

CITY OF READING CHARTER BOARD

MEETING MINUTES

Location: Virtual, Zoom
Date: Friday, July 12, 2024
Time: 6:00 PM

MINUTES

- I. **Call to Order and Roll Call.** *Called to order at 6:14pm. Present; Ms. Leidy Ramos, Mrs. Susan Williams, Mr. Shane McFarlane, Chair, and Board Solicitor, Mr. Eric Smith.*
- II. **Approval of minutes.** *(None).*
- III. **Public Comment.** *There were no members of the public present.*
- IV. **Right to Know Requests.** *No right to know requests, as of this meeting.*
- V. **Education Initiatives.** *Chair briefly discussed intentions to revamp the Tip of the Month newsletter in the near future.*
- VI. **Advisory Opinion Requests.** *The Board was briefed by Solicitor on the details of Advisory Opinion No. 55. Chair gave concise feedback.*
- VII. **Enforcement - Charter Board Complaints.** *No complaints, as of this meeting.*
- VIII. **Executive Session.** *(None).*
- IX. **Official Action.** *The Board voted unanimously to approve Advisory Opinion No. 55.*
- X. **Public Comment.** *There were no members of the public present.*
- XI. **Administrative Matters or New Business.** *The Board Solicitor was authorized to continue the crafting of administrative processes related to the search and retention of a Hearing Officer and an Investigative Officer.*
- XII. **Next Meeting/Adjournment.** *Next meeting date TBD. Motion to adjourn by Mrs. Williams. Seconded by Ms. Leidy Ramos. Adjourned at 6:28pm.*