



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Tuesday, April 9, 2024

11:00 a.m.

Conference Room A

City Hall Complex, 1 Junkins Avenue

Portsmouth, NH 03801

1. **Welcome and Call to Order:** The meeting was called to order at 11:09AM.
2. **Roll Call:** Assistant Mayor Kelley, Councilor Cook, and Councilor Tabor all present. Councilor Lombardi was absent. Also present was Suzanne M. Woodland, Deputy City Manager / Regulatory Counsel (DCM).
3. **Review and approval of the Minutes from the March 11, 2024 meeting:** Assistant Mayor Kelley moved to approve the March 11, 2024 meeting minutes. Seconded by Councilor Tabor. **All in favor.**
4. **Training for City Volunteers:**
 - a. **Review of Draft Training Manual:** The Committee reviewed the initial draft of a training manual for city volunteers. Updates were made to the document, Legal review will be requested and a redline copy will be re-distributed to the Committee for comment.
 - b. **Outline of Training Needs:** The Committee discussed the City's coordination of training, including on-boarding, frequency of the training, i.e., annually, or on an as needed basis and methods of how to confirm that materials have been reviewed by volunteers. The draft documents will be provided to HR, the City Clerk and Legal for review and comment.
 - c. **Update from City Staff:** None
5. **Public Comment:** None
6. **Announcements:** None
7. **Adjournment:** Assistant Mayor Kelley moved to adjourn the meeting at 12:00PM. Seconded by Councilor Tabor. **All in favor.**
8. Next Governance Committee meeting will be on Monday, April 29, 2024 at 11:00AM.

Meeting Minutes prepared by:
Barbara J. Zulkiewicz

Minutes approved: May 28, 2024