



Communications & Community Engagement Standing Committee Meeting Minutes December 19, 2016, 5:00pm in District Office

Members in attendance:

Chris Barrett – Board Member (Board Co-Chairperson)
Dan Tredinnick – Administration (Administration Co-Chairperson)
Julie Neal – Board Member
Terry Singer - Board Member
Maria Memmi - Board Member
Jody Jacobs – Citizen Advisor
Jason Ernest– Citizen Advisor

Public in attendance:

Brian Shiflett

1. **Call to Order** – 5:02 pm

2. **Roll Call**

3. **Old Business/Updates**

Communications Audit

- Virginia Roth and Shane Swisher from PPO&S presented their firm’s response to the Request for Proposals the district issued for a comprehensive communications audit.
- The Committee recommended to the full board that the district enter in negotiations with PPO&S to conduct “infoshare” focus group meetings with internal and external audiences and to bring back a report and recommendations for future directions. The committee recommended that the board set an expenditure cap on the work at an amount not to exceed \$5,000.

4. **New Business**

Website ADA Considerations (Informational)

- Mr. Tredinnick gave an overview of elements to be considered when working to make web-based information accessible to various user groups. Courts have ruled that state and local government web sites fall under the auspices of the Americans with Disabilities Act and while at this time there is no specific rules related to web site design, there are recommendations available on ways to optimize web content accessibility. In some instance, the matters have been litigated and case law is helping to share web design best practices.

5. **Recognition of Public**

6. **Upcoming Meeting Date** - Monday, March 27, 2017 5:00pm

7. **Adjournment** – 6:04 pm