Meeting called by: Linda Shilley
Type of meeting: Monthly Committee
Facilitator: Quinn Dolan
Note taker: Samuel Strom

Voting Members:
✓ Quinn Dolan, ✓ Randy Horn, ✓ Aleanna Kondelis, □ Michael LaVielle, ✓ Brent LeVander, ✓ Eric Lindstrom, ✓ Gina Owens, □ Linda Shilley, ✓ Brian Thomas

Invitees:
☐ Tollen Bramby, ☐ Garett Buckingham, ☐ Debra Delzell, ✓ Michel Ligtenberg, □ Diana Peterson, □ Jena Richmond, □ Melissa Van Gorkom, □ Amanda Witt

Agenda Items

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Welcome and Board Member Introduction</td>
<td>Quinn</td>
<td>5 Minutes</td>
</tr>
<tr>
<td>✓ Approve Agenda</td>
<td>Quinn</td>
<td>5 Minutes</td>
</tr>
<tr>
<td>✓ Meeting venues</td>
<td>Quinn</td>
<td>5 Minutes</td>
</tr>
<tr>
<td>✓ Data Collection Efforts update</td>
<td>Quinn &amp; Brian</td>
<td>10 Minutes</td>
</tr>
<tr>
<td>✓ Best Practices Manual - Draft Outline Discussion</td>
<td>Quinn</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>✓ General Items</td>
<td>All</td>
<td>20 Minutes</td>
</tr>
<tr>
<td>✓ Next Meeting</td>
<td>Quinn</td>
<td>5 Minutes</td>
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</tbody>
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Notes

Welcome and Board Member Introduction
- A Quorum of the meeting was obtained

Approve Agenda
- Agenda was approved

Meeting venues – Skype?
- A motion to use Zoom, or other program. The motion was Seconded by Brian.
Data Collection Efforts update
- Intent to get report out in May to CPARB.
- 2017 Data is almost done.
- Amanda is working on the new worksheet for 2018.
- Quinn will send summary sheet of data collection to Aleanna.

Best Practices Manual - Draft Outline Discussion
- Brent remembers Tae-Hee putting together an outline of a Manual in the past. It was the framework only.
- August 2018 is the last time a best practices manual was talked about.
- Next month: Who would be best to lead on certain sections?
- Goal to have a draft by December.
- Next meeting: Discuss how detailed or simple the format should be based on target audience:
  1. Public agency that hasn’t used JOC.
  2. Possible JOC Contractor – What to expect?

General Items – Members input
- Gina put an RFP out.
- Randy asked should we answer questions based on interpretation?
  - Aleanna said to direct them to CPARB.
  - Quinn stated that it would be good to add information that answers those questions to the Best Practice manual.
- No additional Items from the members.

Next Meeting
Thursday, April 16th