

Sudbury Commission on Disability

Meeting Minutes

June 13, 2022

Virtual Meeting

Members Present

1. Kay Bell
2. Karyn Jones
3. Liesje Quinto
4. Randi Korn- taking the minutes
5. Jane Kline joins at?

Kay called the meeting to order at 7:37

1. K. Bell performed a roll call, confirmation of quorum; reading of protocols, announced that session is being recorded, shared live for the public on Sudbury TV and that there should be no expectation of privacy; selection of minutes recorder (Randi)

Public Comment

1. No public comment

Interviews and Rubrics for COD member interviews

1. Determine details for conducting interview of applicants for membership. Discussion ensued over best practices and structure for conducting multiple interviews including informal vs formalized process. Decided – each candidate will be asked the same 5 questions with no follow up. Candidates interviewed separately and brought from audience to panel.
2. Determine details for producing a ranked list of candidates to be given to Town Manager Hayes. [15-20 mins Discussion of Rubric ensued- on how to use a rubric, weights and conditions for rubric. K. Jones to create a rubric and share with committee members.

Kay expressed concern that the rubric is not well defined.

Motion: K. Jones makes a motion to use a rubric on making recommendations; Randi seconds the motion. Roll call vote:

Karen - yes

Liesje -yes

Randi- yes

Kay - no

Jane - abstain

Vote passes to use the rubric

3. Review of Questions for interviews includes discussion of questions voted on last meeting
 - Why do you want to join the COD?
 - What skills experiences and expertise do you bring that apply to the mission?
 - What is your passion for the COD?
 - How much time are you able to devote as a member of the committee?

Discussion ensues about asking a question concerning applicants' values on respect and inclusion in working on the COD. After discussion the COD added the question, "What has been your experience working in groups and committees?"

Karen motions to use the matrix and questions, Seconded? Roll call vote:

Karyn - yes

Randi - yes,

Liesje - yes,

Kay - no

motion carries

4. Discussion of drafting the letter to candidates and how to post and schedule

Approve minutes:

- a. Feb 23, 2022 (Kay for Caroline)
 - a. Kay shared the minutes and entertained a motion to accept the minutes,
 - b. Karen moves to make the motion, Liesje seconds. Roll call vote:
 - Kay- yes
 - Karen – yes
 - Liesje - yes
 - Randi - yes
- 4 in favor and the motion passes
- b. Mar 15, 2022 (Randi)
 - a. Kay shared the minutes and entertained a motion to accept the minutes.
 - b. Randi so moved, Liesje seconded the motion. Roll call vote:
 - Kay- yes
 - Karen – yes
 - Liesje - yes
 - Randi - yes
- the motion carries
- c. Jun 2, 2022 (Kay)
 - a. Kay shared the minutes and entertained a motion to accept the minutes.
 - Liesje so moved, Karyn seconds,
 - Kay- yes
 - Karen – yes

Liesje - yes
Randi - yes
the motion passes

Close Meeting

Future Meeting Dates: [5 mins] 1 more meeting

Future Agenda Items: [3 mins]

Adjournment Karen motions to adjourn, Liesje seconds. Roll call vote

Kay- yes
Karen – yes
Liesje - yes
Randi - yes
the motion passes