

# PDPPC Attendance-Taking Instructions

February 26, 2020

Hello PDPPC participants,

As you may know, the stakeholder attendees in the PDPPC created and agreed upon a structure in 2012, in which attendees could become eligible to be “voting members” of the PDPPC, for purposes of voting on draft written recommendations to the Department, stakeholders’ decisions about the management of the group, and so on.

Stakeholders decided back then to base eligibility to vote on attendance. Over the years, the PDPPC has grown, resulting in a large amount of time each meeting needed for stakeholder attendance-taking. (During the January 2020 meeting, this task required 30 minutes.) It was agreed on at the January 2020 meeting to seek an alternative method to take PDPPC attendance. The PDPPC stakeholder co-chairs have agreed to try the following method:

Beginning in February 2020, attendance will be done largely through a web form.

- If you have internet access, please use this link for attendance: [www.tinyurl.com/PDPPC2020](http://www.tinyurl.com/PDPPC2020).
- The meeting facilitator will take attendance “live” at the meeting for those without internet access, for anyone unable to complete the web form, and for first-time attendees.
- The web form is also to be used by stakeholders to request an excused absence for the meeting.
- The attendance web form will be open beginning the Monday of the week of the PDPPC monthly meeting. It will close at the end of the PDPPC meeting day.
- If you have any questions please contact John Barry at [John.R.Barry@state.co.us](mailto:John.R.Barry@state.co.us) or 303-866-3173.

**Link to PDPPC Attendance Web Form:**

**[www.tinyurl.com/PDPPC2020](http://www.tinyurl.com/PDPPC2020)**.