

ABC Staff Meeting Agenda June 5, 2024

1. Introduction of ABC implementation team members
Julie Hovland, Rachael Hanson, Anita Roby, and Jackie Hanson
2. Status update on implementation of reforms
 - a. Committee of the Whole presentation June 25
 - b. Draft resolutions and next steps.
3. Oaths and ethics reports
4. Technology
 - a. Review GovDelivery template for agenda distribution
 - b. Appointment RCA: Feedback from ABC staff on RCA functionality
 - c. LIMS survey
5. Reminders
 - a. Prepare for fall open appointment cycle -- September 1 – 30
 - b. Email LIMS group account for assistance with roster, yearly calendars, appointment RCA, and/or all ABC requests!

The seal of the City of Minneapolis is centered in the background. It is a circular gold seal with a blue border containing the text "THE CITY OF MINNEAPOLIS" at the top and "APPROVED JUNE 5TH 1878" at the bottom. The center of the seal features a shield with various symbols, including a ship and a plow, and the word "ENVAUNT" above it.

Appointed Boards & Commissions Status Report on Reforms

ABC Staff Workgroup Meeting
June 5, 2024



Welcome Julie Hovland!

ABC Implementation Team

Jackie Hanson – Assistant City Clerk – Lead for ABC Implementation Team

Julie Hovland – ABC Project Coordinator (key point person)

Rachael Hanson – Information Technology & Design (system support)

Anita Roby – Administrative Services Coordinator





Summary of Proposed Reforms

Summary of Administrative Reforms

Ordinance No. 2023-054

1. Creating a classification and taxonomy system for all City ABCs.
2. Affirming the open appointments policy, clarifying procedures, and the roles and responsibilities of Mayor and Council as appointing authorities.
3. Establishing service expectations for both ABCs and for individuals appointed to ABCs.
4. Imposing certain service restrictions.
5. Designating the City Clerk as executive secretary to ABCs.
6. Providing for standard ABC bylaws and rules, subject to customization with approval from City Council.
7. Requiring ABC annual work plans and annual reports to be submitted to Mayor and Council.

Becomes effective July 31, 2024*

Tier System

TIER 1: Independent Bodies

TIER 2: Policy Bodies

TIER 3: Advisory Bodies

TIER 4: Working Groups

TIER 5: Special Districts

These tiers are the focus of “ABCs” for most purposes.



What the Tier System ...

