

RAMSEY COUNTY CHARTER COMMISSION

Agenda of Monday, May 2, 2022 – 7 PM

Plato Conference Center
90 Plato Blvd West, Saint Paul, MN 55107

Meeting location and materials are also available at <https://www.ramseycounty.us/your-government/leadership/charter-commission/charter-commission-agendas-and-minutes>.

MINUTES

1. Call to Order: Chair Nancy Haas called the meeting to order at 7:03 PM.
2. Roll Call Attendance: Completed by Sia Xiong.

District	Charter Commission Member	Present	Absent
1	Ann Maslansky-Takahashi	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	Steven Reeves	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Ache Wakai	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Joann Knuth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Nancy Haas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Sallee Brandt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Bethany Winkels	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Sharon Garth	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Joshua (Josh) Ortiz	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Sebastian Ellefson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Hoang Murphy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Tony Parrish, Sr.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	John O'Phelan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	William (Bill) Kempe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
At Large	Angela (Angie) Thies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
At Large	Jazmin Glaser-Kelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
At Large	Susan (Sue) Majerus	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Also present: Amy Schmidt, Assistant County Attorney, Ramsey County Attorney's Office
Sia Xiong, County Manager's Office Admin.

3. Approval of May 2, 2022 Agenda: Amendment to add member introductions by Joann Knuth. Motion by Sue Majerus second by Sebastian Ellefson. Unanimously approved by all members present.
4. Approval of February 7, 2022 Minutes (Attachment): Motion by Sharon Garth and second by Jazmin Glaser-Kelly. Unanimously approved by all members present.
5. Old Business:
 - A. Community Economic Development Board Workshop: Chair Nancy Haas shared the workshop recording that County Manager's Office admin Sia Xiong provided as a

resource for members who wanted to learn more about Community and Economic Development, which was a topic that came up in the previous meeting.

- B. Compensation for Commission Members Update: County Manager's Office admin Sia Xiong shared details on the new compensation opt-in process for eligible Ramsey County boards and commissions. There was an opportunity for discussion on the updates provided. Many members expressed interest and support in having the option to opt-in to receiving a gift card.

Motion by Sebastian Ellefson to have the option for Charter Commission members to opt in to be compensated and second by Bill Kempe. Unanimously approved by all members present.

6. New Business:

- A. Member Introductions: With the newly added member introduction agenda, Chair Nancy Haas started with her introductions and each member present took turns giving their introductions.

- B. Bylaw Process Review (Attachments)

- i. Charter Commission Member Attendance Records (Attachment): Chair Nancy Haas shared about the different bylaws from other jurisdictions from Assistant County Attorney Amy Schmidt. Sebastian Ellefson asked if it is difficult to fill vacancies, since there is a limit of two consecutive terms. Ann Maslansky-Takahashi expressed if there is an opportunity for people to come, so they feel valued for their time and maybe that can increase outreach. Chair Nancy Haas suggested going through each section and providing feedback.

Sharon Garth shared that a four-year term seemed long and was interested in the reason behind the length. Assistant County Attorney Amy Schmidt shared some context and background behind the Charter Commission and clarified that bylaws are focused on how the members are functioned. She found language around subsequent terms in the Charter and how amendments would be made.

Another topic was raised of how to diversify representation on the Charter Commission. A few members shared how they found out about the commission – through Facebook, Commissioners, Mayor, Ramsey County webpage, researching open commissions, newspaper, etc. Angie shared that if it is too difficult to change the charter, maybe move forward without it. Hoang Murphy asked for clarity on how to make amendments to the charter (i.e. can we do by section or by small technical things around terms, etc.). It was also revealed that was not clear if term limits were substantial or not. Agreement that the Charter Review subcommittee will dig into the details around charter items and questions.

Regarding attendance, members discussed what current potential excused absences have been, which has been based on members who notified ahead of time if they cannot attend a meeting. Members shared the importance of showing up for the Charter Commission, giving advanced notice and/or letting the Chair/Vice Chair know if a member cannot show up. There was a suggestion of if a member misses three consecutive meetings, that member would be

automatically dropped or there would be a discussion when a member's attendance is not doing well. There was a discussion of enforcement and Vice Chair Angie Thies supported the automatic removal, but suggested reaching out to a member who has not been responding or attending first. She proposed after three unexcused absence, automatic dropped, after second unexcused – for there to be a call to the member about their absences before the drop.

