

CITY OF READNG CHARTER BOARD

MEETING MINUTES

Location: Penn Room
Date: July 14, 2022
Time: 6:30 PM

MINUTES

- I. **Call to Order and Roll Call.** *Called to order at 6:56pm. Present; Ms Leidy Ramos, Mrs. Susan Williams, Mr. Shane McFarlane, and Board Solicitor, Mr. Eric Smith. New member welcome statements: The Board welcomed back a new member. Board Chair expressed gratitude for Mrs. Susan Williams' timely decision to rejoin the Board. Explained that her approval process was not easy, but worthy of the wait. Board members were officially introduced in-person and each member made short statements regarding Covid 19 and in-person meetings vs virtual.*
- II. **Approval of minutes.** *No prior minutes to approve. Last meeting was virtual. Video was submitted.*
- III. **Public Comment.** *(Limited to 5 minutes per person. Opportunity for members of the public to raise matters of concern or ask questions regarding Charter related issues). There were no members of the public present.*
- IV. **Right to Know Requests.** *No right to know requests, as of this meeting.*
- V. **Education Initiatives.** *Tip of the Month progress update; on pause due to lack of full complement of members and personal schedule challenges. Tip of the Month will resume in short order. Annotated Charter update and discussion; in-progress. Board Solicitor continues to fulfill 5hrs per month directive on the Annotated Charter update. The Board discussed the importance of the Annotated Charter as an educational tool and discussed possibly increasing the number of hours, depending on progress).*
- VI. **Advisory Opinion Requests.** *No Advisory Opinion Requests, as of this meeting.*
- VII. **Enforcement - Charter Board Complaints.** *No Charter Board Complaints, as of this meeting.*

- VIII. **Executive Session.** *The Board went into Executive Session at 7:13pm to be briefed by Counsel on ongoing litigation and to discuss matters related to Charter Board Ordinance. Ended at 8:23pm.*
- IX. **Official Action.** *No Official Action was taken during this meeting.*
- X. **Public Comment.** *(Members of the public may comment on matters of Official Action taken by the Board). There were no members of the public present.*
- XI. **Administrative Matters or New Business.** *Search for Investigative Officer: The Board had previously retained an IO on an interim basis due to an unforeseen emergency. A unanimous decision was made to commence the search for a permanent IO. Search for Mediator: Previous Board Mediator had accepted a role as City Council Solicitor. A unanimous decision was made to commence search for new Board Mediator. Rules of Administration and Procedure for IO, Solicitor RFP, and IO RFP: Board Solicitor permitted to proceed on updating the Rules of Administration for IO. The Board will proceed with updating RFP forms for both IO and Board Solicitor. Recruitment of Additional Board Members: Discussion on ideas of Board Member recruitment. Suggestions made to continue reaching out to individuals and community groups.*
- XII. **Adjournment.** *Motion to adjourn by Ms Leidy Ramos, seconded by Mrs. Susan Williams. Adjourned at 8:55pm.*