ABC Staff Liaison Meeting

August 18, 2025

Minneapolis
City of Lakes

Agenda: August 18, 2025

1. ABC Reform status update

   a. Pause in completing boards

   b. Lessons learned discussion

2. Recruitment

   a. September

   b. Communication plan

   c. Timeline

3. Technology updates

   a. Public website

   b. Reports

   c. LIMS accessibility audit

   d. Member statuses and onboarding information
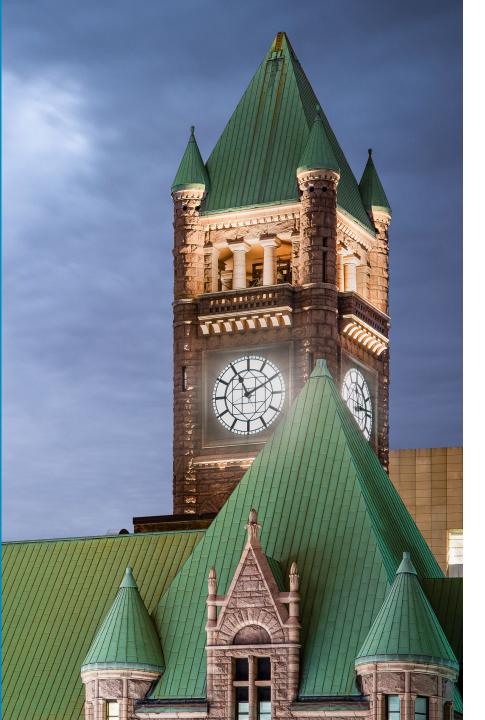
   e. Email notifications

4. Open discussion

1. ABC Reform Updates

a. Pause for eight (8) Tier 3 ABCs

- ARTS
- CLIC
- CEAC
- NGZ

- RECAC
- SGZ
- TEC
- WAC

NOTE: Timing on other tiers is still to be determined

Reform Lessons Learned: +Plus

7 Boards & Commissions were re-established!
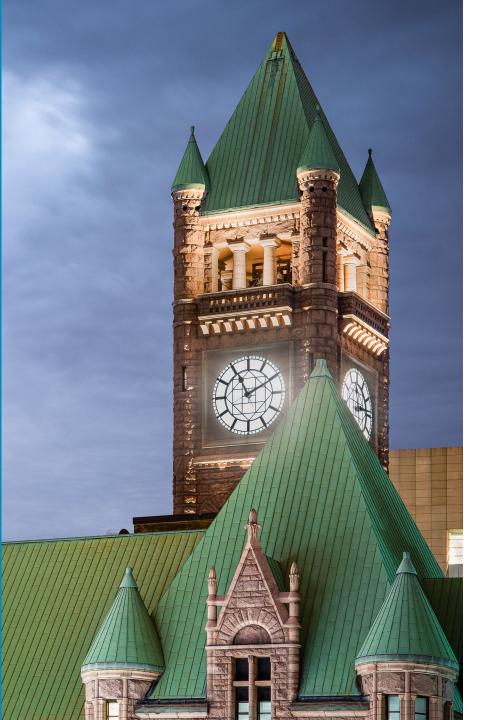
- Required attention to legislative timelines
- Partnership and understanding of roles and responsibilities

New LIMS features

- Member profile
- Application process – no PDFs
- Enhanced view for ABC Staff Liaisons

Ward-based seats

- More diverse representation across the City
- Council Members like having a nominee on each board

Reform Lessons Learned: - Minus

Time requirements

- Allow more time for reviews: Clerk, Legal, Departments, On-boarding items

- More member education along the way

New LIMS features

- Glitches

- More training

Relitigating of reform

- The reform is the law, the City Council and Mayor approved it in 2023

- Requires a partnership between the board staff and the clerk staff to implement these changes

Reform Lessons Learned: 1st Organizational Meetings

Old boards dissolved on June 31, 2025

- Terms, Seat numbers, & Seat requirements all changed requiring all new applications – educate members

- Volume of this effort under-estimated – needs more time allotment

- Feedback from Mayor & CM staff - Vetting process needs streamlining!

1st Organizational Meetings

- Mayor picks First Chair – ABC Program Coordinator facilitates – streamlining process with Mayoral staff

- Clerk's Office facilitates election of Officers

- First Chair - Bylaws & Rules are "accepted" - no changes at this meetings

- Calendar is adopted for the rest of the year

- Need a quorum of members on-boarded by 1st meeting – meet & greet gatherings were helpful
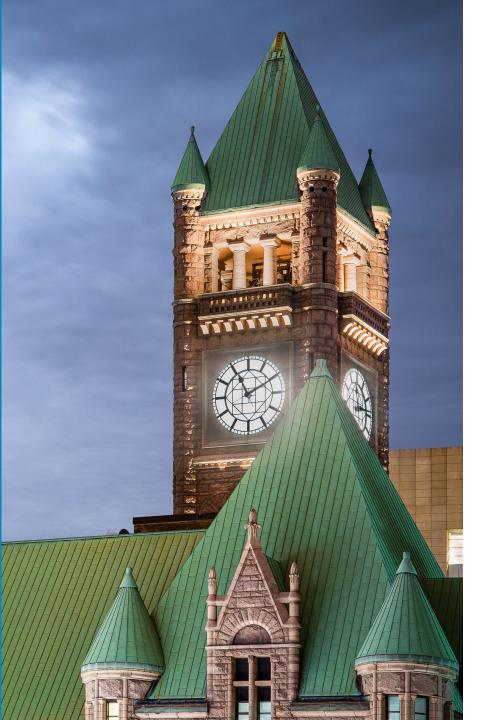
Reform Lessons Learned: Onboarding

Onboarding

- Mandated by State & City laws – PA-Oath-Ethics

- Must be filled out per legal requirements

- Incomplete or inaccurate materials cannot be accepted

- Please allow 4 business days to process PA-Oath-Ethics. If you need an expediated timeline email request to ABCadmin@minneapolismn.gov.

