

**Commissioners Present:** Lea Gubelin  
Kirk French  
Vincent E. Jones  
Amelia Salvador  
Lee Dayfield  
Richard Strathern  
Travis Stovall

**Staff Present:** Kevin McConnell, Interim City Attorney  
Sherisa Davis-Larry, Assistant City Attorney  
Margarita Contreras, Admin Support

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A public meeting of the Charter Review Committee was called to order by Travis Stovall, Interim Chair, on the 27<sup>th</sup> of January 2020, at 6:30 p.m. in the Gresham City Hall Conference Center located at 1333 NW Eastman Parkway, Gresham Oregon. The meeting was digitally recorded and minutes prepared by Margarita Contreras.

**1. Welcome and introduction of committee members and staff.**

Interim City Attorney, Kevin McConnell, introduced himself and city staff; Sherisa Davis-Larry and Margarita Contreras.

Interim Chair, Travis Stovall, thanked members for sending bios electronically and recommended to do the election of the chair and the vice chair after the presentation and overview of the Charter. Members of Committee agreed.

**2. Public Records/Meetings and Ethics law Presentation; Overview of the Gresham Charter and Charter review process.**

Mr. McConnell gave a PowerPoint presentation on public records, meetings and ethics law, focusing on issues such as conflicts of interest, prohibited use of official position, gifts, impartiality of hearings and *ex parte* contacts. Afterwards, Mr. McConnell gave an overview of the Gresham Charter of 1978 and the Charter review process, detailing Gresham's history, form of government and general background concerning constitutional home rule authority. Finally, Mr. McConnell presented an overview of the Charter review process and detailed several proposed Charter amendments past CRC committees had forwarded to the city council.

After the presentations, the CRC committee discussed the importance of community engagement and expressed a desire to hold public hearings and have CRC meetings advertised on the City’s social media sites and applications such as NextDoor.

A question was posed to CAO staff as to whether a CRC member that was running for elected office could also participate in future meetings. Mr. McConnell stated that his office would look into that question and respond back to the member.

Mr. Strathern asked for minutes from the last CRC. Mr. McConnell stated that CAO will review the request and respond accordingly.

**3. Election of Chair and Vice Chair and Brief Members Background**

CRC members introduced themselves and gave brief overviews of past work and volunteer experience.

Mr. Stovall asked for a brief review of the CRC Chair’s responsibilities. Mr. McConnell responded that the CRC Chair enforces order, makes sure the Committee follows the agenda, calls for votes and leads the meeting. If the Chair is not present in a meeting, then the Vice Chair will serve as the duties of the Chair.

**Nominations:**

Mr. Strathern nominated Mr. Jones for Vice-Chair; Mr. French nominated Ms. Salvador for Vice-Chair.

Mr. French nominated Mr. Stovall for Chair; Mr. Strathern nominated Ms. Dayfield for Chair.

**Decision:**

Vincent Jones was elected Vice-Chair of the Charter Review Committee by the majority of the members.

<b>Vice-Chair</b>	Vincent Jones	Richard Strathern	Lee Dayfield	Lia Gubelin	Kirk French	Amelia Salvador	Travis Stovall
<b>Vincent Jones</b>	✓	✓	✓	✓	✓	✓	✓
<b>Amelia Salvador</b>							

Travis Stovall was elected Chair of the Charter Review Committee by the majority of the members.

<b>Chair</b>	Vincent Jones	Richard Strathern	Lee Dayfield	Lia Gubelin	Kirk French	Amelia Salvador	Travis Stovall
<b>Travis Stovall</b>				✓	✓	✓	✓
<b>Lee Dayfield</b>	✓	✓	✓				

**The next Charter Review Committee meeting will open with public comment on February 24, 2020 at 6:30 p.m.**

**There being no further business, the meeting was adjourned at 8:06 p.m.**