each table is sort of pre-populated. Not each table but some tables get pre-populated with questions that came out from the –.

VICE-CHAIRWOMAN WOOD: Mmm hmm.

MS. INGRAM: If we're going to be like, before hand, examples of things that people might come to this looking for, asking for. Because I think that a lot of people on the outside would be a little nervous to come to something and ask something, somebody might think it's dumb or they might think oh, they don't want to hear from me.

MS. COLLINS: Like trying to get a liquor license or different departments –

MS. INGRAM: Right. Like, open up how it could be almost anything, you know, it could be something minor that they maybe went online and couldn't do or something that they think is bigger, you know, you'd get people who have like this big ideas but you're not going to get the people who are just like frustrated because they couldn't do something.

MR. ROCHA: Yeah.

MS. INGRAM: Right, but you want like you want people, the average person to come and I think even in that setting you're not going to get people who want to stand up and ask them questions. So, maybe have like a way for them to like write out –

VICE-CHAIRWOMAN WOOD: A suggestion box.

MS. INGRAM: -- their question and just put it – so they get someone to read it but they don't have to like speak about it. Because people aren't going to want to – the average person isn't going to want to do that.

MR. ROCHA: A suggestion box, I guess, if they don't want to speak.

VICE-CHAIRWOMAN WOOD: I think also, I mean, if we can provide index cards and a little pencil on every seat and we have the RISD facilitators

walking around, like, say these two people. If you prefer to write your question and have us read it out, if you're nervous speaking in front of a group that would be a great way to do it.

MR. ROCHA: Yeah.

MS. COLLINS: Well, we were talking about having a poll as well at some point.

VICE-CHAIRWOMAN WOOD: A poll.

MS. COLLINS: Is that something that we could have?

VICE-CHAIRWOMAN WOOD: Like a survey poll?

MS. COLLINS: Yeah.

MR. ROCHA: Like a user voice, getting feedback –

VICE-CHAIRWOMAN WOOD: Oh, an online poll.

MR. ROCHA: Yeah.

VICE-CHAIRWOMAN WOOD: I know, I know.

MS. COLLINS: Or even to have at the meeting, the hearing.

MR. ROCHA: Yeah.

MS. INGRAM: Maybe we could have, well, it's kind of late now.

VICE-CHAIRWOMAN WOOD: I think, okay, a couple of things. I think we have to move on because Andy you needed to go, we've got to finish up this part. I'm going to call a meeting this week of the sub-committee on the public engagement so that we can sit down and really get this agenda, the flow of the meeting going. So, please if you can email me about this kind of stuff or come along to the meeting and I'll figure out when and where it's going to be and organize it. Because I know our time is running short. I certainly have to go before seven, myself. But we really do need –

MR. LAW: Thank you for –

VICE-CHAIRWOMAN WOOD: Yeah, it's coming together, I think it will be a really great meeting but we just need to publicize it.

MR. ROCHA: I'm willing to step back and maybe talk more about the engagement piece if you want. Because that's probably more immediate. You know, we can continue with that if you'd like.

VICE-CHAIRWOMAN WOOD: And we also have, well, let's pass out –

MS. INGRAM: I made three just because.

VICE-CHAIRWOMAN WOOD: Okay.

MS. INGRAM: I think realistically we need to be –

VICE-CHAIRWOMAN WOOD: Oh, it's long.

MS. INGRAM: -- given to, read into as being part of the meeting.

VICE-CHAIRWOMAN WOOD: Okay.

MS. INGRAM: Anna will probably get it and send it to everyone because he's – to her.

VICE-CHAIRWOMAN WOOD: Okay. So, all right, here's what I'm going to propose because the committees that we're – the sub-committees we're hearing from it's the current practices which, you're halfway through, it's the best practices which, Allan has submitted this outline from and that's it, is that right?

MS. COLLINS: And those two overlap quite a bit too.

MS. INGRAM: Right.

VICE-CHAIRWOMAN WOOD: And, then the public engagement commission, committee, sub-committee, we're, you know, we've been organizing the public meeting and we're talking about it and we're going to meet again. So, we don't have to present something. What I'll say on this for the minute is that Allan Tear the Chair of the sub-committee on best practices, on behalf of his sub-committee, has presented this draft outline. It is five pages and Anna Stetson will email it to all of us so we can read it and I propose that Allan or his designated

person present it to us at our next meeting. And we'll all read it in the meantime and we have these three copies that I can just pass around if anyone wants to look at it. And that we give Nelson five more minutes to summarize –

MR. ROCHA: Okay.

