

Dockless Vehicle Committee

Minutes from __11/14/2018_____

Members present:

Meg Young, DOT
Matthew Warfield, DOT
Theo Ngongang, DOT
Charles Penny, DOT
Edward Reisinger, 10th District Councilmember
Victor Tervalo, Law
Josh Wilson, MOSS
Terrence Jennings, Mayor's Office
Jon Laria, Mayor's Bicycle Advisory Committee
Ben Hyman, Waterfront Partnership
Kwame Rose, DOT
Daniel Knopp, UMB National Study Center for Trauma and EMS

Committee members adopted the minutes from the last meeting on 10/31/18.

Committee members adopted the Dockless Vehicle Committee work plan which will be posted on the Dockless Vehicle page on the DOT website.

Members were updated on the progress of the Dockless Vehicle Pilot program since the last meeting, including data submitted by companies and management of that data.

Members were briefed on the incident tracking being undertaken by the UMB National Study Center for Trauma and EMS staff, in partnership with DOT.

Members agreed to review questions for the Dockless Vehicle community survey and to start compiling events at which the survey can be promoted.

Members reviewed best practices for dockless program requirements nationwide. The committee decided to discuss recommendations on Safety Zone and Enforcement requirements at the next meeting.

The next meeting date of 11/28/18 at 10:00am was confirmed.

**COMPLIANCE CHECKLIST
FOR MEETINGS SUBJECT TO THE MARYLAND OPEN MEETINGS ACT ***

Name of public body Dockwood Vehicle Committee Date of Meeting: 11/14/19

1. Did you give "reasonable advance notice" and keep a copy or screenshot?
2. Did you make an agenda available when notice was posted, or, if not yet determined, as soon as practicable, but at least 24 hours before the meeting?
3. Did you make arrangements for the public to attend?
4. Is someone prepared to keep minutes in writing or, otherwise, to run the equipment for minutes in the form of live and archived video or audio streaming?
5. If part of this meeting might be closed to the public, have you first: Nothing Closed
 - Made sure that the public body has designated a member to take training in the Act?
 - Made sure that the topic to be discussed falls entirely within one or more of the "exceptions" that allow the closed session? (see the other side for the list)
 - Given notice of the open meeting to be held right before the closed session, so that the presiding officer can hold the required public vote to close?
 - Made sure that the initial open meeting will be attended by a member designated to take training in the Act, and, if a designated member cannot attend, made sure that the public body is ready to complete this compliance checklist at the open meeting and keep it to attach to the minutes?
 - Equipped the presiding officer to prepare a written statement with the required disclosures? (for a model form with instructions, go to <http://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx>)
 - Equipped the presiding officer to limit the closed session discussion to the exceptions and topics cited on the written closing statement?
 - Arranged for closed-session minutes to be kept and adopted as sealed?
 - Equipped someone in the closed session to keep a record of each item of information that must be disclosed in the minutes of the next open meeting? (for the list, see the model closing statement).
 - For a meeting recessed to hold a closed administrative session, arranged to disclose, in the minutes of the next open meeting, the date, time, and place, persons present, and subjects discussed?
6. Have you arranged for the preparation, the adoption as soon as practicable, and posting online if practicable, of minutes of the open meeting, including summaries of any prior closed sessions, and this form (when required), completed on this side?

**This checklist is designed for general use as well as for use at open meetings of public bodies that hold closed meetings, when a member designated for training cannot attend the initial open meeting. See GP § 3-213(d). Like the earlier checklists, this checklist gives general guidance, does not guarantee "compliance" with every provision of the Open Meetings Act, and will be revised occasionally.*

(Revised July 2018)