

Boards & Commissions Agenda

Regular Meeting
November 18, 2024 – 11:00 am
Room 11, City Hall
350 S. Fifth St., Minneapolis, MN 55415

- 1. ABC Reform** (Casey Carl / Jackie Hanson / Julie Hovland - 15 minutes)
 - Progress Update
 - Calendar Dates for 2025 by Year End
 - NEW - Booking PSB 100 C
- 2. Recruitment March 2025** (Jackie / Julie 10 minutes)
 - Overview (by Tier)
- 3. Technology Updates** (Grant Johnson / Rachael Hanson – 10 minutes)
 - Enter meeting dates in LIMS
 - Adding Events to LIMS
- 4. Open Discussion** (15 minutes)
 - Board Staff Questions, Feedback, Ideas, & Requests
- 5. Reminders**
 - Next ABC Staff Meeting: December 16, 2024

Appointed Boards & Commissions Monthly Staff Liaison Meeting

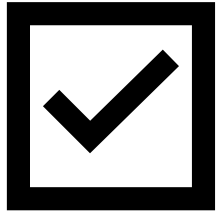


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ABC Reform - Progress Update



November highlights

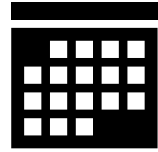
- Six (6) Initial meetings completed with Department Leadership.
- One (1) Initial meeting scheduled for December.
- Reviews of remaining ABCs continue through the end of the year and into Q1 2025.
- New “Operations Manual” creation in-progress.



2025

Looking ahead

- Continue meeting with Departments to finalize re-establishing resolutions.
- Introduce LIMS improvements to support the new reforms.
- Recruitment in March for Tier 2 and new & re-established Tier 3 ABCs.
- Staff liaisons and ABC member training opportunities.



2025 Calendar Dates



ABC Liaisons should have their 2025 ABC meeting calendars developed by the end of November 2024. Only twelve (12) days left!

The ABCs full calendar for 2025 should be adopted and a copy filed with the Clerk's Office by mid-December. [Send to ABCAdmin@minneaplisnmn.gov](mailto:ABCAdmin@minneaplisnmn.gov)

ABC Liaisons should enter 2025 regular meeting dates, times, and **locations** into LIMS by the end of December 2024. Note: ABCs must identify a regular meeting location in LIMS.

ABCs with completed 2025 Calendar Dates, Times, Locations and Filed with the Clerk's Office!

TIER 1

- Civil Service Commission

TIER 2

- Ethical Practices Board

TIER 3

- Bicycle Advisory Committee
- Homegrown Minneapolis Food Council
- Pedestrian Advisory Committee
- Public Health Advisory Committee

TIER 4

TIER 5

- 48th & Chicago SSD
- 50th & France SSD
- 54th & Lyndale SSD
- Bloomington-Lake SSD
- Central Avenue SSD
- Chicago-Lake SSD
- Dinkytown SSD
- East Lake SSD
- Eat Street SSD
- Linden Hills SSD
- Lowry Hill SSD
- Lyndale Lake SSD
- Stadium Village SSD
- Uptown SSD
- West Broadway SSD



Thank You!

New Option - Booking PSB 100 C

Room Layout

Select one of the options below to determine how you would like the room arranged for this event.

- ☒ Boards & Commissions
- ☐ Cafeteria Style
- ☐ Executive
- ☐ Seminar
- ☐ Seminar II
- ☐ Training

Boards & Commissions

20 seats at tables

To request a reservation window longer than 90 days, contact Herb Heichert or Colleen Lorge. They have been provided a list of all our ABC Staff Liaisons.

March 2025 Recruitment

Tiers 1 & 2

- No change – recruiting for all expired and vacant seats

Tiers 3 & 4

- Recruiting for re-established and new Tier 3 & 4 ABC seats only
- All others – members stay in expired seats until board is re-established

