



Enabling Ordinance Ad Hoc Meeting Minutes

Enabling Ordinance Ad Hoc Committee Meeting Minutes

Meeting Date: 6/24/24)

Time: 6:30 pm

Attendees:

- Chair Marsha Peterson
 - Mac Muir
 - Rashida Grinage
 - Cathy Leonard
 - COS Montgomery
 - Commission Counsel Katina Ancar
 - Commission Counsel Tyler Rivera
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Main Topics of Discussion

- 1. Commission Member Appointment and Vacancy Filling:**
 - Addressed the process and conditions under which a vacancy on the Commission can be filled by the selection panel or the mayor.
- 2. Review and Clarification of Commission Policies and Procedures:**
 - Discussed ensuring clarity and proper coordination in the communication and delegation of tasks to direct reports.
 - Emphasized the need for coordinated and specific directions rather than blanket or general requests.

3. **Training Requirements for New Commissioners:**
 - Examined the specific training requirements that new commissioners must complete before serving on the Discipline Committee.
 - Debated the timing and specifics of these training requirements.
4. **Access to Documents and Records:**
 - Reviewed the current policies on access to files and records, including personnel records, to ensure they align with the Commission's duties and responsibilities.
 - Discussed the need for reconciliation of access policies to avoid conflicts.
5. **General Communications and Directions to Direct Reports:**
 - Emphasized the importance of formal and coordinated communications to direct reports, ensuring all directions are specific and aligned with the Commission's authority.
6. **Selection Panel Member Attendance Requirements:**
 - Discussed the attendance requirements for selection panel members and the process for submitting attestation forms to confirm compliance.
 - Clarified the submission process for these forms to the selection panel staff.
7. **Reinserting and Defining 'Appointing Authority':**
 - Debated the necessity of keeping the definition of 'appointing authority' in the document as it is referenced later in the text.
8. **Preparation for Meeting with Councilmember :**
 - Planned the final steps for presenting the revised document to Councilmember Kalb, incorporating all comments, questions, and proposed changes.

Questions / Recommendations:

1. **Commission Member Appointment and Vacancy Filling**
 - **Chair Marsha Peterson:** "Does that work both ways? If the selection panel hasn't, can the mayor appoint?"
 - **Response:** Mac Muir clarified the need for an incentive to use the appointment power within a set period.
2. **Review of Commission Policies and Procedures**
 - **Rashida Grinage:** Discussed ensuring that individual commissioners do not give blanket directions to direct reports and emphasized the need for coordinated requests.
3. **Training Requirements for New Commissioners**
 - **Chair Marsha Peterson:** "What are the specifics of training required for new commissioners?"

- **Response:** Rashida Grinage and Katina Ancar clarified that all specified trainings must be completed before serving on the Discipline Committee.
- 4. **Access to Documents and Records**
 - **Chair Marsha Peterson:** Questioned the need for reconciliation of access policies.
 - **Cathy Leonard:** Suggested reversing the words to read, "The Commission shall have access to files and records."
- 5. **General Communications and Directions to Direct Reports**
 - **Katina Ancar:** "Should the last word in the sentence be 'direction' or 'delegation'?"
 - **Response:** Chair Marsha Peterson and Mac Muir emphasized that 'direction' is the appropriate term to ensure clarity in communications and instructions.
- 6. **Selection Panel Member Attendance Requirements**
 - **Chair Marsha Peterson:** Questioned to whom the attestation forms should be submitted.
 - **Response:** It was decided that forms should be submitted to the selection panel staff.
- 7. **Reinserting 'Appointing Authority':**
 - Rashida Grinage recommended reinserting the definition of 'appointing authority' as it is referenced later in the document.

Next Steps:

1. **Scheduling Next Meeting:**
 - The next meeting is scheduled for the upcoming Monday to continue discussions and finalize pending items.
2. **Policy Development:**
 - Develop and review policies for official communications and directions to direct reports.
3. **Document Access Reconciliation:**
 - Ensure section 2.45.080 aligns with newly proposed access requirements.
4. **Finalizing Training Requirements:**
 - Confirm the training requirements for new commissioners and ensure compliance.
5. **Coordination with Councilmember Kalb:**
 - Prepare to present the revised document to Councilmember Kalb and his staff, incorporating all comments, questions, and proposed changes.