



**Charter Review Commission
Minutes
WebEx Board Meeting
March 30, 2021 7:00 PM**

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

Staff Present: Acting City Attorney Cynthia Walters, City Clerk Sara Ferrell. City Manager Management Assistant Melissa Wiak was absent.

I. Welcome

City Clerk Sara Ferrell opened the meeting via WebEx at 7:15 p.m. Chair Evans welcomed all those present.

II. Approval of Minutes

Motion: to approve the minutes from the March 16, 2021 Charter Review Commission meeting, as amended.

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

III. Report on Team Assignments

Mayor and Council Working Group:

Commissioner Wright reported that each subgroup is continuing to research and report on the subtopics. He indicated that each subgroup would compose a rough draft of their research to share with the Commission.

Election Process/Franchise Expansion Working Group:

Commissioner Shaw reported that each subgroup is continuing to research and report on the subtopics. She indicated that she would reach out to Montgomery County and the State of Maryland regarding election data to aid with her research and recommendations.

Commissioner Hodges reported he is continuing to research the city charter and the city code to determine if either have any discrepancies in the election process. He stated that certain terms/words in the city charter need clarification or a proper definition.

Board of Supervisors of Elections (BSE) Working Group:

Commissioner Kelly reported that Commissioner Becker's spreadsheet regarding other jurisdictions' Boards of Supervisors of Elections, including the number of appointees, length of terms, the appointment process, and reporting requirements for BSE members is now available for fellow commissioners to view. Additionally, Commissioner Kelly stated draft issue papers will be available for commissioners to view at the Commission's April 13, 2021 meeting.

IV. Letter to Attorney General

Commissioner Wright drafted a memo for the Commission's approval to send to the Mayor and Council. Chair Evans asked Commissioner Wright to resend the draft of the memo to the Commission to elicit comments from the commissioners.

V. Outline –Report Format

Commissioner Kelly stated that he received commissioners' comments and edits regarding the report outline and will start drafting issue papers.

VI. Outreach

Commissioner Shaw reported that she is continuing to explore various community outreach methods that increase voter engagement and turnout.

Commissioner Wright stated that all commission members should decide who should be interviewed; scheduled interviews can be attended by any commissioner; and there should be a written record of each interview.

Commissioner Kelly clarified that the interview questions will seek to answer historical questions; seek opinions from past commissioners on each group's subtopics to inform recommendations that the Commission will put forth to the Mayor and Council.

Commissioners Hodges, Shaw, and Valeri indicated that the data collection and interview process needs to be a structured, organic, and innovative way that makes the most of the commissioners' time and effort.

VII. Old/New Business

Commissioner Valeri suggested that the Commission start discussing the research and recommendations from each of the working groups, and to include a 15-20 public input discussion at future meetings to help build informational awareness regarding what the Commission is doing.

VIII. Future Meetings

Tuesday, April 13, 2021—7:00 p.m.

Tuesday, April 27, 2021—7:00 p.m. (tentatively)

IX. Adjournment

There being no further business, the meeting adjourned at 8:17 p.m.

Motion: to adjourn.

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