

# DRAFT

## Minneapolis Charter Commission Advisory Group Selection Committee Meeting Notes

March 1, 2011 - 4:00 p.m.  
Room 319 City Hall, Minneapolis, Minnesota

**Committee Members Present: Sandberg (Chair), Ferrara, Lickness, Rubenstein.**  
**Also Present: Carol Bachun, Assistant City Attorney**

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

### 1. Approve Agenda

### 2. Approve meeting notes of February 1, 2011 meeting

[Meeting Notes of February 1, 2011](#)

### 3. Unresolved Issues - Burt Osborne, City Attorney's Office:

**Use of alternates, application review, recommendation process.**

[Guidelines for Advisory Group Screening and Selection](#); [Interview Process](#)

- Carol Bachun, Assistant City Attorney, discussed public/private data related to the Advisory Group application forms. The Committee/Commission can have the full application forms in front of them during the interview and selection process and can discuss private data from the application forms at a public meeting, but redacted copies must be provided for the public.
- Excerpt from Open Meeting Law: "Except as specifically provided, public meetings may not be closed to discuss data that are not public data under the Government Data Practices Act. Data that are not public may be discussed at an open meeting without liability, if the matter discussed is within the public body's authority and if it is reasonably necessary to conduct the business before the public body."
- The City Clerk's Office will redact non-public information on the first page of the application forms for the public copy. The City Attorney's Office will review, also.
- All notes taken by Committee/Commission members during the interview meetings must be submitted to the Committee Coordinator to be retained for three years. The notes will be considered private data.
- No alternates can be appointed.

### 4. Approve Interview Questions:

**(Distribute as information at the March 2 Charter Commission meeting)**

**Select questions the Committee will use to interview candidates.**

- Proposed Questions:
  1. Please introduce yourself and tell us a little about your background and experience, including how long you have lived in Minneapolis.
  2. In what ways do you see yourself contributing to the diversity of the Redistricting Group?
  3. The Redistricting Group seeks to understand the various communities in the City. Tell us how your past community involvement will help the Redistricting Group do this.
  4. How would you help the Redistricting Group proceed in a non-partisan manner?
  5. We are looking for persons who have been active citizens. How do you fit this requirement?
  6. Are there any questions related to the interview and appointment process that you want to ask us; if we can answer, we will.

**5. Approve Interview Meeting Sites and Dates:****(Distribute as information at the March 2 Charter Commission meeting)****Review and approve sites identified by Commissioner Lickness for April 5, 7, and 9.**

- Interviews will be limited to April 5 and April 7.
- Locations for the interviews will be determined by the next meeting.
- The Committee Coordinator will not attend the interviews, but they will be tape recorded and the tape will be retained by the Clerk's Office.
- Commissioner Sandberg will call applicants on record to make them aware of the interview dates.

**6. Finalize Work on the Process for April Interviews:****(Distribute as information at the March 2 Charter Commission meeting)****Consider factors pertinent to the interview process including rating strategy.**

- Changes were made to the document at the suggestion of the City Attorney. Updated document will be available at the next meeting.
- Interview and Recommendation Process Guidelines document contains conflicts with the Redistricting Principles. May suggest that Charter Commission amend Principles.
- May limit length of individual interviews rather than length of each question.
- If an applicant submits a written resume/further information at the interview, it will be given to the Committee Coordinator and will not be considered as part of the interview process.

**7. Finalize Proposal for Communication Committee:****(For review/approval at the March 2 Charter Commission meeting)****Develop statement of purpose and tasks for the next year.**

- Commissioners Lickness and Ferrara will develop a draft Statement of Purpose and Tasks by the March 22 meeting to be brought to the April 6th Charter Commission meeting

**8. Review dates for upcoming meetings and determine need for additional meetings:**

- March 8: Cancelled
- March 15: Cancelled
- March 22: 4 pm - Room 333 (Review applications, scheduled interviews, and discuss proposed Communication Committee)
- March 29: 4 pm - Room 319

**9. Adjourn**

- The meeting was adjourned at 5:35 p.m.