DOES

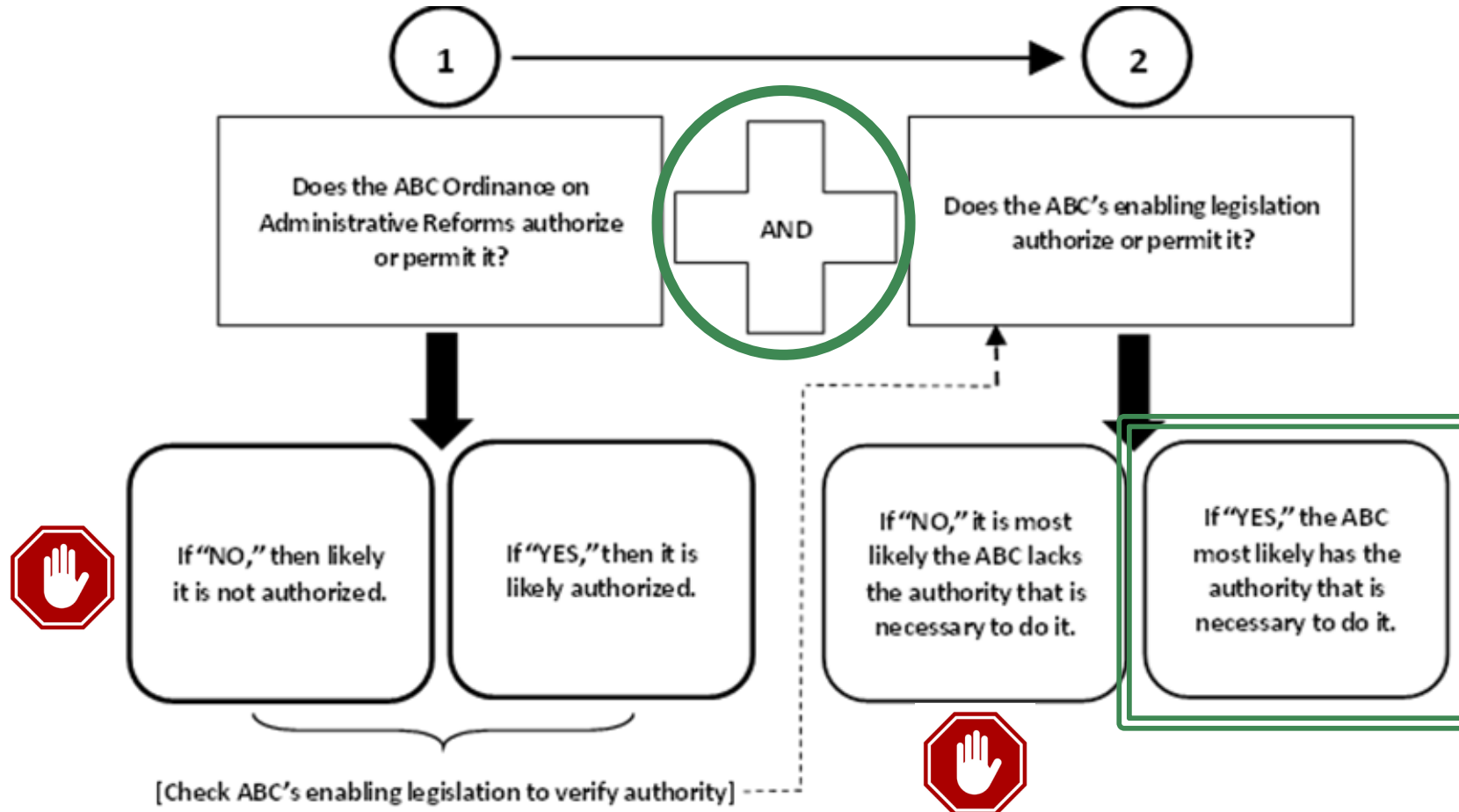
- Identify ABCs by type/function.
- Standardize requirements for ABCs based on tier (classification).
- Enable a tailored approach to policy and oversight for ABCs.

DOES NOT

- Indicate the value or importance of any ABCs.
- Serve as a “ranking” among ABCs to convey priority.
- Reflect preference or favor from elected policymakers.



ABC Authority – Generally



ABC Member Requirements Tiers 3 & 4

- 1) Complete enterprise orientation program.
- 2) Complete and file oath of office and proof of completing mandated ethics training.
- 3) File signed participant agreement.

If not completed within 90 days of appointment, the seat will be deemed vacant and a new appointment for that term initiated.

Working to develop a combination of in-person and on-line orientation options.



City Clerk as Executive Secretary

General accountability: Oversight and direction for City's ABC program.

Specific duties:

- 1) Assist appointing authorities with nominations and appointments procedures.
- 2) Maintain each ABC's official membership roster, bylaws, and rules.
- 3) Publish a calendar of ABC meetings, issue required notices, and ensure compliance with accessibility requirements.
- 4) Set uniform standards and procedures for ABC agendas, reports, minutes, and other records.
- 5) Preserve ABC records and data and ensure access as required by law.
- 6) Coordinate training and support for ABCs in performing delegated functions.
- 7) Coordinate mandated reporting by ABCs.



Mandated Reporting

ABCs in Tiers 3 & 4 will be required to:

- 1) Submit an annual work plan detailing the issues or items anticipated to be addressed by the ABC in a given year.
- 2) Submit an annual report at the conclusion of the year detailing accomplishments, key activities, and similar matters.

These reports are intended to tie ABCs closer to the Mayor and Council and to enterprise goals and plans. A template for both the work plan and annual report will be developed by the Clerk's Office to facilitate this process. The Clerk will compile all reports to submit to the Council and Mayor each year, which will be public data and made accessible to the community.



