

**November 12, 2019 | Noon**

The meeting of the Community Relations Assessment Committee was called to order at Noon in the Council Committee Room located at 3600 Tremont Road by Co-Chair Sue Ralph.

**Members Present**

Sue Ralph, City Council	Jim Lynch, City Council	Michele Hoyle, City Council
Michelle Montgomery, Equal UA	Marianne Mitchell, Equal UA	Jenn Faure, UA Library
Tricia Fellingner, UA Schools	Steve Schoeny, City Manager	Steve Farmer, Police Chief
Emma Speight, Comm. Affairs Director		

**Members Absent**

Nic Fortkamp, Equal UA		

**MINUTES**

**1. Welcome**

**2. Approval of October 18, 2019 Meeting Minutes**

*Motioned: Michele Hoyle                      Seconded: Jenn Faure*  
*Motion unanimously passed*

**3. Review of Proposed Entity Framework & Mission**

- The committee reviewed the **DRAFT Entity Framework** document prepared for the November 12, 2019 Meeting (see attached).
- A **REVISED DRAFT Entity Framework** document was developed with input from the Committee (also attached). Some additional discussion items not reflected in the document:
  - o Should the entity initially be formed as a Committee and not a Commission?
  - o Whatever the entity structure (Commission, Task Force, Committee, etc.), if it is formally created by Council, it falls under State and City public records and transparency requirements.
  - o An 11-member entity is large and could be problematic for moving projects forward. Something to reevaluate and adjust if deemed appropriate.
  - o By establishing subcommittees that would focus on the three Action Step categories, the size of the entity could be more manageable.



- Relative to the name of the entity, several ideas were added to the **REVISED DRAFT Entity Framework** document. Committee members are asked to send any additional ideas to Emma Speight by Friday, November 15. The week of November 18, they will be asked to vote on their preferred options. The results will be discussed at the November 26 meeting, with a final name/structure to be finalized at that time.
- The following documents will be prepared for review and discussion at the November 26 Committee Meeting:
  - Draft Committee Report to Council
  - Draft PowerPoint presentation
  - Draft Resolution
- The Committee's proposal is to be presented to City Council per the following schedule:
  - Council Conference Session: 7:30 pm, Monday, December 2 – presentation from the Committee
  - City Council Meeting: 7:30 pm, Monday, December 9 – Council Action on Proposed Resolution
- Thereafter, should Council vote to create the proposed entity, the next steps would be:
  - Call for applicants to serve as At-Large Members – Mid-December through mid-January 2020
  - Selection of At-Large Members – February
  - Entity to convene and begin its work – March/April

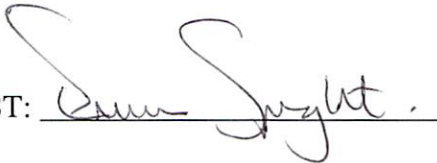
**4. Next Meeting Date**

- Noon, Tuesday, November 26, 2019 – Lower Level Meeting Room

**ADJOURNMENT**

*Motioned: Michelle Montgomery  
Motion Passed*

*Seconded: Jim Lynch  
Meeting was adjourned at 1:25 pm*

ATTEST: 

CHAIR: 