



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

MONDAY, MARCH 11, 2024

11:00 a.m.

Conference Room A

City Hall Complex, 1 Junkins Avenue

Portsmouth, NH 03801

1. **Welcome and Call to Order:** The meeting was called to order at 11:10AM.
2. **Roll Call:** Assistant Mayor Kelley, Councilor Cook, Councilor Tabor, and Councilor Lombardi all present. Also present, Suzanne M. Woodland, Deputy City Manager / Regulatory Counsel (DCM).
3. **Review and approval of the Minutes from the February 26, 2024 meeting:** Councilor Lombardi moved to approve the February 26, 2024 meeting minutes. Seconded by Councilor Tabor. **All in favor.**
4. **Training for City Volunteers:** This is a referral from the City Council to offer training to committee volunteers and elected officials. DCM advised that the City has recently deployed a new software program to better organize and distribute policies and procedures across departments. The Police Department has already been using this software. The platform also offers video training and tracking of certifications. The Legal Department will also offer in-person training as a follow-up to the on-line training. Discussion ensued about target areas to include, such as social media, public records and right to know. To allow for more time for the Committee to conduct research, it was decided to forgo the March 25, 2024 meeting. The next meeting will be on Tuesday, April 9, 2024. In the interim, the Chair and Legal will compile a bulleted list of areas to include in the Committee's research.
5. **Public Comment:** None
6. **Announcements:** Councilor Cook reminded the Committee that in order to add an item to the Committee's agenda, it needs to go before the City Council with a request to have it placed on the Committee's agenda.
7. **Adjournment:** The Councilor Tabor moved to adjourn the meeting at 12:05PM. Seconded by Councilor Lombardi. **All in favor.**

DRAFT Meeting Minutes prepared by:

Barbara J. Zulkiewicz

Minutes approved: April 9, 2024