

# ABC Staff Meeting Agenda

## August 26, 2024

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- 1. Boards and Commissions Representation Survey** (Steven Gallagher – 15 minutes)
- 2. ABC Reform Updates** (Casey Carl - 10 minutes)
  - a. Timeline: Re-creating Tier 3 & 4 Resolutions
    - **July/August: Clerk's & Attorney's Office will transpose original resolutions into new template**
    - September/October: Meetings between Clerk's Office and Board Staff
  - b. Standardize all terms to begin July 1 and end June 30 in any given year
- 3. Recruitment** (Jackie Hanson/Julie Hovland - 10 minutes)
  - a. Fall Recruitment Cycle: September 1-30, 2024
    - Press release August 23 / member highlights still needed
  - b. Tier 3 & 5 – Open seats in this cycle
- 4. Technology** (Grant Johnson/ Rachael Hanson - 15 minutes)
  - b. LIMS data
    - Location address format
    - Update monthly calendars with locations
    - Please update before your next meetings
  - c. GovDelivery
    - Do not modify templates
    - Separate Agendas and Newsletters
    - Send Agendas 2 business days before meeting date
- 5. Open Discussion** (10 minutes)
  - a. Board Staff Questions, Feedback, Ideas, & Requests
- 6. Reminders**
  - a. Members who are reappointed need to take a new Oath of Office
  - b. Next ABC Staff Meeting: September 23, 2024

# AGENDA

1. **2024 Board Representation Survey** (Steven Gallagher – 15 minutes)
2. **Status update on implementation of reforms** (Casey Carl - 10 minutes)
  - a. Timeline: Re-creating Tier 3 & 4 Resolutions
    - **July/August: Clerk's & Attorney's Office will transpose original resolutions into new template**
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6. **Reminders**
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  - b. Next ABC Staff Meeting: September 23, 2024

## Appointed Boards & Commissions Monthly Staff Meeting



August 26, 2024

# **ABC Representation Survey**

Steven Gallagher

# Boards and Commissions Representative Survey

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1. Each ABC staff must ensure completion of the survey by its members
2. This is to occur in September and October
3. The link, for your ABC, will be sent to you by NCR staff
4. If there are questions, Steven Gallagher, can answer for you

**It is expected, by the City enterprise, that all ABC's fill out and complete this information.**

# ABC Reform Updates

Casey Carl

# Anticipated Implementation Timeline

## July/August

- Clerk & Attorney teams will transpose original resolutions into new template

## September

- Meetings with Board Staff to review and gain input
- Board Staff meets with their leadership and members

## October

- Clerk team and Board Staff meet again to finalize their resolution
- This may involve several meetings

## Nov/Dec

- Clerk and Attorney teams will review the final resolution drafts
- A formal RCA will be created

## 2025

- Next Steps
- Orientation Program
- Standardized Recruitment & Applicant vetting
- Staff Handbook

**Reminder: Stay calm, no need to worry...  
Existing resolutions will stay in place until the new one is approved by the Council and Mayor**

# Tier 3 Update: Term Start Date

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Standardize all terms to begin July 1<sup>st</sup> and end June 30<sup>th</sup> in any given year!



# Recruitment

Jackie Hanson  
Julie Hovland

# Fall Recruitment Cycle

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- Press release went out last week
- Public portal opens September 1st and ends September 30<sup>th</sup>
- We need member highlights and achievements from ABC Staff
- Communications would like to do features throughout the month of September



# Fall Recruitment Cycle – Seat Quantities

Quantity	ABC
1	CPC
3	ZBA
4	HPC
1	CCPO
9	MCCR
4	LBAE

Tier 2

Quantity	ABC
9	ARTS
19	CEAC
33	CLIC
14	MACA
12	MACH
14	MACOPD
11	PHAC
11	WAC

Tier 3

Quantity	ABC
3	48Chicago
3	50FRANCE
3	54LYNDALE
3	BLOOMLAKE
9	CentralAvenue
3	ChicagoLake
5	Dinkytown
5	EastLake

Tier 5 - SSD

Quantity	ABC
3	EatStreet
5	LindenHills
3	LowryHill
5	LYNLAKE
3	StadiumVillage
7	UPTOWN
5	WestBroadway

# Technology

Grant Johnson  
Rachael Hanson

# Default meeting location and address

- Your regular meeting location is on the board detail page
- This location is set as default when you create a meeting event

## MEETING DETAILS

 [View Agendas & Minutes](#)

 [View Meeting Calendar](#)

Meeting Schedule:	In January and at least three other times per year on the first Wednesday of the month
Location:	Room 350, Public Service Center
Address:	250 S. 4th St., Minneapolis, MN 55415

# We've added address to agenda

## AGENDA

An outline of matters presented during the meeting arranged by a prescribed order.