VICE-CHAIRWOMAN WOOD: -- where you are. Because this is such a comprehensive report that you and your sub-committee are doing and we really appreciate the work that's gone into it.

MR. ROCHA: Okay.

VICE-CHAIRWOMAN WOOD: If you want to give us sort of the bits and then you'll have time to continue at the next meeting as well and then we'll do some outreach.

MR. ROCHA: Okay. Yeah, so okay, so, things for the budget if – and we have some good there, there's a lot of good stuff there on the budget. There's a budget available for the last two years, along with five years but the company has annual financial reports. The budget is accessible in the drop down through the Finance site. The budget is accessible through the city department, yeah, sorry I guess I duplicated that. The bad; budgets are only available for the past two years and there's no, there are no graphic features on the budget. Budget data sets would be helpful for those who want to do it yourself visualizations of that data. I personally would like to see that, an example; google fusions, a similar online database. Other cities have done that. The adoptive budgets have no narrative features. For example; the current year budget is 1% higher than last year, you know, compared to last year's. Things like that. I didn't find any, we didn't find any definition of technical terms, explanation of legally mandated formulas. There is no searchable checkbook register – the actual receipts and expenditures. That's a very big piece that –

MS. COLLINS: Other cities have that.

MR. ROCHA: Other cities have that. And that's huge in terms of – data. The budget is just planned.

VICE-CHAIRWOMAN WOOD: Yeah.

MR. ROCHA: But then, throughout the year they maybe do some, you know, changes, transfers, all that stuff. And, the state has a checkbook register so they were the first to step up and other cities and other states are doing it. I think New England is just maybe a little slow to it but that would be, I think, really be huge and people would be impressed if that definitely happened. The budget is not searchable from the website nor in the PDF, I believe, still. That may have changed because, you know, Paul DiCecco, he's not fixing the old PDF's but all the new ones going forward, okay. And he changed the search. Copies of the past year's budgets are available, though, only the two annual budgets are available – talk about archives. And there's no charts in the budget report. So, the online database with the do it yourself visualizations that will help people do their own visualizations, I believe, for those who are in the know and able to do that. Meetings; the good, agendas are posted and they are sent to the Secretary of State. The bad; minutes are not posted online on the city website except for the City Council meetings, like I said before. And they're not videotaped and most of them don't have public comment on the agenda. So, you know and there could be public comment in the beginning and perhaps at the end, some people just want to give their say and leave or evaluate the whole, but other people also want to comment on what was discussed during the meeting. So, I think that's important to note. Elected officials; the names of all elected officials should be on display, their terms. The website does not easily indicate terms of office and date of next election, no party affiliation is displayed, elected officials, there are not financial disclosures and conflict of interest statements posted online, the committee appointments are buried in the City Council agenda in minutes, yeah some pages

have some of that but they're not consistent. There are no voting records to be seen, that's huge, you know, except in the minutes buried somewhere. Administrative officials; the good, no contact info –

MS. COLLINS: Voting records are not on the city site but there is somewhere the voting record is available.

MR. SPECK: Clerkbase.

MS. COLLINS: Yeah.

MS. INGRAM: Yeah, that's within the minutes though.

MR. ROCHA: That's in the minutes though, yeah.

VICE-CHAIRWOMAN WOOD: I think what Nelson is saying, right, is that there isn't somewhere you can see, like, search voting records.

MS. COLLINS: Right, it's not the city's site.

VICE-CHAIRWOMAN WOOD: You can't find it.

MS. INGRAM: It's somewhere else like that.

MR. SPECK: Well, sort of.

VICE-CHAIRWOMAN WOOD: Yeah.

MR. SPECK: Now, well one of the things that Paul DiCecco has done since two weeks ago was to implement one of Allan's suggestion – comment about the searchability of the site. And now if you go to search there's now a second tab in the search that says site search, one search says content, one search says site search. And site search is clearly google search and an – engine back in there – looking in to so you can search in that and get hits from context from within the e-file. So, I'm just presuming that the minutes are filed as e-files, right?

