



**Charter Review Commission  
Minutes  
WebEx Board Meeting  
July 13, 2021 7:00 PM**

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

**Staff Present:** Acting City Attorney Cynthia Walters, City Clerk Sara Ferrell, City Manager, Deputy City Clerk Danny Winbrone, and Management Assistant Melissa Wiak were present

**I. Welcome—New Staff Member**

City Clerk Sara Ferrell opened the meeting via WebEx at 7:06 p.m. Chair Evans welcomed all those present. City Clerk Ferrell introduced the new Deputy City Clerk, Danny Winborne to the Commission.

**II. Approval of Minutes**

**Motion:** to approve the minutes from the June 22, 2021 Charter Review Commission meeting.

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

**Motion:** to move agenda item #4—GANTT Chart Review and Feedback to the July 27, 2021 meeting as Commissioner Hodges was not present at the time of this motion.

Moved by Commissioner Valeri and seconded by Commissioner Wright.

Commissioner Hodges joined the meeting after the above motion passed.

**Motion:** to withdraw the motion to move agenda item #4—GANTT Chart Review and Feedback to the July 27, 2021 meeting.

Moved by Commissioner Valeri and seconded by Commissioner Wright.

### **III. Discussion of Equity and Inclusion**

Commissioner Shaw presented a PowerPoint presentation on racial equity and inclusion. Discussion followed.

City Clerk Ferrell stated that she would contact the State of Maryland to see if the State keeps a database regarding racial equity and inclusion for elections. Furthermore, City Clerk Ferrell requested that Commissioner Shaw's presentation become part of the onboarding process for all new members of the City's Boards and Commissions.

### **IV. GANTT Chart Review and Feedback**

Commissioners Valeri and Wright indicated that the current chart does not stipulate deadlines for each working group.

Commissioner Kelly stated that the current chart heavily focuses on the deliverables of the Board of Supervisors of Elections working group and not others.

To help alleviate the confusion of the current chart, Chair Evans indicated that he would meet with each chair of the working groups—Commissioners Wright, Shaw, and Kelly, respectively, in order to coordinate what deliverables need to be reflected in the chart. Additionally, Commissioner Hodges asked each working group to submit their respective changes to the chart by close of business on July 23, 2021. An updated GANTT chart will be shared with the Commission at its July 27, 2021 meeting.

### **V. Workgroup Reports**

#### Mayor and Council Working Group:

Commissioner Wright reported that the working group decided on 32 questions to ask potential interviewees. Commissioner Valeri indicated that the working group is going to revise its questions to better reflect the issues raised in Commissioner Shaw's presentation on racial equity and inclusion at this meeting.

#### Election Process/Franchise Expansion Working Group:

Commissioner Shaw reported that each subgroup is finalizing its drafts on the subtopics and developing interview questions. The group will send its questions to Chair Evans next week.

Board of Supervisors of Elections (BSE) Working Group:

Commissioner Kelly stated that the BSE has draft questions, but similar to the Mayor and Council Working Group, the BSE will revise its questions to better reflect the issues raised in Commissioner Shaw's presentation on racial equity and inclusion at this meeting.

**VI. Old Business**

Discussion took place regarding the need for further clarification on rank choice voting. Commissioner Shaw indicated that answers the Commissioners had regarding rank choice voting will be included in her report to the Commission. Commissioner Shaw stated that she will reach out to Takoma Park; a municipality that has been conducting rank choice voting for years, and a representative from Ranked Choice Voting Maryland to see if a presentation regarding further clarification can be conducted at a future meeting.

Commissioner Valeri indicated that the Commission should start thinking about other issues not addressed in the scope of work presented to them by the Mayor and Council. She included an example of referendums and ballot measures.

**New Business**

City Clerk Ferrell discussed the City's reopening plans. Discussion took place regarding whether the Commission would like to meet in person, enact a hybrid model, or continue with virtual meetings after the City fully opens on September 13, 2021. Due to the ongoing uncertainty of the pandemic, the commissioners decided to continue with virtual meetings until further notice.

**VII. Future Meeting**

Tuesday, July 27, 2021—7:00 p.m.

**VIII. Adjournment**

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

**Motion:** to adjourn.

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