Tier 5 SSD

- No change – recruiting for all expired and vacant seats



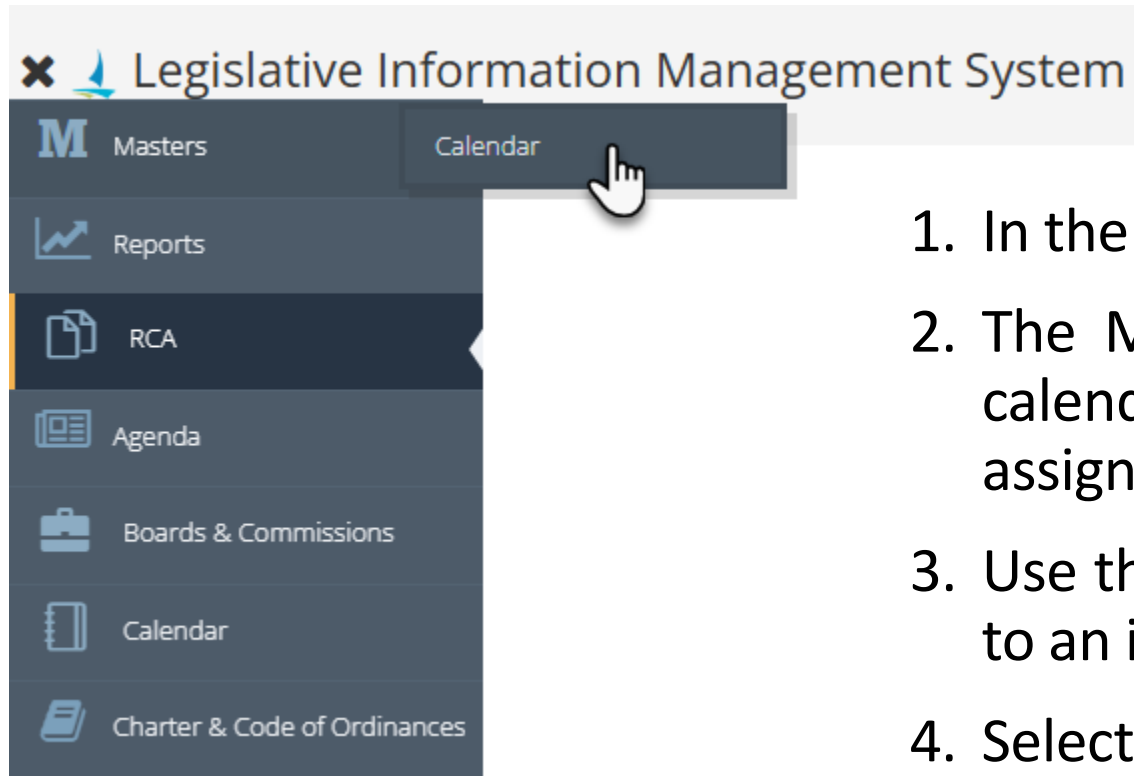
Technology

Grant Johnson

Rachael Hanson

Managing your meeting calendar

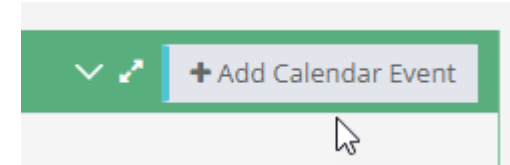
Managing the meeting calendar in LIMS



1. In the left menu, select Masters → Calendar.
2. The Manage Meeting Calendar pages shows the calendars for the meeting bodies to which you are assigned. If one is missing, contact the ABC Admin.
3. Use the Select Meeting Body menu to filter the list to an individual meeting body.
4. Select Meeting Type to filter the list by meeting type (e.g. Regular, Special, etc.)
5. This page defaults to the current year. Select the year to change the view.

Add a meeting

To add a new meeting, press Add Calendar Event at the top right of the table.



1. Select the Board or Commission
2. Select the meeting type. For your regularly scheduled meetings from the adopted calendar, the default is Regular.
 - a. Other types include: Adjourned, Special, and Organizational.
3. The location will default to the location defined on the Board Detail page. Contact ABC Admin to permanently change the default location.
 - a. The location field should include the room number and building name, e.g. Room 100AB, Public Service Building
 - b. The address field should include the street, city, state and zip code, e.g. 505 4th Ave S, Minneapolis, MN 55415
4. Enter the meeting date and time.
5. Enter the following standardized description to give the public more context about the type of the meeting.
 - a. “Regular meeting of the XYZ Commission”
 - b. “Special meeting of the XYZ Commission”

Add a meeting (cont.)

Show Live Video field determines if the meeting is linked to YouTube on the LIMS Home Page

- If the meeting is broadcast, select “Show”
- If the meeting is not broadcast, select “Do Not Show”

Editing a meeting

To edit a meeting, click on the board name for the date you'd like to edit.

1. On the View Calendar Event page, press Edit.
2. You may change the date, time, location, or description.
3. If you make substantive changes to the meeting, check the **Updated** checkbox. This will add an icon to the public calendar to indicate that the meeting details have changed.

Cancel a meeting

To cancel a meeting, click on the board name for the date you'd like to cancel.

1. On the View Calendar Event page, press **Edit**.
2. Check the **Cancelled** checkbox.
 - a) This will add a cancelled icon and text “Cancelled Meeting” to the public calendar.
3. It is also encouraged that you add an explanation for why the meeting is cancelled in the meeting description.
4. You cannot *delete* a meeting—it is a public notice and should be cancelled. If the meeting was made in error, contact ABC Admin for assistance.

Reminders



- Members can stay in place until the new resolutions are approved!
- Next Meeting:
December 16, 2024



Questions | Feedback | Ideas | Requests

ABCAdmin@minneapolismn.gov