

DRAFT
Minneapolis Charter Commission
Advisory Group Selection Committee Meeting Notes

March 22, 2011 - 4:00 p.m.
Room 333 City Hall, Minneapolis, Minnesota

Committee Members Present: Sandberg (Chair), Ferrara, Rubenstein. Clegg, ex-officio.

Also Present: Carol Bachun, Assistant City Attorney

Coordinator: Peggy Menshek (612) 673-2287 peggy.menshek@ci.minneapolis.mn.us

1. Approve Agenda

- Approved, as amended, to move the Communication Committee Proposal as the first item of discussion, and adding discussion items regarding extending the deadline for the Advisory Group application period and discussion of a letter of confirmation to Advisory Group applicants.

2. Approve Meeting Notes of February 1, 2011 and March 1, 2011 meetings

(a) [Meeting Notes of February 1, 2011](#); (b) [Meeting Notes of March 1, 2011](#)

- Approved.

3. Communication Committee Proposal:

Review document prepared by Commissioner Clegg. Finalize proposal for Communication Committee for review/approval at the April 6 Charter Commission meeting.

[Outreach/Communication Committee Charter proposed by Commissioner Clegg](#)

- Commissioner Clegg will review the language proposed by the Committee for the April Charter Commission meeting.
- Discussed the need to document the different forms of communication used to notify the public of the open appointments process for Advisory Group membership.

4. Guidelines and Interview Process:

Review Guidelines and Interview Process documents revised at March 1 meeting.

(a) [Guidelines for Selecting Members of the Advisory Group](#); (b) [Process for Conducting Interviews](#)

- Interview questions will be disclosed to all applicants in advance.
- Commissioner Sandberg will distribute a rating form to be used by interviewers, if desired. If used, the rating forms must be turned in to the Clerk's Office following the selection process.
- Commissioner Sandberg will update the Guidelines to reflect changes to the Principles made by the Charter Commission and to delete the Public Input section as it does not apply to interviews.

5. Interview Schedule:

Currently meetings are scheduled for April 7 and April 12 (a change from dates discussed previously).

- Interviews are currently scheduled for April 7 and 12.
- At least one additional interview date will be needed.

6. Extension of Application Deadline:

- Discussed whether interviews could take place before the deadline.
- Discussion will take place at the April 6 Charter Commission meeting regarding re-opening the Advisory Group application period.
- Commissioner Sandberg will check with the Communications and Neighborhood and Community Relations Departments regarding notifying the public about possibly re-opening the application period.

7. Letter of Confirmation to Interviewees:

- Commissioner Sandberg will draft a letter to all applicants informing them of the date and time of their interview.
- Interview questions will be enclosed with the letter.

8. Adjourn

- The meeting was adjourned at 5:11 p.m.