

3/1/2024

OOFY Advisory Board

2:45-4:30 PM

Agenda

1. Intro/Welcome
2. Intro to SMART w/ Tracey from Admin
3. Data Privacy + Open Meeting Law w/ Casey from Admin

2:45- 3:45 PM

Intro to SmART (Small Agency Resource Team in the Department of Administration)

- SmART works with OOFY in an advisory capacity. It cannot make decisions for OOFY.
- SmART works with small agencies in two main ways.
 - Financial Management and Budgeting
 - Human Resources
- For more specifics on SmART click [here](#).

What does this mean for the OOFY board?

The board doesn't have direct budgeting or financial responsibilities but can work in an advisory capacity around budgeting issues.

- The state government works in 2-year cycles.
- We are in the first year of that cycle. Fiscal Year 2024 (FY24) started on 7/1/2023. Fiscal Year 2025 (the second in the cycle) begins 7/1/2024.
- OOFY has a budget that is set. If OOFY doesn't use all the assigned funds for the first year in the cycle, the money rolls over and it can still be used.
- If OOFY doesn't use the budget by the end of the second year in the cycle it does NOT roll over. Any surplus rolls back into the General Fund.
- In order to use OOFY funds money needs to be encumbered, which means set aside for a specific purpose.

- Unobligated money is not spent and is available. It would need to be encumbered to be spent.

The state legislature is currently in session through May 20, 2024.

3:45-4:30

Government Data Practices and Open Meeting Law

Data Practices

- The Data Practices Office is a small team within the Dept. of Admin. They are experts on data and open meeting law. They can answer questions and offer guidance but cannot make decisions for OOFY.
- OOFY will work with public and nonpublic.
- [State statute 13.601](#) has more information on your role as a board member and data privacy.

Open Meeting Law

- All meetings of public bodies must be open to the public to attend.
 - You do not have to allow time for public commentary.
- For open meeting law to apply, a quorum (majority) must be reached AND the group must discuss relevant board matters.
- For OOFY a quorum is 8/15 members present.

What does this mean for the OOFY board?

- A lot of the work OOFY will do is public data and can be requested by the public (this could be emails, memos, materials, etc.). Some of the work will not be public ([more info on data classification](#)).
- Communication between OOFY board members, even on private devices and accounts, is public data. Think about: would I want this data on the cover of the Star Tribune?

3/1 Attendance

Advisory Board

Name	Present/Absent
Ziigwan Frazer	P
Lucina Kayee	P
DeShawn Woods	A

Jasmine Clark	P
Melinda Doms	P
Ariana Guerra	P
Elena Leomi	P
Kristine Snyder	P
Lacey Hubert	P
Shawna Bullen-Fairbanks	P
Sage Desai	P
Nia Dyer	P
Izavella Wagner	P
Graciela Bloch	P

Staff/Facilitators

Misty Coonce	P
Robin Purman	P
Rebecca McCammon	P
Sherry Johnson	P