

San José Charter Review Commission

Subcommittee Meeting Agenda & Notes

Drafted May 11th, 2021; Revised May 25th, 2021

Instructions

- Revise agenda as necessary and take notes in Notes section
- Before closing meeting, capture next steps and update "Topics Covered" and "Notices or Questions for Commission" sections
- Delete this Instructions section and [TEMPLATE] in document title above
- Rename document accordingly and share this report with Commission Secretary Megan Roche (megan.roche@sanjoseca.gov) by noon on the Friday before the next Commission meeting.

Meeting Details

Date/Time	July 14, 2021
Topics Covered	
Notices or Questions for Commission	<i>[To be completed after meeting as high level summary]</i>

Meeting Agenda (90 mins)

- I. Roll call
- II. Brief update from each Commissioner on work since last Subcommittee meeting (5 mins)
- III. Review of public comment received via City Clerk's office (10 mins)
- IV. Review of new potential topics (from Commission assignment or public comment) and revision of topic list (10 mins)
- V. Discussion of topics (45 mins)
- VI. Review of draft Recommendation Memos (if any) (15 mins)
- VII. Next steps (5 mins)
 - A. Assignment of additional research

B. Drafting of Recommendation Memos

Meeting Notes

- Overall, subcommittee members understand that our work in the subcommittee is to move forward recommendation memos for the whole commission to discuss.
- In San Diego, the council has to agree on hiring and firing even though they have a Mayor-Council format
- Elly is working on the problem statement and aiming to come back with something more skeletal during our process. We will discuss this at the end of the meeting.
- We need clarity from Lawrence about whether we are collecting information to inform a minority and majority report so that we know what our end goal is.
- Elly will come up with an outline for problem statement that we can flush out and discuss together. Barbara will email Elly about this with additional notes.

In attendance:

- Frank, Louis, Barbara, Elly, Linda, Christina, Lan

Commissioner updates:

- Clarity around Subcommittee goals
 - Deliverables to the overall Commission
 - Are we actively collecting information that will end up and/or inform the minority and majority report?
 - Weekly presentations:
 - Should research and presentations represent the lead commissioner's preference on the topic, or objectively represent the topic from various angles?

Public comments received:

- None

Topic list review and revision:

- Review the upcoming weekly topics

Topic discussion / review of draft Recommendation Memos:

- Lan's Presentation
 - [Lan's Memo](#) link
 - [Govt. Structure Comparison Chart](#) by CivicMakers

Next Steps:

- Check in with Lawrence regarding answers for the following questions:
 - How are the templates going to be presented? Does one person from the subcommittee speak to it or do we all present? Will there be opportunities to discuss pros and cons