



# CLEVELAND HEIGHTS

## **Charter Review Commission**

**July 12, 2023**

**6:00 PM**

**City Hall – Executive Conference Room**

## **Minutes**

### **1) Call to Order**

Addie Balester, Clerk of Council for the City of Cleveland Heights, calls the meeting to order at 6:02 PM.

### **2) Roll Call**

Guy Thellian, Harriet Applegate, Linda Striefsky, Stephanie Morris, Jonathan Ciesla, Graham Ball, Roland Anglin, Drew Herzig, and Graig Kluge are present

### **3) Election of Officers**

#### **a. Chair**

- i. Linda Stiefsky
  - 1. Unanimous approval

#### **b. Vice Chair**

- i. Jonathan Ciesla
  - 1. Unanimous approval

#### **c. Secretary**

- i. Graham Ball
  - 1. Unanimous approval



# CLEVELAND HEIGHTS

## 4) **Determine meeting dates and times and discuss current timetable for review**

After some discussion it is agreed that the Commission shall meet twice a month at 6pm. Charter review meetings will be held on the first and third Wednesday of every month, beginning on August 2nd.

## 5) **Other (possible desire for facilitator/legal advisor, etc.)**

- The Chair anticipates the need for a facilitator for best practices and to keep things moving along.
- There is general discussion over the efficacy of a facilitator and what the role of the facilitator would be.
- Request for the legal director to attend the next meeting to cover Open Meeting Law to ensure Commission compliance.
- Shaker and Lakewood charters will be send to Commission by Addie
- Desire expressed to review ranked choice voting and City Council wards.
- Desire to define a role for council in city government. Is it to work as a rubber stamp for the mayor or to work in opposition to the mayor or some third way? What does it mean to be a city legislator?
  - Noted that Lakewood Charter's requires elected officials to undergo some kind of training recently after their election.
- Desire to define a standard of expectations for city council behavior.
- Decision reached that public comment would be set in the agenda on a meeting by meeting basis.
- Desire to set aside time on agenda for next two meetings for each Review Commission member to explain what they would like to review
- Design some kind of guidelines for commission behavior and expectations for timelines for the Review Commission meetings
  - Use respectful language
  - Being mindful of time you spend talking, sharing the space
  - Don't be on your phone / cellphones off
  - Letting everyone have their final say before a decision is made
  - Encouraging the back and forth
  - Try not to be contrarian, but do hash it out here and now



# CLEVELAND HEIGHTS

- Create a safe environment for brainstorming
- Embracing the power of the group
- When a new idea is brought forward to give some time to reflect on it in silence
- No bad ideas
- Be active listeners
- Allow the discussion to move on, don't reiterate points over and over
- Allow the Chair to guide the discussion
- Assume the best of intentions, knowing that we are here to make the best possible recommendations for the City Charter
- Have an iterative process, embrace the process, and enjoy it
- Be intentionally inclusive, ensuring that everyone has a chance to speak on a topic and to finish their thought
- Be able to designate a specific 'Brainstorm mode' for open discussion and a 'Orderly mode' of discussion separately
- Take some time at the end every meeting to speak on what everyone felt could have been done better.
- Try to avoid holding any grievances.
- Should discussion become heated, any member of the commission may call for a break. The meeting should be reconvened in 5-minutes.
- Action items:
  - Addie will send:
    - Minutes from last commissions as example
    - Potential roles of a facilitator
    - What has been budgeted by the city for the commission process
    - Examples of charters from similar cities
  - Graham will send Addie minutes
  - Linda will send Addie the agenda for the next meeting
  - Addie will work on getting city emails for deliberation



# CLEVELAND HEIGHTS

**6) Next Meeting Date/Time**

August 2nd, 2023 at 6pm.

**7) Adjourn**

Chair adjourned the meeting

**NOTE: Copies of the following documents will be provided at the meeting of July 12, 2023:**

1. Resolution 176-2022, establishing the Charter Review Commission
2. Resolution 117-2023, extending the deadline for CRC to provide report and recommendations to Council to 1.31.24
3. Current City Charter
4. February 2019 Final Report of 2017-2019 Charter Review Commission