

AGENDA

Public Information Act Compliance Board
Organizational Meeting
February 10, 2016
10:00 a.m.
200 St. Paul Place, Baltimore

1. Introductions; purpose of the meeting (John West, Chair)
2. Review of the Board's function (Chair)
3. Review of draft procedures for addressing complaints (Chair and staff)
 - a. Intake procedures
 - b. Handling of complaints that do not fall within Board's authority
 - c. Handling of responses that are incomplete
 - d. Acceptance of complainants' rejoinders
 - e. Due dates; routine for deciding matters and issuing opinions
 - f. Publication of opinions; preferences for listing of members' names
 - g. Routine for recusals
 - h. Posting of procedures, opinions
 - i. Handling of meeting notices
 - j. Questions
4. Board members' preferences on when and how to receive complaint files (staff)
5. Mileage and parking reimbursement procedures (staff)
6. Adjournment (Chair)