

DRAFT

Minneapolis Charter Commission Advisory Group Selection Committee Meeting Notes

Tuesday, February 1, 2011 - 4:00 p.m.
Room 319 City Hall, Minneapolis, Minnesota

NOTE: All cellular telephones, pagers and BlackBerry devices to be switched to a non-audible function during Council and Committee meetings.

Committee Members Present: Sandberg (Chair), Dolan, Ferrara, Lickness, Rubenstein, Clegg, ex-officio

Also Present: Casey Carl, City Clerk

Council Committee Coordinator: Peggy Menshek (612) 673-2287

1. Approve Agenda

The Agenda was approved as amended to include a new Item 2A, "Discussion of Advisory Group Application Form and Job Description, Rules for Selecting Members of the Advisory Group, and Frequently Asked Questions (FAQ)".

2. Approve meeting notes of January 25, 2011 meeting

Lickness moved approval of the meeting notes of January 25, 2011. Seconded. Adopted by unanimous consent.

2A. Discussion of Advisory Group Application Form and Job Description, Rules for Selecting Members of the Advisory Group, and Frequently Asked Questions (FAQ) Document.

- Sandberg summarized changes made to the application form, job description, and rules as a result of suggestions of Commissioner Schwarzkopf
- The application form, and related area on the job description, will be changed to read: "Persons who have served as election judges since May 2009 are considered City employees and may not serve on the Advisory Group"
- The "Vacancies" section on the Job Description will be edited to read as follows: "Terms will end with the completion of the final maps (City wards, Park Board Districts, and any other City election districts approved by the Charter Commission"
- There is the ability to extend the deadline for applications if not many are initially received
- The committee discussed how private data on the application forms would be reviewed
- The committee is expecting a decision from the City Attorney as to whether alternates can be appointed to the Advisory Group
- Lickness and Sandberg had met with the City's Communications staff
- Rule 2.d will be changed to read: "Requests for presentations and media requests during the application period will be sent to the Committee Coordinator, who will forward information to the appropriate ~~Committee~~ Charter Commission members

- Rule 5.f will be added to state that the Advisory Group Committee will have access to private data on application forms outside of public meetings in accordance with the Data Practices Act
- Rule 6.f will be changed to read as follows: “Elements of the interview process will be ~~adopted by~~ reported to the Charter Commission at a properly noticed public meeting”
- Rule 7.f will be changed to read as follows: “Elements of the process for recommending members for the Advisory Group will be ~~adopted by~~ reported to the Charter Commission at a properly noticed public meeting”
- The title of the Rules document will be changed to “Guidelines”
- “Outreach” had been renamed “Communication”
- The FAQ had been revised based on input from the Communications Department
- The committee discussed the placement of redistricting links on the city’s website and whether there could be a link to redistricting information on the city’s main web page
- Clegg will follow up with the City Clerk’s Office regarding a redistricting link on the city’s main web page
- Sandberg will verify that all links work before any communications are sent out regarding openings for Advisory Group members

Lickness moved that the Advisory Group Committee forward the amended Advisory Group application form and job description to the Charter Commission for approval. Seconded. Adopted upon a voice vote.

3. Continue discussion on outreach plan: focus on elements assigned to the Committee

- The goal is to get the Advisory Group application form, job description, and FAQ on the website by Friday, February 4
- Communications staff have drafted information to be sent to neighborhood newspapers, the StarTribune, as well as a slide for Cable Channel 79
- E-forums will be used to get the information out
- Requests for interviews/presentations will be forwarded to Clegg
- There will be a communications push after the forms are linked on Friday, as well as again three weeks later
- Sandberg will continue to add to the document as information is received
- Clegg will begin a discussion at the February 2 Charter Commission meeting regarding the possibility of establishing an on-going outreach committee

4. Continue work on the interview process including rules:

Consider factors pertinent to the interview process, including but not limited to: whether the interview will be mandatory, time allowed for each interview, individual vs. group interviews, number of interviewers, process for asking questions, number and type of questions, number of interview days and locations, rating method.

- Sandberg summarized changes made to the Advisory Group “Interview Process” document
- The use of a rating form was discussed
- Interviews will be optional
- The word “Tentative” will be added to “Interview Schedule”
- Proposed holding interviews on April 5, 7, and 9. Commissioner Lickness will investigate and identify one to three centrally located facilities

- The length of the interviews will be determined after it is known how many applications are received
- Three committee members will ask the interview questions. Those three committee members will commit to being present at all three separate interview dates
- All Charter Commissioners will be encouraged to attend the interviews as members of the public
- The following sentence will be added to the “Process for Asking Questions”:
“Committee members will be responsible for timing the length of each interview”
- The committee cannot discuss any private information from the application forms at a public meeting
- Will discuss with City Attorney how non-public data on the application forms is used

The meetings of Advisory Group Selection Committee scheduled for February 8, 15, and 22 were cancelled. The agenda for the March 1 meeting will include discussion of the interview process and interview questions.

5. Adjourn

The meeting was adjourned at 5:35 p.m.

Next Regular Charter Commission Meeting: **February 2, 2011**

City Clerk e-mail: peggy.menshek@ci.minneapolis.mn.us

Web Site Address: www.ci.minneapolis.mn.us

If you need this material in an alternative format please call Ahmed Muhumud at 612-673-2162 or email Ahmed.Muhumud@ci.minneapolis.mn.us Deaf and hard-of-hearing persons may use a relay service to call 311 agents at 612-673-3000. TTY users may call 612-673-2157 or 612-673-2626.

Attention: If you have any questions regarding this material please call 612-673-2287.

Hmong - Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800;

Spanish - Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700;

Somali - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500.

If you need a disability related accommodation, please contact
CouncilCommitteeCoordinators@ci.minneapolis.mn.us.