



STATE OF MISSISSIPPI
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH
EXECUTIVE DIRECTOR

To: Agency Executive Directors
Accounting Finance Directors
Human Resource Directors
Payroll Directors

From: Kevin J. Upchurch 

Date: June 17, 2013

Subject: Creation of Public Meeting Notice (PMN) Website

A new mandate was given to state agencies in Senate Bill No. 2070 (2013 Regular Legislative Session) regarding notices of regular public meetings. This legislation amends Section 25-41-13, Mississippi Code of 1972 Annotated, by adding a new subsection (3) which reads in part:

"Notice of any regular meeting held by a state agency, other than a legislative committee, shall be submitted to the Department of Finance and Administration at least twenty-four (24) hours before the meeting in order to be posted on the department's searchable website created by the Mississippi Accountability and Transparency Act of 2008 (MATA)."

To assist agencies in complying with these requirements, the Department of Finance and Administration (DFA) will provide a public website with a single online location where information regarding all state agency meetings can be easily accessed, and we will establish procedures to assist you in publishing any regular meeting to the MATA website.

The Public Meeting Notice (PMN) will consist of two main parts:

1. An administrative site from the PMN home page that allows approved agency users the ability to login and draft, post, edit, or cancel meeting notices for the viewing public.

Each state agency must designate one or two main contacts (master users) for their agency by completing the [Public Meeting Notice Security Maintenance Form](#) for each one. Mississippi Interactive (MSI) will e-mail each master user with training information on how to access and use the PMN website. The agency contact(s) will be able to create and manage additional users, who will also have the ability to publish public meeting notices to the PMN site on behalf of the agency.

2. A public site that provides citizens the ability to view meeting notice details regarding dates, minutes, cancellations, etc.

The [Public Meeting Notice Security Maintenance Form](#) should be completed and forwarded to the MMRS Call Center via MASH email at MASH@dfa.ms.gov prior to July 1, 2013. Please enter "Security Public Meeting Notice" on the subject line of your email.

Thank you.