

Minutes

San Joaquin Valley Air Pollution Control District

PAPERLESS AGENDA CONSORTIUM

Central Region Office, Governing Board Room
1990 E. Gettysburg Avenue, Fresno, CA

Wednesday July 16, 2014

1:30 p.m.

Meeting held via teleconferencing (VTC) with the Central Region Office (Fresno), the Northern Region Office (Modesto) and the Southern Region Office (Bakersfield). This meeting was webcast.

1. eScribe Agenda Presentation

Tara Holdbrook, eScribe Business Development Manager, provided the presentation. She explained the advantages of automating an agenda packet process including reducing and possibly eliminating the pasting and re-typing of information and improving flow and efficiency. Ms. Holdbrook explained eScribe was founded in 2003 and has a proven track record of helping organizations implement efficiencies and reducing paper. She added eScribe can be aligned with Microsoft Technology Stack and limitless possibility of integrations into other systems.

Ms. Holdbrook gave a demonstration from the Administrator's perspective. She illustrated how the user would create an agenda item, agenda packet and ultimately the Minutes. She noted the agenda packet would contain not only bookmarks but also page numbers to assist the reader. She explained the participant portal access to make comments and if necessary vote on items.

Ms. Holdbrook stated she would gladly speak to any client that had questions regarding her business solution.

2. District Paperless Agenda Presentation

Carol Flores, Operations and Program Support Supervisor, stated the hard copy process of creating an agenda packet was very labor intensive and expensive. She added the Board members carried the heavy binders to the meetings and then the information is discarded. Ms. Flores stated communication is key amongst all those involved including the project coordinator, Information Technology department and the clerk staff. Ms. Flores reviewed the District process including naming convention and the tasks of fixing errors found during the review process.

3. Future Topic Suggestions

Mr. Haq stated he would consider suggested topics for future meetings and would send out information for the next meeting as soon as available.