

ABC Staff Meeting Agenda

July 29, 2024

- 1. Status update on implementation of reforms** (25 minutes)
 - a. Committee of the Whole presentation July 16
 - b. Timeline: Re-creating Tier 3 & 4 Resolutions
 - **July/August Phase 1: Clerk's & Attorney's Office will transpose original resolutions into new template**
 - c. Next Steps beyond Resolutions
 - Orientation Program, Marketing & Recruitment, & ABC Staff Handbook
- 2. Onboarding & Recruiting** (5 minutes)
 - a. Oath & Ethics Report Update
 - Board Staff Notaries
 - Board selection drop-down list
 - Choose "Guest" if the appropriate ABC is not showing
 - Communicate this to new members when sharing link
 - b. Fall Recruitment Cycle: September 1-30, 2024
- 3. Technology** (15 minutes)
 - a. New email address, ABC Admin (ABCAdmin@minneapolismn.gov)
 - Replaces Open Appointments, City Clerk, LIMS, and Individual emails
 - Use for **ALL** ABC questions, concerns, or general information
 - Box Administrators: Jackie, Anita, & Julie
 - b. LIMS email address
 - Use only for technical issues with the LIMS system
 - c. GovDelivery
 - 2024 Report
 - Refresher
- 4. Open Discussion** (15 minutes)
 - a. Board Staff Feedback, Ideas, & Requests
- 5. Reminders**
 - Stay calm, no need to worry...existing resolution will stay in place until the new one is approved by the Council & Mayor

The seal of the City of Minneapolis is centered in the background. It is a circular gold seal with a blue border containing the text "THE CITY OF MINNEAPOLIS" at the top and "APPROVED JUNE 5TH 1878" at the bottom. The center of the seal features a shield with various symbols, including a ship and a sun, and the word "EN AVANT" above it.

Appointed Boards & Commissions Monthly Staff Meeting

ABC Staff Workgroup Meeting
July 29, 2024



Summary of COW Presentation (7/16/24)

Summary of Administrative Reforms

Ordinance No. 2023-054

1. Creating a classification and taxonomy system for all City ABCs.
2. Affirming the open appointments policy, clarifying procedures, and the roles and responsibilities of Mayor and Council as appointing authorities.
3. Establishing service expectations for both ABCs and for individuals appointed to ABCs.
4. Imposing certain service restrictions.
5. Designating the City Clerk as executive secretary to ABCs.
6. Providing for standard ABC bylaws and rules, subject to customization with approval from City Council.
7. Requiring ABC annual work plans and annual reports to be submitted to Mayor and Council.

Becomes effective July 31, 2024*

Reforms: Work Completed

- ☒ 1. All existing ABCs classified according to adopted tier system.
- ☒ 2. A template resolution prepared to establish or re-establish Tier 3 (Advisory Bodies) and Tier 4 (Work Groups) bodies.
- ☒ 3. Standard bylaws and rules prepared (for Tier 3 and 4 bodies).
- ☒ 4. Participant agreement drafted.





Anticipated Timeline

Anticipated Implementation Timeline

July/August

- Clerk & Attorney teams will transpose original resolutions into new template

September

- Meetings with Board Staff to review and gain input
- Board Staff meets with their leadership and members

October

- Clerk team and Board Staff meet again to finalize their resolution
- This may involve several meetings

Nov/Dec

- Clerk and Attorney teams will review the final resolution drafts
- A formal RCA will be created

2025

- Next Steps
- Orientation Program
- Standardized Recruitment & Applicant vetting
- Staff Handbook

REMINDER: STAY CALM, NO NEED TO WORRY...
EXISTING RESOLUTIONS WILL STAY IN PLACE UNTIL THE NEW ONE IS APPROVED BY THE
COUNCIL AND MAYOR



Oaths, Ethics, & Recruitment

Onboarding & Recruitment

1. Oath & Ethics Report
2. Board Staff Notaries
3. My board isn't listed on the Ethics Training drop-down – Choose “Guest”
4. Fall Recruitment Cycle: September 1-30, 2024. These are FIRM dates!



Technology

Technology Updates

1. New email address, ABC Admin (ABCAdmin@minneapolismn.gov)
 - Replaces Open Appointments, City Clerk, LIMS, and Individual emails
 - Use for **ALL** ABC questions, concerns, or general information
 - Box Administrators: Jackie, Anita, & Julie
2. LIMS email address – use only for technical issues with the LIMS system
3. GovDelivery
 - 2024 User Report
 - System Refresher



Feedback
Ideas
Requests

What would you like to see in a
handbook?

