

Attendees:

1. **Keywanda Ballard-Battle**
2. **Janet Harris**
3. **Kim Kaplan**
4. **Jacquet Kehm**
5. Ruth Kittner
6. **Beverly McCoy**
7. **Paul O'Hanlon**

Agenda:

1. Check for Quorum - **YES**
2. Review and approve [previous meeting minutes](#)
3. Review officer roles
 - a. Harris: GSC Community Liaison - **Approved!**
4. Discuss organizing committees
 - . General (e.g., Administrative, Research)
 - i. Public Engagement Committee - **YES, Janet to lead**
 1. Ruth?
 - ii. Municipality Research Committees - **Discuss via email**
 - iii. Website Content Committee - **Keywanda to lead**
 1. Kim and Beverly
 - iv. Consultant Interview Committee - **Kim to lead**
 1. Paul, Beverly, Jacquet
 - a. Community Advisory Committee/Team
 - . **Commission not ready to vote on proposal as written, will review separately and reconsider at later date with possible changes**
5. Review and discuss two [consultant proposals](#)
 - . Third option?
 - . **When Borough hires professional service, not bound by RFP, therefore able to request a separate quote**
 - a. Interview timeline
 - . **Kim to follow up with Bethany on hiring committee and borough involvement**
6. Assignments to complete February tasks
 - . Budget submission to Council
 - . **Kim to breakdown by fiscal year with Jacquet**
 - a. [Draft survey](#) for community
 - . **Janet to take lead, Beverly to assist**
 - b. [Draft interview questions](#) for municipality study
 - . **Keywanda to work on this, seeking guidance**
 - c. Website approval/development
 - . **Keywanda to consider website content (landing page, bios, photos, history, navigation, etc.), Beverly and Kim to assist**
7. Discuss [research material](#) - **to review separately and bring to agenda when ready**
 - . Borough Code
 - a. Borough Council
 - b. Borough Mayors Manual
 - c. Citizens Guide
 - d. Home Rule Survey Template
8. PUBLIC COMMENT

ACTIONS:

- Kim to draft Commission Procedures document based on what's been agreed to