MR. ROCHA: No, but all those PDF's –

MS. INGRAM: The minutes are all in Clerkbase.

MR. SPECK: All the what?

MS. INGRAM: The minutes are only in Clerkbase on an outside –

MR. SPECK: Oh, so they are there. I thought that you were saying the minutes were being held in the city –

MR. ROCHA: No.

MR. SPECK: Oh. So, that they are all –

MS. INGRAM: They're not searchable on –

MR. SPECK: Yeah, I mean, I think that it's actually, well, I'll leave that for you. All right, understood.

MR. ROCHA: Yeah, I think ideally it would probably be inputted separately somehow by – within a day of the meeting, separately from the minutes which, gets done down the road, it could be who knows how long. So, that should be the first priority. And just a simple little login reference to what Ordinance or whatever –

MR. SPECK: Summary of action items.

MR. ROCHA: Yeah.

MR. SPECK: You know, a summary.

MR. ROCHA: Yeah, a summary maybe.

MS. INGRAM: Right. Maybe in the thing that you said earlier about instead of minutes, actual verbatim minutes, a summary of the meetings and then those meetings could be –

MR. ROCHA: Well, the minutes, even a summary, could take awhile. That's not the simplest thing too. But, votes could be done –

MS. INGRAM: Yeah,

MR. ROCHA: -- just within the day. Just simple vote input.

VICE-CHAIRWOMAN WOOD: Yeah, this vote was taken –

MR. ROCHA: And then the summary could happen, you know, that takes a little – that's not too easy still too, you know, but.

VICE-CHAIRWOMAN WOOD: Right.

MR. ROCHA: You know. Anyways, I think best practices needs to look at – see what’s the best process out there –

VICE-CHAIRWOMAN WOOD: Yeah.

MR. ROCHA: -- for counting the votes. Okay, where am I?

VICE-CHAIRWOMAN WOOD: So, you were at administrative officials.

MR. ROCHA: Administrative officials; no contact info, voting registration is only available on the City Council – Board of Canvassers page – not intuitively available on this website. Okay, let me move on for a minute. The bad; no contact info for all appointed elected administrators displayed, terms of office are not displayed so much, governing boards bylaws are not available by agencies, conflict of interest agreements are not available, you know, I guess some people are interested in it. Permits and zoning; the good, a general document is available to explain the rules. The bad; forms are not available, via the downloaded forms, drop down, they are available on the Prov Connex but not on the drop down. So, I think there’s duplication and some forms are there and not there, you know. So, I think –

MS. COLLINS: They should list police records too.

MR. ROCHA: Huh?

MS. COLLINS: They should list police records.

MR. ROCHA: Police records, yeah. So, there’s kind of two places to get forms so that’s kind of awkward, you know, and so. Anyways, under online features section at the bottom of the page, submit plans for review, offers e-plan review. I’m trying to figure out what I really meant by that.

VICE-CHAIRWOMAN WOOD: So, Nelson –

MR. ROCHA: Yeah.

VICE-CHAIRWOMAN WOOD: -- I’m going to propose –

MR. ROCHA: Yeah.

VICE-CHAIRWOMAN WOOD: -- seeing as you're at the bottom of the first page --

MR. ROCHA: Yeah.

VICE-CHAIRWOMAN WOOD: -- of your report that we, because we have ten minutes left --

MR. ROCHA: Yeah, well, I'll pause.

VICE-CHAIRWOMAN WOOD: -- should we -- is that okay if we --

MR. ROCHA: Yeah, it's totally fine.

VICE-CHAIRWOMAN WOOD: -- take the second page of your report --

MR. ROCHA: Second page, sure I'll move --

VICE-CHAIRWOMAN WOOD: -- not now, at the next meeting.

MR. ROCHA: Next meeting, sure, yeah.

VICE-CHAIRWOMAN WOOD: Because this is so thorough and fantastic, I can't, I mean it's a lot of work that you and your committee have done and we just can't rush it through tonight.

MR. ROCHA: Yeah, sounds good.

VICE-CHAIRWOMAN WOOD: We need to take the time to really do this.

MR. ROCHA: I don't want to take too much credit, I think Sunshine Review made it easier so.