### Public Health & Safety Committee Agenda

Regular Meeting

August 21, 2024 - 1:30 pm

Room 350, Public Service Center

250 S. 4th St., Minneapolis, MN 55415



**Members:** Council Members Jason Chavez (Chair), Robin Wonsley (Vice-Chair), Elliott Payne, Michael Rainville, Jeremiah Ellison, and Linea Palmisano (Quorum: 4)  
**Clerk:** Rachel Blanford, (612) 673-2216



# Review the upcoming calendar

- Upcoming calendar view shows the location
- Before agenda is published, you can see meeting details

<https://lims.minneapolismn.gov/calendar/all/upcoming>

Meeting Detail


Tuesday, Sep 3, 2024

10:00 AM

Budget Committee

Regular Meeting

Location: Room 350, Public Service Center  
250 S. 4th St., Minneapolis, MN 55415

 ADD THIS EVENT TO CALENDAR



# Adding location

- Start with the room number
- Then the building:
  - ✓ Room 350, Public Service Center
  - ✓ Room 100C, Public Service Building



# Then add full address

- Street address
- City, State and Zip Code:
  - ✓ 350 S. 5th St., Minneapolis, MN 55415
  - ✓ 250 S. 4th St., Minneapolis, MN 55415
  - ✓ 505 4th Ave. S., Minneapolis, MN 55415



# GovDelivery

- Please send out agendas two business days before your meeting date
- Add a link to your agenda
- Don't modify the default bulletin template
- You can send out additional information using an Advanced Bulletin (Newsletter)



# Reminders

- Reappointed Members need to take a new Oath of Office
- What would you like to see in a Handbook?
- Next Meeting: September 23, 2024

Questions  
Feedback  
Ideas  
Requests



[ABCAdmin@minneapolismn.gov](mailto:ABCAdmin@minneapolismn.gov)



# Boards and Commissions Survey Information

The Boards and Commissions Survey is a survey that the City of Minneapolis has been conducting since 2016, every other year. This survey is conducted by the Neighborhood and Community Relations (NCR) department. There was a pause during the COVID-19 pandemic and this year is the first that the City has conducted the survey since.

This survey collects information about who is serving on the City's Advisory Boards and Commissions. The purpose of the survey is to analyze the demographics of Advisory Boards and Commissions with the overall Census demographics. The information we are seeking is overall representation and responses to the survey will be kept confidential with no individuals identified.

It is very important that we have all members of boards and commissions complete the survey, so that Neighborhood and Community Relations and the City is able to accurately measure the general composition of these bodies. NCR'S goal every time they conduct this survey is a 90% response rate.

This survey is very brief and should only take a couple minutes to complete and is done utilizing Survey Monkey. The deadline for folks to complete this survey is by the end of February.

Hard copies and technical assistance are available to folks as well. For technical assistance, please contact neighborhood programs manager Steven Gallagher at [steven.gallagher@minneapolismn.gov](mailto:steven.gallagher@minneapolismn.gov) or to call him at (612)-518-9743.



## Frequently Asked Questions

### How will my individual information be used?

All information received as a result of this survey will be aggregated (combined) to assist in planning communities in Minneapolis. For reporting purposes, responses will only be aggregated to preserve the privacy of all respondents.

### Will the survey results be public?

The aggregated data will be public, provided the data meet the summary data requirements of Minnesota Government Data Practices Act. Summary data is report data derived from data on individuals but in which individuals are not identified and from which neither the individuals' identities nor any other characteristic that could uniquely identify an individual is ascertainable.

### Who will see my individual survey?

The persons who may receive your individual survey responses include the individuals who aggregate the survey responses, the City Coordinator, and the City attorneys assisting with the summary data analysis. The information may also be supplied to the Minnesota Department of Administration – Information Policy Analysis Division, state and federal courts, and attorneys representing any of the above individuals or entities.



## Contact Information

***Steven Gallagher***

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(612)-518-8743