

# Minneapolis Charter Commission

## Advisory Group Selection Committee Meeting Notes

January 19, 2011 - 3:30 p.m.  
Room 319, Minneapolis City Hall

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

### I. Approve agenda

The agenda was approved by unanimous consent.

### II. Discuss draft timeline of committee activities and set schedule for meeting dates and locations through April 2011

Future meetings were tentatively scheduled as follows:

- Tuesday, **January 25** - 4:00 p.m. - Room 319 City Hall
- Tuesday, **February 1** - 4:00 p.m. - Room 319 City Hall
- Tuesday, **February 8** - 4:00 p.m. Room 319 City Hall (Commissioner Lickness chair)
- Tuesday, **February 15** - 4:00 p.m. - Standard Heating - 130 Plymouth Ave N (Commissioner Ferrara Chair)

Discussion on the interview process:

- Could someone be selected to the Advisory Group if they did not attend an interview?
- Would the same questions be asked of each applicant?
- Interview questions should be compiled and could be distributed to applicants in advance noting that some of the questions will be asked of all candidates.
- At what point in the process will applications be reviewed?

*The committee resolved to address the interview process at the January 25, 2011 meeting.*

### III. Review revised Advisory Group application and job description

Discussed question of whether an election judge was considered a City employee.

- Rubenstein will send other Commissioners the memo she drafted after reviewing state statute, charter, and ordinance in which she found nothing that would indicate an election judge would be considered an employee of the municipality.
- Should it state on the application form that election judges are not considered city employees?
- Casey Carl will check with the City Attorney's Office.

### **Job Description:**

- “Persons may apply on their own behalf, nominate others for consideration with the consent of the person nominated or inform the Office of the City Clerk of persons to whom they wish application materials to be sent.”
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### **Application Form:**

- “~~Will you~~ Do you plan to maintain your permanent residence in Minneapolis through the period of redistricting work, possibly as late as May 2012?”
- Discussed whether applicants would be proposed by a political party or organization and if so, whether they should disclose the association.
- The applicants are signing an application form agreeing to serve on a nonpartisan basis.
- Language could be added to application form to read: “Current or past involvement in a political party or activity does not disqualify an applicant from service.”
- Discussed whether language should be added indicating that some of the meetings and public hearings may be held in the evening or whether this could be addressed during the interviews.

### **FAQ:**

- **When Does This Work Start and Finish?** - Change last sentence to read as follows: “Conversely, Minneapolis the Charter Commission cannot ~~begin drawing~~ approve a final map before the Legislature (or the Courts) finishes the Congressional/State tasks.”
- Casey Carl stated that he would ask Elections Department staff with previous redistricting experience to review the FAQ.
- Sandberg will define “Redistricting Group” in the FAQ.

## **IV. Discuss outreach strategy and consider forming an Outreach Subcommittee**

- It was suggested that an Outreach Subcommittee be a permanent committee of the Charter Commission to solicit Charter Commission applicants and educate and inform the public on the activities of the Charter Commission.
- Regarding the upcoming vacancy on the Charter Commission, the Judge has asked the City Attorney’s Office to modify the application form.
- Casey Carl stated that it is the intent of the City Clerk’s Office to be a conduit to the resources of the City for the Charter Commission.
- Ferrara nominated Lickness as Chair of the Advisory Committee Outreach Committee.
- The Outreach Committee should have a business plan indicating the defined purpose of the committee and its tasks.

*The committee resolved to address the revised outreach plan and Advisory Outreach Committee (including its purpose and tasks) at the January 25, 2011 meeting.*

## V. Consider proposed rules governing the review of Advisory Group applications, interviews, and recommendations to the Charter Commission, including the use of alternates

- **5.a:** “~~The Advisory Committee~~ City Clerk’s Office will review all applications and identify those applicants...”
- **5.c:** “A list of eligible applicants ~~and those determined to be eligible~~ will be posted on the City’s website.”
- **Rules 6 and 7:** Option 1 will be used. The Advisory Committee, rather than the Charter Commission, will conduct the interviews and make recommendations for members of the Advisory Group and alternates.
- **6.b.1:** “Interviews will be conducted by the ~~Chair~~ members of the Advisory Committee.”
- **6.c:** “During each interview, applicants will be asked ~~three~~ identical questions that reflect requirements in the Charter and Principles adopted October 2010.”
- **6.e, 7.d.1, 8.d, and 9.a:** All references to individual personal communications or conversations outside of meetings relating to applicants, recommendations, or redistricting being disclosed at the next public meeting shall be re-stated in the following format: “Communications concerning applicants, recommendations, etc., shall be made at public meetings.”
- Discussed whether alternates (**Rule 3**) should participate throughout the process and whether they should be ranked. It was suggested this be run by the legal department.
- An alternate is not a member of the Advisory Group but can become a member in the event a member drops out.
- Applicants not eligible to serve will receive a letter stating why they are not eligible.
- Casey Carl indicated that all Boards and Commissioners are handled differently. It is up to the Charter Commission to let the Clerk’s Office know how it would like the Clerk’s Office to handle the applications.
- Discussion about allowing a public comment period at each committee meeting.

## VI. Adjourn

The meeting was adjourned at 5:16 p.m.