

MEMORANDUM

TO: Board of Managers Governance Committee
FROM: Liz Forbes
DATE: March 2, 2022
RE: Approaches for gathering input on governance manual

Below are three options to gather input for governance manual review. Staff recommend Option 1.

Option 1: Adobe Document Cloud

★ Recommended option

Try it out

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:47e369a6-39e9-48ab-8635-d142b117fcf3>

Advantages

- Web-based and easily shareable by link
- Personal links can be created for each manager to avoid conflict with open meeting laws (staff can do this)
- Can create a separate link for public commenting (comments visible to everyone using link)
- Comments can be exported as a PDF file and saved elsewhere such as OneDrive
- Approach will be familiar to users of MS Word
- Diverse commenting options: comment bubbles, underline text, cross out text, highlighting, drawing
- User can sign in as “guest” without creating an account

Disadvantages

- Requires basic technology know-how
- May get messy with a large number of comments

Option 2: Pastel

Try it out

<https://usepastel.com/link/p0zq5/>

Advantages

- Web-based and easily shareable by link

- User friendly interface
- Personal link can be created for each manager to avoid conflict with open meeting laws (staff must request link setup through HDR)
- Can create a separate link for public commenting (comments visible to everyone using link)

Disadvantages

- Basic comment option: Adding a comment is only way to provide feedback (no highlighting, etc.)
- Cannot export comments from Pastel (will have to grab screenshots if hard copy of comments is desired)

Option 3: MS Word – Track Changes

Advantages

- Document shared as email attachment (no need for online upload)
- No conflict with open meeting laws as each manager views/comments on their own version of the document

Disadvantages

- Public may not have access to MS Word
- Less easily distributed to public: will have to download document from website or send request to staff to email document
- Can get messy if user is not clear with in-text edits
- Proposed edits to text may be missed if user “accepts changes”
- Some users may not be familiar with text tracking tools/options
- May require juggling of many documents if multiple public commenters submit edits/comments