VICE-CHAIRWOMAN WOOD: Yeah. But, I think it's terrific because if we don't have this kind of assessment of what currently exists we can't even take action and move forward. So, the fact that you and your sub-committee are doing this really thorough analysis of everything, where we are, snapshot in time and then best practices is going to offer us nationally what's happening out there that we can learn from. And then we can put the two together which, we're already starting to do as there's been many examples tonight and things being implemented as we even go along. I think we're really making some progress.

MR. ROCHA: Yeah, I could have a meeting where once I do have everything in place involve best practices and just kind of hand off that information kind of thing.

MR. LUCHT: Yeah that would be great, it would really help fill in, yeah.

MR. ROCHA: A joint meeting maybe. I don't know if it's best just in a joint meeting or –

MS. COLLINS: I think it's almost time to combine them.

MR. ROCHA: Yeah, maybe combine them too.

VICE-CHAIRWOMAN WOOD: Well, how, okay, so we're running until the 30th of June, we certainly have the time. I mean, I think we should have the rest of your report at the next meeting in two weeks, we should Allan's and his committee's report and probably the meeting after that we dedicate to the meshing proposed, you know, coming to that part where we do the three key things that we were talking about at our last meeting of how we need this comprehensive assessment but we can't do it all. And coming out of this Commission we're going to have some recommendations, lots of recommendations, but we're going to hone in on doable, short-term, immediate here's three things. That was Allan's suggestion, at least. And we can get to that. So, I'm sort of mapping out where I think we can go in the next few meetings.

MR. ROCHA: I think there is still a lot left to do, work to do, so it's not something that I think will be done in just a week or two. But –

VICE-CHAIRWOMAN WOOD: No.

MR. ROCHA: -- it will be a lot to handoff.

VICE-CHAIRWOMAN WOOD: Yes, yes.

MR. ROCHA: So, there's still important other pieces that need to be thought through –

VICE-CHAIRWOMAN WOOD: Okay.

MR. ROCHA: -- a little more so.

VICE-CHAIRWOMAN WOOD: Very good. Well, thank you. I want to just get to the outreach work that we have to do. We've got six days, pretty much, until our public engagement forum. We have the flyer, we have the poster, we have a Facebook event page that's been up for about ten days. What I really need everyone on the Commission to do, especially those of you that are active on Facebook, is to post comments, first of all, on the event page that are exciting and that give people a really good feeling for this. And I think to your point, Felicia, like what is this even about, you know, like those of us who know what open government means or this open government hearing. But, maybe post some things out there to your networks either using the Facebook event page or your other communications tools, like, maybe to the Common Cause network, to neighborhood associations if you're on their email list. Whatever groups you're involved with just say, hey, I'm going to this public event and here's what it's about and here's why it's really critical that you come. Things like that.

MR. ROCHA: Yeah, do we have like a little strategy just on let's say how to get at least some business type people?

VICE-CHAIRWOMAN WOOD: I'll tell you the strategies that we're currently trying to do, I'm hoping that the city will issue a press release, I'm going to be in touch with Dave Ortiz, the Mayor's Press Secretary tomorrow morning about that. We've asked that it go out in the city news email blast that goes to, you know, thousands of people's emails in the city. The Chamber of Commerce and the Providence Foundation and I've asked for it to go out to them, I'll do it myself maybe tomorrow. But, we just need to really just get it seeded in each of these networks and –

MS. COLLINS: So, David will send around a press release.

VICE-CHAIRWOMAN WOOD: Hopefully.

MS. COLLINS: Do we have to write it up first?

VICE-CHAIRWOMAN WOOD: I don't know yet.

MS. COLLINS: Okay.

VICE-CHAIRWOMAN WOOD: I haven't received – I mean, I'm going to ask him if he'll do it with our talking points. But, John go ahead.

MR. SPECK: Does anybody have a list of – bulletin boards, like, getting – every library, every neighborhood library –

VICE-CHAIRWOMAN WOOD: Mmm, that's good.

MR. SPECK: -- I don't know what the other hot places would be, you know, get one in the AS 220 window, get one into –

MS. COLLINS: I'll put them around the West Side.

MR. SPECK: Yeah. And try to get out of downtown and get off of these sites –

VICE-CHAIRWOMAN WOOD: Yeah, absolutely.

MS. MURPHY: We're going to need extras of these.

VICE-CHAIRWOMAN WOOD: Well, we have a – the city could print some –

MR. SILVERIA: Yeah, my organization, non profit.

