

2 ✓

**MINUTES OF THE
FREEDOM OF INFORMATION COMMISSION
CITY HALL
EXECUTIVE ROOM
111 NORTH MAIN STREET
JANUARY 19, 2021
6:00 p.m.**

ATTENDEES: Chairman Edward J. Dudko
Vice Chairwoman Kimberly Caron

ABSENT: Secretary Josh Blacker

OTHER ATTENDEES: Jeffrey R. Steeg, Assistant Corporation Counsel
Noelle Bates, Recording Secretary

ITEM #1 – CALL TO ORDER

Chairman Dudko called the meeting of the Tuesday, January 19, 2021 Freedom of Information Commission meeting to order at 6:00 p.m.

ITEM #2 – APPROVE THE MINUTES OF THE FREEDOM OF INFORMATION COMMISSION MEETING OF OCTOBER 20, 2020.

IT was MOVED by Kim Caron **and SECONDED** by Ed Dudko **to approve the minutes of the Freedom of Information Commission meeting of October 20, 2020.**

ITEM #3 – NEW BUSINESS

ITEM #3A – CONTACT STATE OF CONNECTICUT FREEDOM OF INFORMATION COMMISSION TO SET UP FREEDOM OF INFORMATION TRAINING TO EMPLOYEES

Attorney Steeg stated that his office has been in contact with Tom Hennick at the Freedom of Information Commission and he gave us some dates in March to conduct a meeting. He would like to set the meeting up as in person and see where we are at in March. We could always add Zoom information to the meeting if we need to. Jeff's office will set up the meeting with Tom and forward to all employees.

No action taken.

ITEM #4 – OLD BUSINESS

ITEM #4A – STATUS OF FORMULATING A STANDARDIZED SET OF MINUTES FOR ALL BOARDS AND COMMISSIONS

The Committee discussed the formalization of a standardized set of minutes and whether the Mayor had sent a memo to all the Boards. Jeff's office will check on that. If she hasn't, he will ask that one goes out as there are too many inconsistencies with the minutes. It was also addressed that some boards don't get their minutes on line for many months. The memo needs to address this issue and remind people of the statutory requirements of the Freedom of Information Act.

No action taken.

ITEM #5 - ADJOURN

IT was MOVED by Kim Caron and SECONDED by Ed Dudko to adjourn at 6:10 p.m.

Edward J. Dudko, Chairman
Freedom of Information Commission