



**Charter Review Commission
Minutes
WebEx Board Meeting
February 8, 2022 7:00 PM**

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

Absent: David Gottesman and Kevin Owen were absent.

Staff Present: City Clerk/Director of Council Operations Sara Taylor-Ferrell, and Management Assistant Melissa Wiak were present.

I. Welcome

City Clerk Sara Ferrell opened the meeting via WebEx at 7:06 p.m. Chair Evans welcomed all those present.

II. Agenda Review

There were no additions or changes to the agenda.

III. CRC Meeting Norms

Commissioner Shaw requested that her original suggestion of including “Dismantle all forms of structural oppression including racism, anti-Semitism, sexism, ageism, and gender bias, xenophobia, transphobia, and ableism” be added to the guidelines. Discussion took place.

Motion: To add Commissioner Shaw’s language to the Charter Review Commission’s meeting norms at its February 22, 2022 meeting.

Approved unanimously.

IV. Approval of Minutes—January 25, 2022

Motion: To approve the minutes from January 25, 2022.

Moved by Commissioner Powell seconded by Commissioner Wright, and approved unanimously. Commissioners Becker and Kram abstained.

V. Status of Responses to Audience Group Questions

- **3rd Notice Sent Out on 01/28/2022**

City Clerk Ferrell stated that the response rate regarding the audience group questions is very low. A fourth notice will be sent out on February 11, 2022. Discussion took place. After the Commission's February 22, 2022 meeting, representatives from each working group will start reviewing and analyzing the responses from the questionnaires.

VI. Action Items

- **Revisions and Update for Online Questionnaire (Commissioner Shaw)**

Commissioner Shaw presented updates and revisions to the online questionnaire. Discussion took place. It was determined that question 4 will be changed to a "yes" or "no" question. City Clerk Ferrell stated that she will ask the Public Information Office to help format the questionnaire. Commissioners Valeri, Powell, Shaw, and Chair Evans will work to revise and finalize the online questionnaire before it is published in the March edition of *Rockville Reports*.

- **Data/Survey Response Management (Commissioner Hodges)**

Commissioner Hodges presented a database he developed. The database will help capture input and information from the first questionnaire that City Clerk Ferrell and Deputy City Clerk Winborne sent out. Commissioners Kelly and Wright volunteered to assist Commissioner Hodges in capturing this data.

- **Additional Recommendations to the Mayor and Council (Commissioner Valeri)**
 1. **The Non-Binding Nature of Referenda**
 2. **Public Financing of Elections**

Due to time constraints, this agenda item will be discussed at the Commission's February 22, 2022 meeting.

- **Discussion—Questions for Town Hall Meeting**

The questions for the town hall meeting will be the same questions from the online questionnaire.

- **Discussion—CRC Final Report (approval to use 2002 report format)**
 - **Format—Final Report**
 - **Responsibilities for drafting the final report**

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 was finalized at the Commission's January 25, 2022 meeting.

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

Due to time constraints, this agenda item will be discussed at the Commission’s February 22, 2022 meeting.

- **Responsibilities for drafting the final report**

Due to time constraints, this agenda item will be discussed at the Commission’s February 22, 2022 meeting.

VII. Old/New Business

There was no old/new business.

VIII. Future Meeting

- Tuesday, February 22, 2022 at 7:00 p.m.
- Tuesday, March 8, 2022 at 7:00 p.m.

IX. Adjournment

There being no further business, the meeting adjourned at 8:52 p.m.

Motion: to adjourn.

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