Completed & In-Flight Actions

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COMPLETED ACTIONS

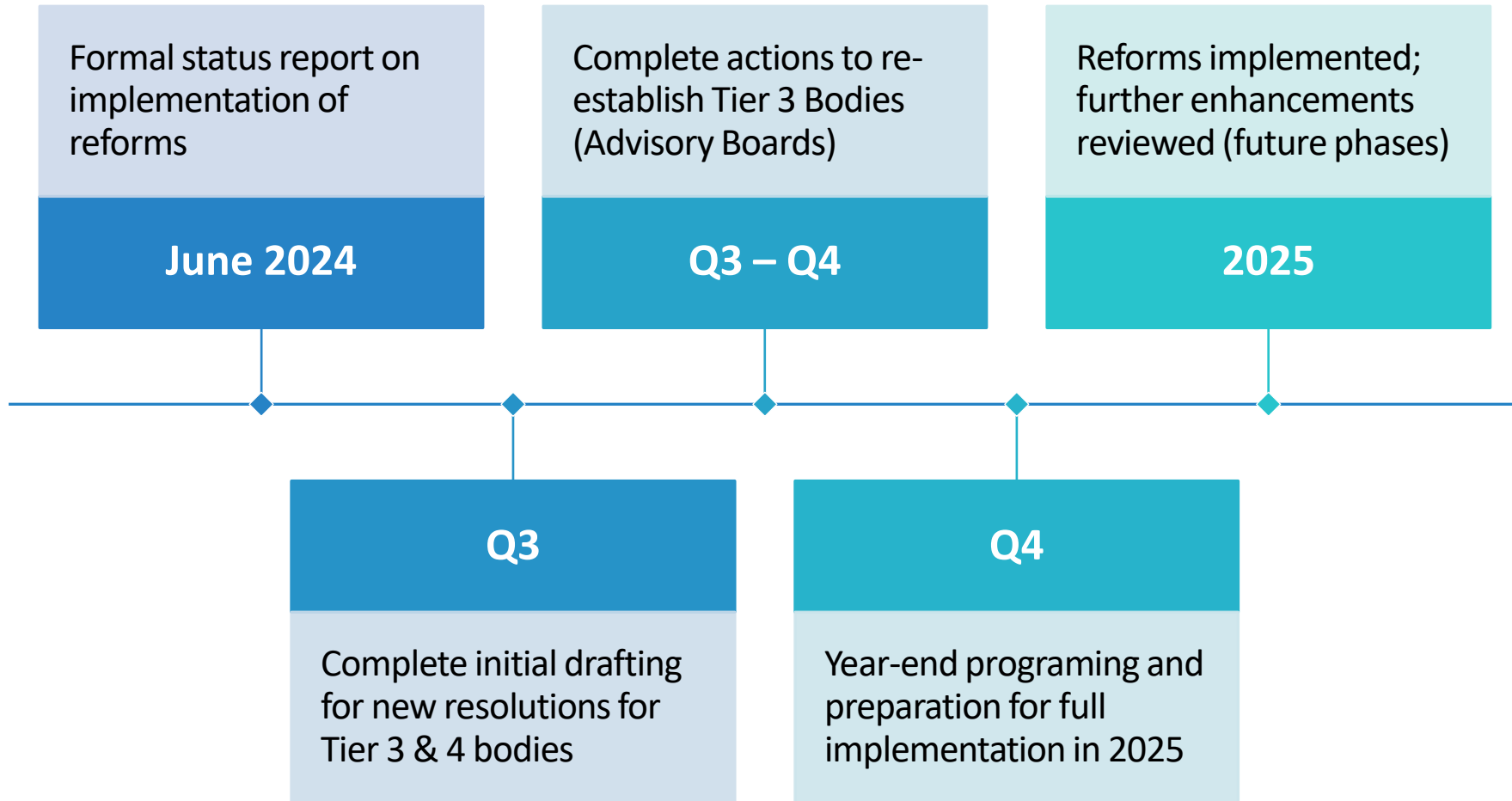
1. Standard resolution template for Tier 3 & 4 Bodies.
2. Standard ABC Bylaws.
3. Standard ABC Rules.

IN-FLIGHT ACTIONS

1. Draft Participant Agreement.
2. Updating/revising ABC Orientation Program.
3. Classifying existing ABCs with new tier system.

Anticipate report to Council's Committee of the Whole in late June.





Anticipated Timeline

Next Steps

Next Steps

Short-Term

- Finalize resolution template and standardized ABC bylaws and rules
- Complete participant agreement
- Initiate drafting of Tier 3 resolutions for existing ABCs
- Status report to COW (June 25)

Mid-Term

- Complete Tier 3 ABC resolutions
- Complete updated/improved ABC orientation program
- Complete ABC operations handbook (guidance on uniform standards)



Questions?

