

**AD HOC POLICY AND PROCEDURE
COMMITTEE MINUTES
TUESDAY, JUNE 8, 2010 – 4:00PM
CITY HALL BUILDING, CONFERENCE ROOM 2A**

Meeting was Call to order by Mayor Connors.

Roll Call: Alderman Marsala, Fesenmaier, Krohn, Mayor Connors, Clerk Dykstra, Jennifer Pollitt, and Administrator Jordan.

Mayor Connors opened up for public discussion. No one was present.

Review and Discussion regarding current City Policies and Procedures.

There was a discussion regarding the status of Pollitt's process. It was reviewed for the chapters and subject matter. Further discussion regarding the split between administrative directives and global city policies.

Discussion and action on establishing a method of identifying existing Policies, and documenting the current issue date/revision level.

Mayor Connors passed out several samples for use in format declaration. Electronic password protection and version control was discussed. Connors suggested a process for corrective and preventative action procedures also.

It was determined to use a format with a header which includes the chapter, section reference, version control, and page. The footer would include review and approved by the appropriate committee name, and council date of approval. It was determined the cover page for each policy would include a purpose, department responsible, and committee oversight. Pollitt will continue to format the policies into electronic versions and place into that format for review at the next meeting.

Discussion on process for handling future revisions.

A future meeting will be set for June 23, 2010 at 3:30pm for review of a minimum of one Chapter in the new format.

Marsala/Fesenmaier motion to Adjourn at 5:00pm. Unanimously carried.

/s/ Diana Dykstra, City Clerk