

**Meeting Minutes**  
**(Unapproved and Subject to Change)**  
**Fair Political Practices Commission**  
**Public Outreach and Technology Committee Meeting<sup>i</sup>**  
**August 7, 2020 1:00 p.m.**

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The Public Outreach and Technology Committee was called to order at 1:01 p.m.

**1. Public Comment for items not on the agenda.**

**2. Approval of June 5, 2020 minutes.**

**MOTION:** To approve June 5, 2020 Committee minutes. Moved by Commissioner Wilson, seconded by Chair Miadich. The motion was approved 2-0.

**3. Education Program Services and Resources.**

Alana Jeydel, Outreach and Education Unit, presented an overview of services and resources provided by the Education Unit. Dr. Jeydel mentioned the welcome pamphlets and the advice phoneline that will help campaign filers navigate and locate all information on the website. Short clips are currently being planned to help answer common questions. The Education Unit are working to encourage more feedback on the website in order to know where best they can help.

Commissioner Wilson asked about developing of the landing page for someone who is not familiar could go to and find what training tools are out there.

Chair Miadich asked if a strategic partnership should be formed such as the League of Cities, to be able to reach folks in need of training. Dr. Jeydel explained that there are many subscribers on Mailchimp who receive updates on all webinars. Chair Miadich asked if there are other ideas or specific recommendations to improve the Outreach and Education Unit.

The Committee recommends to the full Commission that Staff be directed to create a 'Learn' landing page.

**4. Discussion of document security on the FPPC website.**

Larry Crabtree, Chief Information Officer, explained two options for securing documents on the FPPC website: Password Protect and Cert Protect.

Loressa Hon, Acting Executive Director, discussed the number of staff that will be uploading information on the website and suggested starting with that small group of staff.

Larry Crabtree, Chief Information Officer, stated that he is currently converting all the word documents on the website to PDFs. Ms. Hon recommends using Password Protect because it includes a layer of security for a fraction of the cost.

The Committee recommended to the full Commission that Staff be directed to move forward with purchasing software to secure website documents.

#### **5. Discussion of website tracking metrics.**

Larry Crabtree, Chief Information Officer, showed the website traffic metrics on the FPPC website. Chair Miadich asked how much the software would cost to automate the data received on the website. Mr. Crabtree stated that a single cost of \$400 would purchase the software.

The Committee recommended to the full Commission that Staff purchase the necessary software.

**MOTION:** Adjourn the meeting. Moved by Commissioner Wilson, seconded by Chair Miadich. The motion was approved 2-0.

The meeting concluded at 2:10 p.m.

#### **ADDITIONAL INFORMATION.**

- You may listen to and participate in this committee meeting by teleconference by calling: (877) 411-9748; access code 723284.
- For questions about this meeting, you may contact the Commission Assistant at (916) 322-5660.

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<sup>i</sup> The Commission has established two-person standing advisory committees to allow greater participation by individual Commissioners in making recommendations to the full Commission. In recognition of the public's interest in the meetings of these committees, the Commission has directed the committees to allow the public to monitor committee deliberations, whenever possible, by publishing a five-day notice of the meeting and allowing callers to listen and participate to the proceeding with a call-in telephone number. Additionally, the Commission is permitting public participation through the online portal: <http://mediasite.fppc.ca.gov/>

As two-person advisory committees, Bagley Keene Open Meeting Requirements (Government Code Sections 11120 - 11132) do not apply to the committee meeting. However, the Commission will be soliciting public comment before and during the meeting. If you would like to comment on an agenda item prior to the meeting, you may email your comments to the Commission Assistant at [CommAsst@fppc.ca.gov](mailto:CommAsst@fppc.ca.gov). Any comments submitted prior to the meeting will be provided to the committee members for consideration at the meeting.