

OIG Steering Committee Zoom Meeting

August 9, 2026

In attendance: Mary, Anthony, Beverly, Rochelle and D'Ann

Topics and discussion:

MANAGER

- checklist / task items - suggesting coordination and one point of contact ... **ask Georgette who she would want that person to be!**
 - Mary to visit office on Tuesday.
 - Take what she knows and give it to us ... seek first to understand and **ask her**
 - Example: she had offered in conversation insights as to the last office move and who helped
 - Mary to offer key words ... such as passwords, computer access, all accounts, all expirations – 3rd party companies. EVoice ... daily forward – process and who can cover. Signatures remain. Remove her from the account as well as quick books(Beverly) Website/document uploading.
- ... EXIT interview with whoever SHE wants.
 - Neutral person? No one on SC. **ASK GW!**
 - Mary to ask AI if any topics should be asked when the conversation runs out.
- Job posting, Mary to ask Adina where it was posted previously (once this is public). **SC to give Mary an suggestions on the job posting I has sent out by Wednesday night.**
- interview process – hold and submissions in Chair email then discuss at end of August on return.
- discuss potential downsides to the two weeks – none – very good spirits
- ... concern over what is happening with all those documents in bins in her office - **Mary to ask on Tuesday**
- ... Mary is gone for the full two weeks.
- **Mary to pull AI suggestion on Manger transition/departure list**
- **Mary to pull AI suggestion for exit interview form**

OFFICE MOVE

- Put on hold and stay month to month?
- ... ok for downtown (all now in favor or the lower rent and that location) Would they allow us to take them up on the offer at a later date if we do go have to month to month. **Offer through 8/6 Mary to Call asap on Monday. (post call, a suggestion that we ask for extension in lieu of moving into storage)**
- ByLaws require maintenance of office. (need to change) will need to move to office ... and not go into storage unless changed at the body. Time issue – 60 days.
 - Research might be required, what was presented during meeting was 2 paragraphs ... SC has overall responsibility ... nothing about maintaining office itself. Efficient and responsible. SU required from the SC (not the body) to move forward

FEEDBACK ON S&G DRAFT

- For those who have had time to review
- ... Please review BOTH old and new for your position and provide overview of your JOB DES.

PREP FOR SPIRIT OF ROTATION

- Convo on next steps
 - Reach out to the person currently holding the position (due to potential changed in S&G)

WEBSITE (migration)

- update for all of you – recap of conversation between Mary and JP and then the agreement in a different conversation with Bill. We only migrate to server that has better 24/7 service at nominal monthly charge. Bill rebuilds site. Test on server and if it fails, we still have Blue host and current website to as protection. SC agrees to proceed with announcement Wednesday and Bill to dig in - Bob C told RA ... leaving to JP.
- Mary to write one more email with this decision, still offering involvement in Website Committee if any interest.

Approved via text message. Posted 10.14.26