VICE-CHAIRWOMAN WOOD: You can print some, right, sorry yeah.

MR. ROCHA: And, you know, is there a Latino outreach that maybe could happen?

VICE-CHAIRWOMAN WOOD: I know. We have not got this in bilingual.

MS. INGRAM: -- should be here, that would be good.

VICE-CHAIRWOMAN WOOD: I know that the city can do that in their email blast, I'm going to – I'll request.

MR. ROCHA: Minority outreach.

VICE-CHAIRWOMAN WOOD: How can we get – how can we pick up the post its from you that you print?

MR. SILVERIA: Just let me know where – who should have them, I could drop them.

VICE-CHAIRWOMAN WOOD: I mean, what do you guys think is good, I mean, in terms of if you want to come and pick up posters this week.

MS. COLLINS: If I was going to pick up I'd probably like to pick up twenty.

VICE-CHAIRWOMAN WOOD: From here?

MS. COLLINS: Wherever. I can pick them up wherever.

VICE-CHAIRWOMAN WOOD: Like, could we use Anna's office maybe here at City Hall –

MS. COLLINS: Anywhere.

VICE-CHAIRWOMAN WOOD: -- as a place where people can come and get them.

MR. SILVERIA: Sure, yeah I can turn around and drop them right back.

VICE-CHAIRWOMAN WOOD: That'd be great, okay. So, as of –

MR. SILVERIA: These are the final or any –

VICE-CHAIRWOMAN WOOD: This is final.

MR. SILVERIA: Okay.

VICE-CHAIRWOMAN WOOD: The thing you got emailed this afternoon is the final copy, feel free to make copies from that email, you know, print it out.

MS. COLLINS: Can the city translate it for us in a short turn around time do you think?

VICE-CHAIRWOMAN WOOD: I will certainly ask.

MS. COLLINS: Because that would be very helpful in my neighborhood –

VICE-CHAIRWOMAN WOOD: Yeah.

MS. COLLINS: -- at least in Olneyville.

MR. SILVERIA: Do you want a hundred biggies?

VICE-CHAIRWOMAN WOOD: Yeah, yeah, that's great.

MR. SILVERIA: Okay.

VICE-CHAIRWOMAN WOOD: Yeah.

MS. INGRAM: If they can't we have a Spanish translator and a Cambodian translator.

VICE-CHAIRWOMAN WOOD: Here's my one question that I'm concerned about that if we translate the publicity materials when people come and it's all in English is that like a sort of bait and switch thing?

MS. COLLINS: Well, we should have interpreters available.

VICE-CHAIRWOMAN WOOD: Because we don't have any translators available.

MS. COLLINS: Well, we can get them.

VICE-CHAIRWOMAN WOOD: I mean, we could –

MR. ROCHA: Some of the outreach is more like just reaching that certain community but they do know how to speak in English and maybe understand. But, it's a matter of at least letting them know because there's a special way to reach out to them.

VICE-CHAIRWOMAN WOOD: Yeah, I mean, I'm definitely committed to it, I just know we've been running on such a tight timeline that –

MR. ROCHA: Or just identifying someone in the city who has that connection that can just post and maybe reach out.

VICE-CHAIRWOMAN WOOD: Would anyone like to volunteer to take that on.

MS. COLLINS: I can contact the Hmong church that's right in my neighborhood and see if they can provide us with someone.

VICE-CHAIRWOMAN WOOD: Okay. So, that would be Hmong.

MR. ROCHA: I know the Board of Canvassers, I forgot his name, he's really involved, who's in there –

MR. SPECK: Oh, Tomas Avila.

MR. ROCHA: Yeah, he's very –

MR. SPECK: Of course. Delores Delos Santos, she's worked with the state though right?

MS. INGRAM: Yeah.

MS. COLLINS: The Governor's office.

MR. SPECK: The Governor's office, yeah.

MR. ROCHA: Yeah, they could just Facebook maybe or whatever other way – already does that for a lot of cities so.

VICE-CHAIRWOMAN WOOD: -- translation – yeah, okay, because I've said –

?: I can look into it but –

VICE-CHAIRWOMAN WOOD: Yeah, okay. So, let's touch base tomorrow morning. Okay.

MR. ROCHA: Outside of that, if I could just say, I think it's important to have at least one business perspective there. That's really important you know.

