

Agenda: Technical Advisory Group Window Washing Anchors Meeting #1

Date: Thursday, October 21, 2021

Time: 3:30 PM to 5:00 PM

Location: **WebEx Event**

- TAG members – registration is not required, please join from your panelist invitation. To ensure your ability to connect, please attempt log in at least five minutes prior to the start of the meeting. If for some reason you are unable to connect, contact Chad Payment at chad.payment@state.mn.us for assistance.
- **Attendees – registration is required:**
 - Click [here](#) to Register (if joining from a computing device) or visit the Department’s website for registration, WebEx attendee instructions, and meeting materials at: <https://www.dli.mn.gov/about-department/boards-and-councils/window-washing-anchors-technical-advisory-group-tag>
 - Event number: 2483 193 3518
 - To participate by telephone, at the date and time listed above, you may call 415-655-0003 or 855-282-6330 and enter access code: 248 319 33518.

Call to order

Remote meeting statement

Thank you for joining this remote meeting via Webex. As TAG lead, I have determined today’s meeting is via the Webex platform due to the current status of the state of Minnesota due to the COVID-19 pandemic. Per Minnesota Statutes, section 13D.021, of the Open Meeting Law, electronic meetings are acceptable when an in-person meeting is “not practical or prudent because of a health pandemic or an emergency declared under Chapter 12.”

- Everyone present on this Webex event can hear all discussions.
- All handouts discussed and Webex instructions are posted on the TAG’s webpage at <https://www.dli.mn.gov/about-department/boards-and-councils/window-washing-anchors-technical-advisory-group-tag>.

Participant and chat functions – Raise your hand before speaking

- Click on “Participants” and “Chat” at the bottom right of your screen. Panels will open on the right side of your screen.

- Click the hand icon above the “Chat” section to signal you would like to speak; click it again to remove the signal.

DLI staff members, TAG members and presenters (panelists)

- All are able to mute and unmute their microphones.
- Click the hand icon to indicate you wish to speak. If the host or chairperson says your name, unmute yourself and state your name before speaking. Note that use of headphones may impact your microphone.

Members of the public (attendees)

- All are able to hear everything, but can speak **only** if public input is requested, at which time the host will unmute your microphone.
- Only the host can receive chat messages. For technical assistance, send the host a chat or email message. Contact Chad Payment at chad.payment@state.mn.us.
- **Open forum or public input requested:**
 - click on the hand icon or press *3 (for phone access) to indicate you would like to speak or send a chat message to the host or email the host at [contact person’s email address];
 - if the host says your name, unmute yourself when it is your turn to speak; and
 - keep your comments to five minutes or fewer, mute yourself and click the hand icon to turn it off.

Agenda Items

1. Introduce Committee Members
2. Discuss meeting format and procedures
3. Overview of Opening Meeting Law
4. Discuss information sent to TAG members
 - Findings of the 2010 Window Safety Committee
 - [Minnesota Statutes Section 326B.106, subdivision 3\(m\)](#)
 - [Minnesota Rules, part 1305.3114](#)
 - ANSI/IWCA_I-14-01 Standard for Window Cleaning
5. TAG member assignments for next meeting
6. Next meeting: November 4, 2021
7. Adjourn