



**Charter Review Commission
Minutes
WebEx Board Meeting
July 27, 2021 7:00 PM**

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

Staff Present: Acting City Attorney Cynthia Walters, City Clerk Sara Ferrell, and Management Assistant Melissa Wiak were present.

I. Welcome

City Clerk Sara Ferrell opened the meeting via WebEx at 7:03 p.m. Chair Evans welcomed all those present.

II. Approval of Minutes

Motion: to approve the minutes from the July 13, 2021 Charter Review Commission meeting.

Moved by Commissioner Wright seconded by Commissioner Owen and approved unanimously. Commissioner Becker abstained because he was not present at the July 13, 2021 meeting.

III. Workgroup Reports

Mayor and Council Working Group:

Commissioner Wright reported that the working group finalized all of its questions and list of interviewees. The working group is ready to present its draft to the Commission for review and input.

Discussion took place regarding whether the working groups should present their respective drafts to the Commission before or after interviews are conducted. The group consensus was to present their respective drafts after interviews are conducted.

Election Process/Franchise Expansion Working Group:

Commissioner Shaw reported that each subgroup is finalizing its drafts on the subtopics and developing interview questions.

Board of Supervisors of Elections (BSE) Working Group:

Commissioner Kelly stated that the BSE has three draft issue papers ready to present to the Commission. The final issue paper will be ready after the BSE conducts its interviews. Commissioner Kelly emphasized that the Commission needs to finalize its list of interviewees and interview questions as soon as possible.

IV. Old Business

Chair Evans indicated that a template for each working group will be finalized in August when the Commission is in recess. To complete Mayor and Council's charge to the Charter Review Commission in a timely manner, Chair Evans, in August, will also develop a comprehensive schedule (timeline), that includes tasks such as interviews, working group presentations, report drafts, etc.

Commissioner Hodges presented a tutorial regarding the planning benefits of using the GANTT chart.

New Business

Commissioner Kelly asked the Chair to approach the Mayor and Council to ask them to provide additional help in the City Clerk's office.

V. Future Meeting

Tuesday, September 14, 2021—7:00 p.m.

VI. Adjournment

There being no further business, the meeting adjourned at 7:55 p.m.

Motion: to adjourn.

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