



**Charter Review Commission
Minutes from the Meeting Held
Tuesday, March 29, 2022, 7:00 P.M.**

Members Present: Chairman Fred Evans, and Commissioners John Becker, Harold Hodges, Jack Kelly, Sally Kram, Robert Kurnick, Kevin Owen, Anita Powell, Izola Shaw, Marissa Valeri, and Robert Wright.

Staff Present: City Clerk/Director of Council Operations Sara Taylor-Ferrell, Deputy City Clerk Danny Winborne

I. Welcome

City Clerk Sara Taylor-Ferrell opened the meeting at 7:05 p.m. Chair Fred Evans welcomed everyone to the meeting.

II. Approval of Minutes – March 8, 2022

Motion: Commissioner Owen moved approval of the minutes from March 8, 2022, with the modification that the next meeting is March 29, 2022, not March 22, 2022, and Commissioner Neal Powell Second the Motion.

The Motion was approved by all commissioners, with Commissioner Valeri abstaining due to her absence at the last meeting

III. Recap and Follow-up - Town Hall Meeting

City Clerk Taylor Ferrell reported that the data collected and the transcript from the Town Hall will be sent to the full commission. Several responses were received, and the City Clerk asked the commission to figure out how the data will be collected and analyzed, and afterward, start forming Part A. recommendations to present to the Mayor and Council.

IV. Next Steps – Recommendations and Report - Part A scope of work

1. The commission discussed the process for formatting and analyzing the input from the specific audience surveys, CRC website surveys, Town Hall, and surveys.

2. Commissioner Wright outlined the format of the report for Part A.
3. Commissioner Valeri recommended taking a step back and reviewing demographic data to determine where the commission could do better outreach and data gathering in underrepresented communities.
4. Ms. Taylor-Ferrell informed the Commission that the City of Rockville is hiring a DEI
5. The commission needs to figure out our next steps, next goals, how to do better with demographics, and the timeline for reporting to the Mayor and Council.
6. Commissioner Valeri and Commissioner Shaw emphasized the need to expand the franchise, increase voter turnout and place an equity lens on outreach, research, and data gathering, and center the right to vote.
7. The Commission discussed creating a video to promote increasing voter turnout. The Commission agreed this is a good idea, and Ms. Ferrell will pursue that with the Rockville PIO office.
8. There was much discussion around how to analyze the input received and how to reach out to nearly 70% of eligible Rockville voters to engage them.
9. The Three Work Group Chairs (Commissioners Kelly Shaw and Valeri) will take the lead in organizing their teams to start analyzing, summarizing, and preparing a report for Mayor and Council.
10. Commissioner Shaw committed to creating a Google Document so that all updates can be captured in real-time. She also committed to assisting anyone with questions on how to use Google Docs.
11. The following To-Dos were assigned to Chair Evans:
 - a. Chair Evans will create an Outline of the Report based on the template Bob Wright sent to everyone, and all three Sub-Groups' reports will use this and flow from there.
 - b. Chair Evans committed to personally reach out to the Mayor and Council to ask them to respond to the CRC Survey Questionnaire sent to them (Note: Councilmember Dr. Myles is the only M&C to submit responses to the Questionnaire).
 - c. Chair Evans agreed to Check in with the City Attorney's Office to get a position on and Memorandum regarding the "Resign-to-Run" rule.
12. Commissioner Kelly reminded the Commission that Commissioner Hodges created a database that will allow the Commission to organize the data received and help organize their analysis. The Commission agreed to utilize it.

V. Future Meetings

The Next Meeting of the Charter Review Commission is scheduled for Tuesday, April 26, 2022.

VI. Adjournment

There being no further business, the meeting adjourned at 8:43 P.M.

Motion: Commissioner Owen moved to adjourn the meeting, and Commissioner Kram Second the Motion. It was unanimously approved.