



Catherine E. Pugh
Mayor

MEETING MINUTES

Charter Review Subcommittee: Mayor's Office & Executive Function

Monday, February 12, 2018

City Hall, 2nd Floor, Conference Room 2

8:00 AM – 9:00 AM

Meeting Attendees:

- Victor Bonaparte
- Fred Lazarus
- Robert Gonzales
- Andy Frank
- Kevin Kelly
- Dawn Kirstaetter
- Avery Aisenstark
- Anthony Scott

Topics Discussed:

- Robert Gonzales opens asking for those with previous Mayor's Office experience to comment on what they think could be improved in Article 4.
- Items discussed were:
 - Residency requirement and the City Council bill pending
 - Term Limits for municipal officers
 - Does "Conservator of the peace" provide Emergency powers?
 - What does it mean for Mayor be person of known integrity?
 - What does it mean for Mayor to be responsible for economic development (pg. 122 of Charter--ART IV Section 4)?
 - Need to clarify/rewrite Section D--items of appropriation (pg. 123 of Charter)
 - Observer Avery Aisenstark from Legislative Reference cautions the subcommittee that if it changes one provision, it can impact others throughout the Charter
- Items for follow-up
 - Request to invite current Mayor's Office official to next meeting
 - Research request: What is role of a Chief Administrative Officer and what other Cities have?
 - Research Request: What do other cities have in their charters regarding emergency powers for the Mayor?
 - Research Request: What others charters say about "integrity" for public officials, and protocols for removal of mayor?
- Administrative review: attendance check, agenda items review, next meeting
- Public Comment Period

**COMPLIANCE CHECKLIST
FOR MEETINGS SUBJECT TO THE MARYLAND OPEN MEETINGS ACT ***

Name of public body Mayor's office subcommittee Date of Meeting: 02/12/18

1. ☒ Did you give "reasonable advance notice" and keep a copy or screenshot?
2. ☒ Did you make an agenda available when notice was posted, or, if not yet determined, as soon as practicable, but at least 24 hours before the meeting?
3. ☒ Did you make arrangements for the public to attend?
4. ☒ Is someone prepared to keep minutes in writing or, otherwise, to run the equipment for minutes in the form of live and archived video or audio streaming?
5. ☒ If part of this meeting might be closed to the public, have you first:
 - ☐ Made sure that the public body designated a member to take training in the Act? (eff. 10/1/17)
 - ☐ Made sure that the topic to be discussed falls entirely within one or more of the 14 "exceptions" that allow the closed session? (see over for the list)
 - ☐ Given notice of the open meeting to be held right before the closed session, so that the presiding officer can hold the required public vote to close?
 - ☐ Made sure that the initial open meeting will be attended by a member designated to take training in the Act, and, if a designated member cannot attend, made sure that the public body is ready to complete this compliance checklist at the open meeting and keep it to attach to the minutes? (eff. 10/1/17)
 - ☐ Equipped the presiding officer to prepare a written statement with the required disclosures? (for a model form with instructions, go to <http://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx>)
 - ☐ Equipped the presiding officer to limit the closed session discussion to the exceptions and topics cited on the written closing statement?
 - ☐ Arranged for closed-session minutes to be kept and adopted as sealed?
 - ☐ Equipped someone in the closed session to keep a record of each item of information that must be disclosed in the minutes of the next open meeting? (for the list, see the model closing statement).
 - ☐ For a meeting recessed to hold a closed administrative session, arranged to disclose, in the minutes of the next open meeting, the date, time, and place, persons present, and subjects discussed?
6. ☒ Have you arranged for the preparation, the adoption as soon as practicable, and posting online if practicable, of minutes of the open meeting, including summaries of any prior closed sessions, and this form (when required), completed on this side?

**This checklist is designed for general use as well as for use at open meetings of public bodies that hold closed meetings on or after 10/1/2017, when a member designated for training cannot attend the initial open meeting. See GP § 3-213(d). Like the earlier checklists, this checklist gives general guidance, does not guarantee "compliance" with every provision of the Open Meetings Act, and will be revised occasionally.*