- During high volume recruitment periods, the Clerk's office will rank and prioritize requests based on overall ABC Program needs rather than individual board needs

Pending Members

- Appointee's will become Pending Members on the roster until all on-boarding is completed.

- After 90 days they will be deemed resigned and the seat vacated

- Use templates provided by our office to ensure accuracy and consistency

Lessons learned open discussion

- What lessons learned do you want to share?

2. September Recruitment

Preliminary List (14 ABCs):

- Anti-Displacement Community Prosperity Program Board*
- Audit Committee - TBD
- Charter Commission***
- Minneapolis Commission on Civil Rights (MCCR)
- Community Environmental Advisory Commission** -HOLDING UNTIL 2026
- Family Housing Fund*
- Heritage Preservation Commission
- Local Board of Appeal and Equalization (LBAE)
- Minneapolis Public Housing Authority*
- Northside Green Zone Task Force**
- Planning Commission
- Shingle Creek Watershed Management Commission
- Southside Green Zone Council
- Workplace Advisory Committee
- Zoning Board of Adjustments

Timeline:
September 1-30

Communication
Plan:
In-development

3. Technology Updates

1. Public website
2. Reports
3. LIMS accessibility audit
4. Member statuses
   - Pending Member onboarding information
5. Automated email messages
   - Quorum not met
   - Onboarding not completed

Board & Commission resources

Find links to resources for current board members and staff liaisons.

- The appointment process

- How to apply

- Member onboarding

- How to conduct a meeting

- Staff liaison resources

- Boards and commission reform

- Member email

www.minneapolismn.gov/government/boards-and-commissions/member-resources

ABC Reports

These are reports available to staff liaisons in LIMS Admin.

Member

This report shows:
- **Members** – Number of members by status.
- **Expired** – Members serving beyond their appointment's end date.
- **Pending** – Seats with members who haven't completed onboarding.
- **Needs Onboarding** – Members who still need to finish onboarding tasks.
- **Former** – Members who have resigned or completed their term.

Vacancies

This report shows:
- **Total Expected Vacancies** – Vacancies based on the selected filters.
- **Current Vacancies** – Seats currently vacant based on the selected filters.
- **Total Seats** – Active seats based on the selected filters.
- **Vacancies Published** – Vacancies that are currently published on LIMS.

Board

The Board Report pulls all Board Detail information from LIMS. It helps the Clerk's Office ensure board data is consistent, and you can use it to check that details are complete and accurate.

Mailing label

This is a quick way to create mailing labels if you need to send anything to board members.

LIMS Accessibility update

Work to date

- Audit of LIMS by WebAIM, leader in web accessibility
- Development fixes by DataNet
- Testing by Information Technology & Design team

Next steps   Due

Development by DataNet: 8/15/25
WebAIM retest LIMS: 9/5/25
Code fixes, if required: 9/19/25
ITD retest: 9/26/25
Implement updated code in production: 9/27/25

Quality Assurance

ITD currently has an RFP for accessibility user testing. Once all code is complete, LIMS will be tested by people with disabilities who are experts in accessibility, as well.

Goal completion date: 10/31/25

Member Status Values

Status	Part of Quorum	Can participate
Pending	No	No
Member	Yes	Yes
Expired	Yes	Yes
Former	No	No

Pending is the status given to newly appointed members. When they complete onboarding, their status changes to **Member**.

Only members whose status is Member or Expired can participate in a meeting.

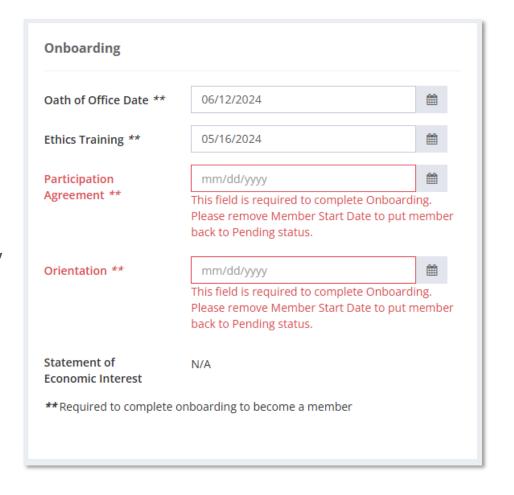**Expired** means the member is serving past the end of their term.

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How to find member onboarding information

1. In LIMS Admin, go to **your board.**

2. Under Seat Details, click on **member name.**

3. Scroll down to the **Onboarding** section.

When an onboarding requirement is not completed yet, it will appear with a message.

All required onboarding must be completed to participate in a meeting.

Required onboarding is marked with **.

Key email notifications from LIMS

These notifications are sent from LIMS automatically.

Appointment approved

When an applicant is appointed, a notification is sent to the appointee. This is not the Welcome email.

Onboarding reminders

If onboarding requirements are not done, reminders are sent to the pending member at 30, 60, 75, and 85 days after appointment.

Onboarding not completed

If onboarding is not completed in 90 days, an email is sent to the pending member, staff liaison, and ABC Admin.

Deemed resigned

When a pending member fails to complete onboarding, an email is triggered to them by the ABC Admin when they are designated "Deemed Resigned."

Onboarding complete

Once onboarding is completed, a notification is sent to both the new member and the staff liaison.

Quorum not met

Sent to staff liaison 10 days before next scheduled meeting if there are not enough members to meet quorum.

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Thanks for attending this informational session!