VICE-CHAIRWOMAN WOOD: Yeah.

MR. ROCHA: So, if someone can maybe just say, you know what, I'm going to be that person who can give a perspective on the business side.

MR. SPECK: You know what I would do, is ask Allan to reach out to, I mean, there will probably be sort of, you know – out reach business person might by, but, you know, you've got your Steve Lane's, then you got Jack Templane, those –

VICE-CHAIRWOMAN WOOD: He certainly has the entrepreneurial business –

MR. ROCHA: Maybe developers –

VICE-CHAIRWOMAN WOOD: -- outreach –

MR. ROCHA: -- who's most involved –

VICE-CHAIRWOMAN WOOD: And the I would say the Providence Foundation would be good –

MR. SPECK: Yeah, yeah.

VICE-CHAIRWOMAN WOOD: -- for getting to the more like bigger business of Providence based businesses and I can ask Dan Baudouin if he'll get that out to people. But, basically we just really need everybody's help to publicize and bring people and get the word out. RISD's really committed to it which, is fantastic and I'm sure we'll have a good showing from the RISD community but we really need citywide. And I know we're all volunteers, I have, I mean, I would have loved to have been able to put more work into it but it's so hard when you're working and you –

MR. ROCHA: It's a lot of work, yeah.

VICE-CHAIRWOMAN WOOD: -- and it's all volunteer. And it's been a lot just to get the venue and figure out the basic publicity. So, but let's just do the best we can and take it from there. Is there anything else in terms of questions? Other business? I will set up – what's, I mean, of the people here, Elaine, you, me, John, we're –

MS. COLLINS: I can't do the daytime meetings.

VICE-CHAIRWOMAN WOOD: Yeah.

MS. COLLINS: I've tried and failed several times.

VICE-CHAIRWOMAN WOOD: Maybe we'll just do this on email just what time and place works best for us so we can put together a quick, you know,

like a meeting this week where we can go through the schedule of the event and really make it tight.

MS. MURPHY: An open meeting – physical?

VICE-CHAIRWOMAN WOOD: Unfortunately it has, yeah, I think – unfortunately but it technically does, like, I just want to get this done. But, yeah it does have to be open and publicized forty-eight hours notice. Yeah.

MS. MURPHY: What about at lunch? Do you eat lunch?

MS. COLLINS: I've tried to commit to lunch meetings a couple of times and –

MR. SPECK: I can meet –

VICE-CHAIRWOMAN WOOD: The evenings that I'm free this week are Wednesday and late Thursday like as in after eight probably.

MS. COLLINS: I can do Wednesday between like five and seven. But not after seven.

MS. MURPHY: I can do Wednesday.

VICE-CHAIRWOMAN WOOD: Because we could set Wednesday now and just –

MS. MURPHY: I want to – that.

VICE-CHAIRWOMAN WOOD: Yeah, and then we could just get it down –

MS. MURPHY: Wednesday at five?

MS. COLLINS: Yeah.

VICE-CHAIRWOMAN WOOD: I –

MS. INGRAM: But, you'd have to be forty-eight hours –

MR. ROCHA: You said eight, didn't you?

VICE-CHAIRWOMAN WOOD: No, no, Thursday I'm not free til eight. Wednesday I'm free the whole evening. Probably five-thirty is the earliest I could

–

MS. COLLINS: That's true it would need forty-eight hours.

MS. INGRAM: I know.

VICE-CHAIRWOMAN WOOD: Oh, from now until then. Oh, darn it, thank you.

MS. COLLINS: It'd be like – hours.

VICE-CHAIRWOMAN WOOD: Yeah. Ugh, it's so hard.

MR. ROCHA: Let's do a Starbuck's at eight.

MS. MURPHY: Well, let's see, ah –

VICE-CHAIRWOMAN WOOD: Or is a Saturday morning out of the question.

MS. COLLINS: I can do it.

MS. MURPHY: I can do it if it's very early.

VICE-CHAIRWOMAN WOOD: Okay.

MS. MURPHY: I have to be some place at ten.

MS. COLLINS: We won't, like eight, but we can make it.

VICE-CHAIRWOMAN WOOD: All right, ah, are you allowed to have an open meeting at somebody's house?

MS. COLLINS: Yeah, I think we are. Why not? Ah, no because that's not a public location. I don't think so. It can be at a coffee shop.

