



ABC Staff Liaison Meeting



Agenda

September 30, 2025

- Introductions
- September recruitment
- Vetting process
- Filling vacancies
- LIMS training refreshers
- Accessibility update



Introductions

Erinn Mueller, ABC Program Assistant

- ✓ Exceptional customer service
- ✓ Highly organized
- ✓ Critical thinker
- ✓ Problem-solver

Are there any new Board Staff Liaisons?

September Recruitment

This is a smaller recruitment, focused on Tier 1 & 2.

Most of the seats are not Ward-based and many have outside Nominating & Appointing Authorities.

Most of the seats have qualified requirements.

Statistics:

- 11 Boards recruited
- 58 applications received

There is still time to apply! The portal closes at 11:59 PM 9/30/25.



Vetting Process



- ABCAdmin will create a SharePoint folder with a summary sheet and all the applications organized by ABC and seat
- Board Staff Liaison's will add rankings to the summary sheet and alert ABCAdmin
- ABCAdmin will notify the appointing authorities that the pre-vetting by the Clerk's Office and the Departments is complete and they can make their selections and when finished alert ABCAdmin

Filling Vacancies (Non-elected)

**Open
Appointment
Policy**

Direct Link

**External
Appointing
Authority Letter**

For resignations, notify ABCAdmin and include the following:

- ✓ Name and seat number
- ✓ Resignation letter
- ✓ Department rankings or preferences

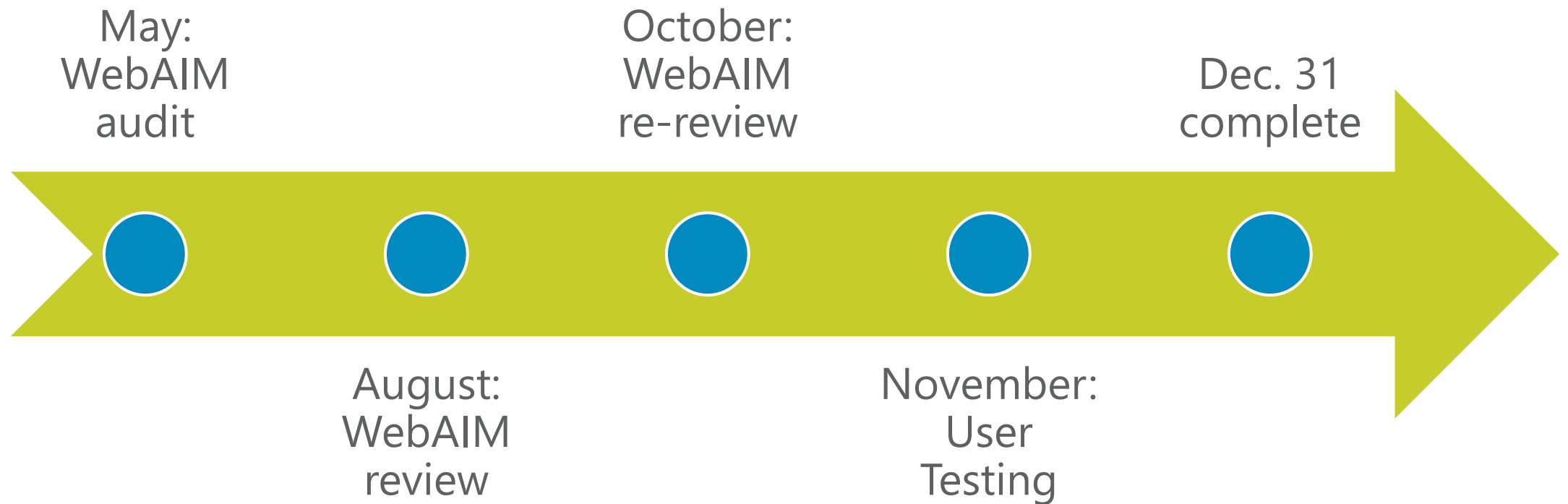
ABCAdmin will coordinate with the Nominating Authority

- ❖ If you have quorum, use patience others may be in queue ahead of you!

LIMS Refresher Training

1. What topics would you like in this training?
2. How would you like training to occur?
3. Do you like lunch and learn sessions?
4. Would you use recorded videos or training sessions?

LIMS Accessibility: Update





For reasonable accommodations or alternative formats please contact **311** or call **612-673-3000**. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-263-6850.

Para ayuda, llame al 311. Rau kev pab, hu 311. Hadii aad caawimaad u baahantahay, wac 311.