



Small Business Environmental Council Meetings Public Participation Protocol

The following policies shall apply to the Public Comment portion of the agenda at all regular meetings of the Small Business Environmental Council. Individuals attending meetings cannot take part in the normal agenda. Public participation is allocated to the end of the meeting. However, these procedures may be altered as the Chair sees fit.

1. A specific start and ending time for public comment will be included in the agenda for the meeting, subject to extension by the Chair.
2. Persons wishing to provide public comment must sign a sign-in sheet prior to the start of the public comment period of the agenda, and provide their name, mailing address, telephone number, the name of any affiliated organization for which they have been authorized to provide comment (if any), and the general topic or issue on which they desire to comment. A copy of this protocol will be available with the sign-up sheet.
3. Each person will be allowed three to five minutes to provide comment; provided, however, that if the number of persons who sign-up times five minutes exceeds the length of the public comment portion of the agenda, the Chair shall equally apportion the time among the persons who have signed up to comment. Written materials of any length may be provided to the Council, whether or not the person submitting the materials has signed up to comment.
4. Board members should listen to comments and not interrupt or otherwise respond to comments. At the close of the public comment period, Council members can direct questions or comments to the Chair, who will give direction regarding follow-up with any particular person providing comment, or information about the topic or issue on which a person has provided comment.
5. Personal attacks on Council members or others, comments which are or would be considered profane or otherwise unacceptable, are not appropriate for comment and may be halted and excluded at the discretion of the Chair.

The Small Business Environmental Council (SBEC) is authorized through s. 285.795, Wis. Stat. The statutes charge the SBEC with the following:

- Advise Department of Natural Resources (DNR) on the difficulties experienced by small businesses when complying with environmental regulations.
- Provide other advice to DNR on ways to assist small businesses to comply with state and federal environmental regulations.
- Determine the impact and severity of environmental regulations and enforcement against small businesses.
- Review Small Business Environmental Assistance Program (SBEAP) informational materials to ensure they are understandable by small businesses.
- Advise DNR on effectiveness of SBEAP.

Council Members

Amy Litscher, Saga Environmental & Engineering, Lake Mills (**Chair**)
Jeanne Whitish, Purple Cow Organics, LLC, Middleton
Richard Klinke, Klinke Cleaners, Madison
Vince Ruffolo, Superior Industrial Coatings, Inc, Racine
Shane Lauterbach, Lauterbach Group, Inc., Sussex
Rep. André Jacque, State Assembly – 2nd District

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