Suggested Amendments to the Bylaws

Under Commission Members:

- Unexcused – Defined as *notifying the Chair/Vice Chair and/or County Manager's Office before the start of the meeting via email*
- Automatic drop vs automatic drop with vote where there has to be an official notice to the judge that there is a vacancy and if the member was removed – subcommittee attendance is not considered since the role of members is to attend regular meetings
- Preference to not include language around outreach from the Chair/Vice Chair to a member who has missed two consecutive meetings and is at risk for removal (-)
- Possibly adding an emergency exception whereby vote from majority of the members, someone not be terminated (-)

Motion by Sebastian Ellefson and second by Hoang Murphy to amend the bylaws with the following: define unexcused as “not providing notice before the start of the meeting”; and add language that states the “Charter Commission may automatically remove a commission member who has three consecutive unexcused absences.” Unanimously approved by all members present.

Under Officers and Under Staff:

- Discussion around the necessity of having to elect a secretary. A County Manager's Office admin will always be present. Additionally, no clear list of duties and tasks available.

Motion by Sue Majerus and second by Bill Kempe to have the Chair and Vice Chair provide a list of duties and tasks and to eliminate the language to elect a secretary. Unanimously approved by all members present.

Under Order of Business:

- Changing the term Unfinished Business to Old Business, but Unfinished Business is a term in Robert's Rules of Order
- Adding roll call and approval of agenda as third on the agenda
- A proposal from Chair Nancy Haas that she will review the terms for alignment and come back to the charter

Motion by Sue Majerus and second by Sebastian Ellefson to have the Chair and Vice Chair review and align the bylaws current Order of Business with the current agenda practices and language. Unanimously approved by all members present.

Under Procedure:

Chair Nancy Haas expressed some background that the charter has not adopted

them as a commission and did it for the first time last year, because there were no consistencies in how meetings were run. Assistant County Attorney Amy Schmidt shared that in other bylaws, some use their own rules and go to Robert's Rules for anything that is not already addressed. Ann Maslansky-Takahashi suggested a refreshed course of Robert's Rules of Order. Hoang Murphy suggested having rules to default to since Robert's Rules is so rigid. Possibly it might be best to keep Robert's Rules but would be open for members to do research on others that may be applicable.

Motion by Hoang Murphy and second by Sue Majerus to not change the current procedures. Unanimously approved by all members present.

Under Quorum:

- Define substantive, since it's decided by the Chair and Vice Chair
- Discussed what was done previously and how quorum is based on the simple majority
- Agreements around removing votes

Motion by Hoang Murphy and second by Bill Kempe to approve the quorum based on first sentence only. Unanimously approved by all members present.

7. Committee Reports:

- A. Budget (Attachments): Vice Chair Angie Thies shared they will continue reviewing the budget and look for more information prior to August meeting. The Charter Commission received a good letter from the County Manager. Vice Chair Angie Thies provided some context and background of the committee to the new members.
- B. Charter Review: Sebastian Ellefson shared the last meeting did not occur because of low turnout. Chapter 4, 5, and 6 will be reviewed which are short chapters. He encouraged members to stop by and provide input on what should be changed. The subcommittee would eventually come back and provide recommendations section by section on what will be changed and what will not be changed.

8. Citizen Input (Approximately 8:30 PM): No residents were present, so the commission went back to the discussion of the bylaws.

9. Future Agenda Items:

- A. Ramsey County Intergovernmental Affairs
- B. Ramsey County Board of Commissioners Visit
- C. Ramsey County Budget Presentation

10. Adjournment: The meeting was adjourned at 8:59 PM. Motion by Sue Majerus and second by Bill Kempe.

Next Meeting: Monday, August 1, 2022 – 7 PM

Location information will be posted three days prior to each meeting date.

Respectfully submitted by Sia Xiong, County Manager's Office Admin.