

2023 March 8

Wilksburg Government Study Commission (WGSC)

Hosanna House at 807 Wallace Avenue, Wilksburg, PA, 15221, 3rd floor, room 309

<https://us06web.zoom.us/j/2111167594?pwd=eVFfaZUNmeVRZYldCQUplaXE0dJ6dz09>

Passcode: 1234567

Dial-in: +1-309-205-3325

Meeting #: 211-116-7594#

Passcode: \*1234567#

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
2. Review and Approve [previous meeting minutes](#)
3. Committee Updates
  - a. Consultant Interview Committee
    - i. Lead: Kim
    - ii. Members: Paul, Beverly, Jacquet
    - iii. Updates:
      1. Bethany scheduling consultant interviews with committee and Borough Council members: Linda, Michael, Pamela
  - b. Website Content Committee
    - i. Lead: Keywanda
    - ii. Members: Kim, Beverly
    - iii. Updates:
      1. [Draft Content](#) (landing page, bios, history, etc.)
      2. Ready: Bios, intro statement
      3. Consider: link to survey
        - a. 2-3% of survey respondents may be duplicates
      4. Review: Historical information (offline)
      5. Borough website - Meeting info, minutes, recordings posted
        - a. Next: survey link
  - c. Public Engagement Committee
    - i. Lead: Janet
    - ii. Members: Beverly, Ruth
    - iii. Update:
      1. [Community Survey](#)

- a. Preamble re: who we are and why we're doing this work
    - b. Pre-populated issues vs open text
    - c. Survey distribution
      - i. Borough can send phone notification
      - ii. Email to those in voter registration files
      - iii. Phone/ipad/tablet at community hubs
    - 2. Borough Budget breakdown graph - Beverly
  - d. Municipality Research Committees
    - i. Update:
      - 1. [Research Questions](#)
      - 2. Table until Commissioners sign up for [municipality committees](#)
- 4. Other Actions
  - a. Commission Budget
    - i. Council president submitted the WGSC budget to the Finance Committee.
    - ii. Committee to review 3/13 and make a recommendation to the Council.
  - b. Commission Procedures
    - i. Status Update - Kim
      - 1. Still drafting
    - ii. WGSC Ethics and COI Statement - Ruth
      - 1. TBD
  - c. Vacancy - Kim
    - i. Timeline = March 30
    - ii. Next Steps
      - 1. Chair =
      - 2. Vice Chair =
      - 3. Fill =
  - d. Propose actions/agenda items for next meeting
    - i. Guest Speakers
- 5. PUBLIC COMMENT

**ACTIONS:**

- Review [research material](#) and add to agenda when ready to discuss
  - Borough Code
  - Borough Council
  - Borough Mayors Manual
  - Citizens Guide
  - Home Rule Survey Template