



**Charter Review Commission
Minutes
WebEx Board Meeting
January 25, 2022 7:00 PM**

Members Present: Chair Fred Evans, and members John Becker, Harold Hodges, Jack Kelly, Robert Kurnick, Kevin Owen, Anita Powell, Izola Shaw, Marissa Valeri, and Robert Wright were present.

Absent: David Gottesman and Sally Kram were absent.

Staff Present: City Clerk/Director of Council Operations Sara Taylor-Ferrell, Deputy City Clerk Danny Winborne, Judy Penny, Executive Assistant, and Management Assistant Melissa Wiak were present.

I. Welcome

City Clerk Sara Ferrell opened the meeting via WebEx at 7:04 p.m. Chair Evans welcomed all those present.

II. Approval of Minutes—January 11, 2022

Commissioner Hodges requested that his opposition to tabling the discussion of the Board of Supervisors of Elections letter to the Mayor and Council until the Commission's January 25, 2022 was noted in the minutes.

Motion: To approve the minutes from January 11, 2022, as amended.

Moved by Commissioner Owen seconded by Commissioner Valeri, and approved unanimously. Commissioner Becker abstained.

III. Discussion of the Board of Supervisors of Elections letter to the Mayor and Council

Motion: To amend the agenda to allow discussion regarding the December 28, 2021 Board of Supervisors of Elections letter to the Mayor and Council

Moved by Commissioner Owen, seconded by Commissioner Valeri, and approved unanimously.

Discussion took place regarding the letter the Board of Supervisors of Elections sent to the Mayor and Council regarding proposed changes to the City Charter. During the discussion, City Clerk Ferrell reminded commissioners to please review the agenda so that proposed discussion items can be added to meeting agendas prior to the upcoming meeting. Furthermore, she stated that it is the responsibility of the chair to forward or send important information, such as the aforementioned letter.

IV. CRC Meeting Norms

Commissioner Shaw requested that her original suggestion of including “Work to dismantle racism, sexism, classism, and all forms of oppression” be added to the guidelines., in addition to Commissioner Owen request that the guideline should also include “ageism and ableism”.

Commissioner Valeri indicated that she supported Commissioner Shaw’s original suggestion, but was opposed by the majority of the Commission at its November 16, 2021 meeting.

V. Questions to the Commission—January 12: Audience Group questions emailed for input

Deputy City Clerk Winborne gave a summary regarding the timeline/questionnaires that were e-mailed to each recipient on the Commission’s subgroup list. Discussion took place on how to track and filter responses from the questionnaire.

VI. Procedures and Process—Action Items/Old/New Business

City Clerk Ferrell stated that an attachment regarding the Commission’s Process and Procedures was e-mailed to the commissioners on January 13, 2022. She indicated that the process and procedures timeline ensure the Commission complies with the Open Meetings Act for properly noticing the agendas on the website.

VII. Process—Town Hall Meeting—March 15, 2022 at 7:00 p.m.

Commissioner Shaw suggested revisions to the online questionnaire. After these revisions are complete, the City Clerk’s Office can push out notifications to encourage resident participation on all of the City’s social media channels.

VIII. Action Items

- **New Leader – MC Workgroup**

Commissioner Valeri will be the new leader of the Mayor and Council workgroup.

- **Revisions and Update on Online Questionnaire**
 - **Discussion – Questions for Town Hall Meeting**

Commissioner Shaw shared a proposed plan and timeline to update the Commission’s public questionnaire. Discussion took place. Commissioner Shaw indicated that she would send a Google document so that each commissioner can submit their questions to City Clerk Ferrell and Deputy City Clerk Winborne by close of business on Friday, January 28, 2022.

- **Discussion—CRC Final Report**
 - **Format—Final Report**

Discussion took place regarding the format of the Commission’s final report.

Motion: To use the format of the 2002 Charter Review Commission’s final report as the basis for the 2022 Charter Review Commission’s final report

Moved by Commissioner Wright, seconded by Commissioner Valeri, and approved unanimously.

- **Format—Issue Papers for inclusion and final report**

Discussion took place regarding the inclusion of issue papers in the Commission’s final report.

- **Responsibilities for drafting the final report**

Discussion took place regarding the responsibilities for draft the Commission’s final report. It was determined that one person from each subgroup will work on the draft. Commissioner Owen from the Mayor and Council working group, Commissioner Hodges from the Election Process/Franchise Expansion working group, and Commissioner Kram from the Board of Supervisors of Elections working group, and Chair Evans will work on the draft.

IX. Old/New Business

There was no old/new business.

X. Future Meeting

- Tuesday, February 8, 2022 at 7:00 p.m.

XI. Adjournment

There being no further business, the meeting adjourned at 8:48 p.m.

Motion: to adjourn.

Moved by Commissioner Owen, seconded by Commissioner Powell, and approved unanimously.