
**2021-2022 MCC Governing Board
Special Called Meeting
November 3, 2021 – 7:00 p.m.**

MINUTES

Board Members Present: Shivani Saboo; Bill Glikbarg; Melanie Sletten; Rasheq Rahman; Suzanne Le Menestrel; Maria Foderaro-Guertin; Barbara Zamora-Appel; Carla Post; Lisa Mariam; Max Blacksten

Board Members Absent: Ivy Chen

MCC Staff Present: Daniel Singh, Executive Director; Holly Novak

Guests: Merrily Pierce (MCA)

DECISIONS:

1. Sewer pipe repair (capital expense)

MOTION: To approve the Emergency capital expenses of estimated costs \$100K (including a buffer cushion) for major repair of broken sewage pipe in concrete substructure in lower level of MCC building. **Unanimously approved.**

Background: A cost estimate was received to address a major repair issue in MCC building: a burst large sewage pipe underneath the concrete subflooring on the lower level. Total outlay: approx. \$100K which includes a buffer in case additional unknown related problems surface during the complex repair project. Age of the building and cast iron pipe infrastructure contributed to this problem; it was perplexing to discover and try to unravel. Scheduling the repair is challenging in working around upcoming large-scale special events, classes and normal usage of MCC facility. Due to extent of demolition, the entire lower level of MCC will be off-limits and inaccessible to the public and staff throughout duration. This large estimate from vendors has been duly-authorized by Fairfax County.

Capital Facilities Committee convened to discuss specifics and vote on a MOTION to approve the necessary expenditure. Comprehensive questions were addressed in discussion. Facilities Director Joe McGovern and Executive Director Singh provided detailed information, leading to unanimous approval by CFC of a MOTION to proceed with repairs. This level of estimated costs required additional consideration by the full MCC Governing Board to approve such allocation from the Fund. Upon unanimous vote on the MOTION, the board has now approved submitting a request to Fairfax County to move \$100K in MCC reserves to the current FY2022 Capital budget to address these urgent repairs.

2. Recommending new abbreviated style of Minutes + release of audio recordings of meetings

An abbreviated format for board and committee Minutes will be produced – which is a radical departure from our current lengthy narrative style of meeting Minutes.

New format: 1-2 page abbreviated “Notes.”: showing decisions, action points and simple bullet points only. Summary annotations will be inserted, such as: underlines, headings, bullet points and highlights. The audio recording would be available to the public (proceedings) if anyone ever requests.

Benefits of this new format:

1. Better use of Ms. Novak's time to focus on PR efforts of engaging with the public. We would like to use MCC staff resources wisely.
2. Less time-consuming to produce useful meeting Minutes that are shorter and not boring to read!
It takes now 4-5 hours to do a verbatim transcription of the audio recording
3. More efficient and transparent information available to the public. MCC is under scrutiny – people are saying we are not being transparent. Our process is not intended to hide anything. If people want the audio recordings, they can have them. We can get meeting Minutes displayed on the website faster.
4. Parliamentary process is still in place for full board meeting Minutes: committee meeting Minutes approved by the committee Chair is ready soon thereafter, whereas the Secretary approves Minutes for Board meetings (a one-month delay). The document is not official "Minutes" until you all approve it. They can't go up and be posted until the next meeting when they are officially approved.
5. A goal would be to have Minutes posted on MCC website five days following a meeting.

Comments by Ms. Novak: It has been hard for everyone to read through long Minutes... and it's hard for me to digest everything. Because people are just talking and talking - providing context. I'm going to try to get very brief on Minutes! Research shows that people remember more when it is brief and when things are highlighted and bolded. The Minutes are my interpretation. I'm not 'loading things into it.' It is part of my job to summarize what is being said and not simply recite an endless stream of everything.

Question: Is there a way for Minutes to be approved by us faster... such as over e-mail? Or does it have to be in-person?

Clarification by Executive Director Singh: Not as the current MOU is written. We are talking to the consultants about whether we can create Bylaws to give us more flexibility. How to create that structure to move forward? Right now, we can't – everything must be approved when the board convenes in-person.

ACTION ITEMS:

ACTION ITEM: Put the process on our website about how that works. To clarify for the public.

Question: Instead of having recordings available if someone requests it (which is another barrier to people), could we have the audio recording available for everyone?

Opinion expressed: As a public meeting, if we don't record it, maybe someone else will. It is fine to have the recording available if people want to take two hours to slog through it. I'm all for getting the audio recordings up on the website. As a transparency issue, put the Minutes up on our regular parliamentary schedule. We don't have to approve the recording; but we must approve the Minutes.

Comment by Executive Director Singh: The audio recordings would still be considered Minutes; we would still have to go through the process. But it would save time of Holly typing and Maria reviewing.

Opinion expressed: Another point is that no one has ever announced that our meetings are being recorded. Public meetings always declare: "This meeting is being recorded." In that statement, you could also say that this audio recording will be available to the public at a later date.

ACTION ITEM: Put a statement in every Agenda for the Chair to announce that the meeting is being recorded. Also place prominent signage on doors of McLean Room – This meeting is being recorded.

Other options mentioned:

* low-cost transcription services where it takes a recording and transcribers in real time. ZOOM does that but it would have to be approved by the county.

*post a video of the meeting (from ZOOM) Having a video up would be helpful because on an audio recording you can't tell who is speaking; having a video will make it easier for the public to actually see who is saying what.

*recognize this as an effort to move away from the 'old' and embrace the 'NEW.' That's one thing about technology: we are moving away from the old and embracing the 'new.' It will make sense to do this. There are people who would like to see the Minutes (summarized). But for those who have an hour or two... or twenty hours... to sit through a recording, they are welcome to do so.

*Fairfax Co. ADA compliance may require having available a transcript of the audio recording for those who are hearing-impaired or have a disability.

ACTION ITEM: Check with the person who did the training about the above specifics.

A message of 'thanks' from Chair Zamora-Appel:

I just want to emphasize that we are all volunteers. All of us have full-time jobs and many different responsibilities. There's a lot of time that we are spending reading and editing Minutes- we have been meeting a lot. I applaud you all for your commitment because we've been seeing a lot of each other! But we all have families, jobs, and life outside with other responsibilities.

OLD/NEW BUSINESS

Notices about Fairfax County employee training (now that board members are accessing SharePoint):

In moving to the Fairfax County e-mail addresses, board members are now also receiving messages about training in security awareness and other topics. Such trainings are required for county employees, but can also now be informative and helpful to MCC Board members in learning about these topics..

Nothing else was mentioned as a further topic for discussion this evening.

Shivani Saboo kindly shared some special holiday refreshments in celebration of Diwali, Indian cultural tradition.

PUBLIC COMMENT

Chair Zamora-Appel invited the public to introduce themselves and give verbal remarks if they wished.

No one requested to speak.

ADJOURNMENT

With no further business to discuss, Chair Zamora-Appel adjourned the meeting at 7:31 p.m.

Respectfully Submitted, Holly Novak - Executive Assistant to the Governing Board