



**Charter Review Commission
Minutes
WebEx Board Meeting
February 22, 2022 7:00 PM**

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

Absent: John Becker and David Gottesman were absent.

Staff Present: City Clerk/Director of Council Operations Sara Taylor-Ferrell, Executive Assistant Judy Penny, 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

There were no updates or changes to the CRC meeting norms.

IV. Approval of Minutes—February 8, 2022

Motion: To approve the minutes from February 8, 2022.

Moved by Commissioner Wright seconded by Commissioner Kelly and approved unanimously.

V. Status of Responses to Audience Group Questions

City Clerk Ferrell stated that the response rate regarding the audience group questions is very low. Chair Evans will reach out to members of the Mayor and Council to encourage them to respond to the questionnaire. Discussion took place. Deputy City Clerk Winborne placed the

responses from the questions in a google drive, allowing representatives from each working group to start reviewing and analyzing the responses from the questionnaires.

VI. Action Items

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

Discussion took place regarding how the questionnaire will be updated and disseminated, and how the Commission will advertise the March 15, 2022 town hall meeting. Commissioner Shaw suggested that the online questionnaire launch at the town hall meeting and that the survey remain available up to three weeks after the town hall. Promotion of the online survey will be included in the April edition of *Rockville Reports*.

City Clerk Ferrell indicated that the Commission needs to work on an advertisement for the town hall meeting. In the advertisement, the Commission needs to indicate what information and data they are looking to collect from the town hall. Discussion took place. Commissioner Valeri suggested that the town hall should be labeled as a “listening session”. She will work on a draft of the advertisement and submit it by close of business on February 25, 2022 to the City Clerk’s Office. The Commission will briefly meet on March 1, 2022 at 7:00 p.m. to approve the draft advertisement.

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

Commissioner Hodges presented an update regarding the database he created that captured input and information from the first questionnaire. Commissioners Kelly and Wright were acknowledged for their help in assisting Commissioner Hodges with the database.

- **Additional Recommendations to the Mayor and Council (Commissioner Valeri)**

1. **The Non-Binding Nature of Referenda**
2. **Public Financing of Elections**

Commissioner Valeri indicated she would like to restart a working group for the topics mentioned above. This working group will provide recommendations to the Commission, who, in turn, will include them in their report to the Mayor and Council. Discussion took place.

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

The questions for the town hall meeting will be approved at the Commission’s March 8, 2022 meeting. The advertisement for the town hall meeting will be approved at the Commission’s March 1, 2022 meeting.

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

The above topics will be revisited after all of the data is collected. Commissioner Wright volunteered to lay out the format of the Commission's report to ensure it aligns with the format of the 2002 report.

VII. Old/New Business

There was no old/new business.

VIII. Future Meeting

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

IX. Adjournment

There being no further business, the meeting adjourned at 8:21 p.m.

Motion: to adjourn.

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

DRAFT