

Associated Residential Community Housing (ARCH) Advisory Committee | MINUTES

Meeting date | time 1/8/2019 2:00 PM

Meeting location: Barret Room

Type of meeting:	ARCH Advisory Committee	Attendees:	
Co-Chairs:	Jana Severson		Jana Severson
Note taker:	Leticia Ruelas		Ramona Ferreira
			Malia Mahi
			Chris Dayss
			Anindita Bhattacharya
			Jenna Bastear
			Marybeth Ward
			Hana Haddad
			Gautam Akiwate
			Wossene Bayisa
			Valerie Saiag
			Erica Ferrer (GSA guest)
			Everett Conrad (IT guest)

AGENDA

Meeting begun at 2:10 PM with introductions and housekeeping.

- Access: Jenna needs to be added to appeals. Pending her employee number.
- Gautam needs an updated placard.
- Betty Ramirez has stepped down from co-chair. Erica will help fill the position through her GSA position.

Appeals 101:

- Malia passed out training guides. An electronic guide will be sent to all the committee members.
- Jana reviewed purpose of upgrade to include an on-line chat function as well as other efficiencies.
- Leticia reviewed process from appeal to decision email
 - Resident Resource page is where appeal is submitted
 - Resident can see every appeal they submitted with no decision and can submit a new appeal.
 - Resident fills out their personal contact info and explains request, can upload attachments.
 - An error appeared during demonstration. Everett from IT will look into it.
 - Office staff reviews appeal, complete office notes, and send to ARCHAC if needed.
 - Leticia reviewed Committee Member screens.
 - ARCHAC can then comment in the Discussion area.
 - Discussion area is a good place for members to ask questions of office staff as well as to express disagreement with other members
 - Member can submit vote – Approve, Deny, Abstain, Defer to Meeting – can see all of this info
- Anindita asked what happens if a member submits appeal.

- Jana explained they will need to have an in person vote without that particular member.
- Gautam explained that online votes are different than in person vote since we don't track who voted which way in person. Don't associate vote with specific person only with the number of vote types.
 - Erica is concerned about system getting hacked so even more important not to associate name with decision.
 - A discussion continued between Everett and Gautam about the possibility of hacking and the best way to draw the line.
 - Jana explained that the voting page should be summary of votes and not show specific names.
- Valerie asked how many "Defer to Meeting" votes were needed to go to meeting.
 - Gautam shared if there is a quorum then the appeal should NOT Defer to Meeting. Do not include Defer to Meeting in vote count.
 - Erica and Valerie agreed.
 - Everett shared that votes can be changed until final decision is made.
- Jenna asked how long the discussion period would be.
 - Everett explained someone has to manually close the discussion.
 - Gautam asked if we can send email when Quorum is reached.
 - Leticia suggested committee have time limit to vote. Now the system includes a one week time to vote.

Appeal # 1358

- Gautam motioned to vote
 - Hana seconded the motion.
 1. Votes: 2 approve 5 – deny – 1 abstain
 2. Appeal decision: denied

Appeal # 1372

- Gautam motioned to vote to give a 60 day extension
 - All seconded the motion.
 1. Votes: 8 approve – 0 deny – 0 abstain
 2. Appeal decision: approved

Appeal # 1368

- Hana motioned to vote.
 - Anindita seconded the motion.
 1. Votes: approve – 8 deny – abstain
 2. Appeal decision: unanimous denied

Appeal # 1380

- Anindita motioned to vote.
 - Marybeth seconded the motion.
 1. Votes: 0 approve – 8 deny – 0 abstain
 2. Appeal decision: denied

Appeal # 1378

- Anindita motioned to vote.
 - Gautam seconded the motion.
 1. Votes: 0 approve – 8 deny – 0 abstain
 2. Appeal decision: denied

Meeting adjourned around 3:40pm. Next meeting will be on 1/22/2019 from 2-3:30pm at the Boardroom at 64.