MR. ROCHA: Coffee shop.

MS. MURPHY: I think that is probably not, you'd want to do it –

MS. INGRAM: In a public place.

MR. ROCHA: Yeah, Starbuck's.

VICE-CHAIRWOMAN WOOD: He doesn't know who's going to be at the door.

MS. COLLINS: If it's in the front yard.

MR. ROCHA: It could be at that place on –

VICE-CHAIRWOMAN WOOD: Well, I have kids so I really –

MR. ROCHA: Is there a café –

MS. MURPHY: How about Choclud?

VICE-CHAIRWOMAN WOOD: What's that?

MS. MURPHY: Choclud, Choclud, the coffee shop.

VICE-CHAIRWOMAN WOOD: Yeah, yeah, I'm just saying I would have to drive – or I can leave them alone.

MS. COLLINS: Is it nice weather? How about a park?

VICE-CHAIRWOMAN WOOD: No, we definitely need paper, we need to be at a table. Well, should we tentatively say Saturday morning, somewhere?

MS. COLLINS: Yes.

MS. MURPHY: Eight-thirty, fine.

MS. COLLINS: It's brutal but I can do it.

VICE-CHAIRWOMAN WOOD: No, I can't do it.

MR. ROCHA: Ah, make sure there's coffee.

VICE-CHAIRWOMAN WOOD: Do you have a suggestion?

MR. LUCHT: Seaplane Diner.

MR. ROCHA: Yeah, just do a diner that sounds good.

MR. SPECK: I have – be here for night meetings than I'd be somewhere at eight-thirty.

VICE-CHAIRWOMAN WOOD: Yeah, yeah –

MR. SPECK: I'll do what I can, I'll do my best. No problem.

VICE-CHAIRWOMAN WOOD: You know what, I can't even commit to this right now I'm just thinking because I have lacrosse with my kids on a Saturday morning. So, yeah maybe –

MS. MURPHY: Well, of course, Monday is the event.

VICE-CHAIRWOMAN WOOD: And Monday's the event.

MS. COLLINS: You know, if I can't make I can't make it and I could just send along my ideas or something.

VICE-CHAIRWOMAN WOOD: That could – yeah.

MS. COLLINS: Because I don't want to stymie the whole thing just because

–

MR. ROCHA: A conference call, we can't do that. That's not allowed.

MS. COLLINS: We can't do conference calls.

VICE-CHAIRWOMAN WOOD: All right, here's what I'm going to do, I'm going to check in with John, I'm going to just do a little email to us, we're allowed to that, we're allowed to email each other to schedule a meeting. So, let's just do that and then we'll have like pick A, B, C or D times, you know, and we'll figure those out.

MS. MURPHY: There's also Thursday morning.

VICE-CHAIRWOMAN WOOD: I can't do the mornings, I mean, I can't do work hours.

MS. COLLINS: I can't do that as well.

VICE-CHAIRWOMAN WOOD: Yeah, I mean, I can sometimes get away in the afternoons but –

MS. COLLINS: I'm really an eight to sixer.

VICE-CHAIRWOMAN WOOD: All right, we'll figure something out and get it together. And we really need Andy in on it too because of the RISD participation and stuff so.

MR. ROCHA: So, I wonder if the students need to be involved in at least one meeting or not? I'm just wondering.

VICE-CHAIRWOMAN WOOD: I mean, if one of his facilitator's students could come that would be helpful –

MR. ROCHA: Yeah.

VICE-CHAIRWOMAN WOOD: -- in a pre-meeting. Yeah.

MS. MURPHY: We could actually have it at RISD in the auditorium.

VICE-CHAIRWOMAN WOOD: We could have it, actually, we should meet in the Chace Lobby and then you can see –

MR. ROCHA: Yeah, we'll – see it –

VICE-CHAIRWOMAN WOOD: -- see where we are, see – that's a great idea, yeah. Okay. We should do that. Okay. All right, I will email that tomorrow morning. Yeah, because otherwise we won't have our forty-eight hours notice. Thanks everybody so much for a good meeting. Do we have to have a vote to close the meeting? A motion to adjourn.

MS. COLLINS: You've lost your quorum.

VICE-CHAIRWOMAN WOOD: Yeah, yeah. All right so we are adjourned. Thank you very much.