Email ideas to:
ABCAdmin@minneapolismn.gov

Questions





LEGISLATIVE INFORMATION MANAGEMENT SYSTEM (LIMS)

Office of City Clerk

Sending GovDelivery Notices

Access to GovDelivery Admin: <https://admin.govdelivery.com>

GovDelivery

GovDelivery is the City's mass email system. The City uses GovDelivery to send email and text messages on many topics, including:

- *Snow emergencies*
- *Crime alerts*
- *Meeting updates*

A list is set up for every board and commission. Residents can subscribe to lists they are interested from the City's website on the news and alerts page:

<https://www.minneapolismn.gov/contact-us/sign-up-for-news-alerts>

Becoming an Admin in GovDelivery

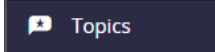

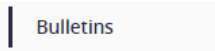

Contact LIMS@minneapolismn.gov to request to be a GovDelivery Admin. Let us know which board or lists that you need to manage.

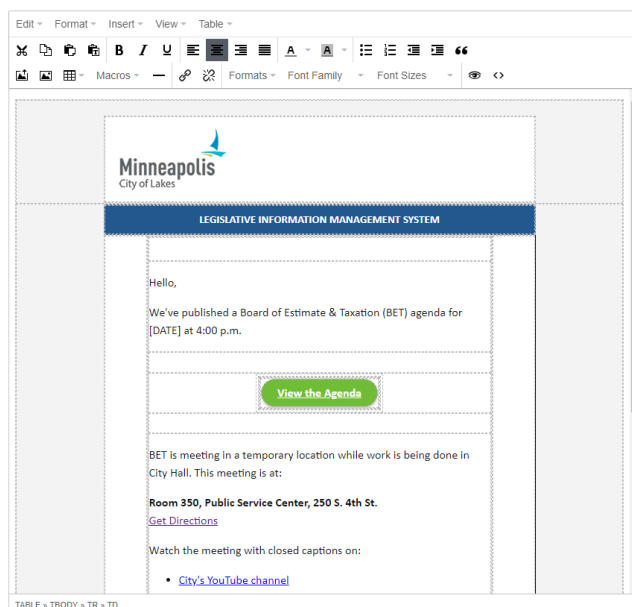
You can also [request access through CityLife](#).


Sending Agenda Updates in GovDelivery

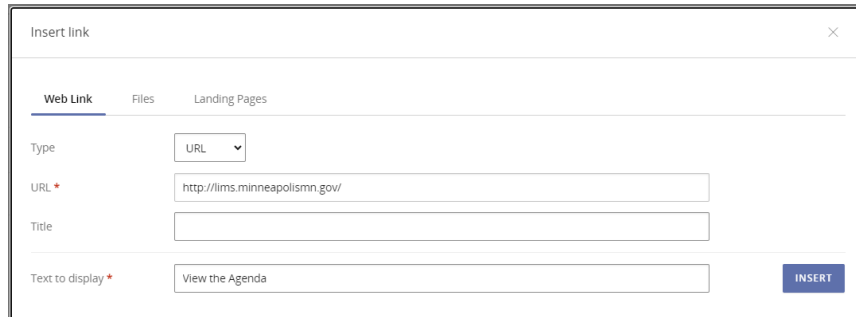
After you've published the agenda for your meeting, we'd like you to send out a notice and link to the people on your GovDelivery list. The reports on these emails show that people read them and click the links at a high percentage.


We've created a default bulletin template for every meeting body.

- First, click Topics in the left menu: 
- Then click on the name of your meeting body.
- Press the envelop icon  as a shortcut to create a bulletin.
- Or, click on Bulletins on the right menu: 
- Then click + Create Bulletin: 
- GovDelivery displays the number of recipients to you list at the top of the page.
- The Subject defaults to the name of your board and "Update."
 - This becomes the subject of the email.
 - You can update this if you have specific information, for example if the meeting is about a newsworthy topic, or the time has changed.
- The body of the email has the standard template we use for meetings. Please follow this convention, unless you need to cancel or move the meeting, in which case you can edit the body of the message and delete the green button.



- Update the **[Date]** text with the full date of the meeting.
 - For example, remove **[Date]** and enter June 6, 2024
- Click on **View the Agenda** button to link it to your meeting agenda.
 - Click on the link icon 
 - Replace the default URL with the URL of your published agenda and press insert.



- Click on View the Agenda button to link it to your meeting agenda.
- Scroll to the bottom and press **Send Test**. Always send a test message to yourself before sending your email out to the list.
 - Check the links to make sure that they work.
 - Check the formatting to make sure it looks good.
- If it's ready, press  Send Now at the bottom of the page.

Contact us

We welcome your feedback or questions about our system.

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