

**Charter Review Commission**  
**Report of a Meeting of the**  
**Board of Estimates, Finance, and Procurement Committee**

**Date; Time of Meeting:** January 03, 2024; 5:30 pm

**Chair:** Terrell Boston-Smith

**People Present:**

Committee Members: Julianne Tarver, Benjamin Orr, Erin S. O’Keefe

Commission Members: Victor Tervalá

**Staff:** Aaron DeGraffenreidt, Elena DiPietro, Timothy Goldsby, Ben Guthorn

Members of the Public: Comptroller Bill Henry

**Purpose:**

1. Outline committee's schedule; and
2. Plan City agency presentations regarding processes and proposed amendments.

**Discussion:**

- Chair started meeting at 5:36 PM
- Chair invited all attendees to introduce themselves. Members in attendance provided their name and a brief background description.
- Committee Ground Rules
  - Chair and other Committee members agree that email works well.
  - Additional consensus to establish an internal Google Documents folder to host shared working materials. that he works well by email.
- Scheduling of Committee
  - Preference for set schedule for Committee meetings.
  - Bi-Weekly through March
  - Wednesdays at 5pm or 5:30pm through 7pm
- Discussion regarding how to break down Charter sections and how to prioritize work.
  - Orr most interested in the BOE and then the Comptroller.
  - Chair most interested in Franchises.
  - Tarver and O'Keefe are amenable to any topic.
  - Assignments:
    - Article V, Comptroller – O'Keefe
    - Article VI, Board of Estimates - Orr
    - Article VIII, Franchises – Chair, Tarver
  - Comptroller Henry asked the Chair and Tervala if the Committee or the Commission would review and evaluate Charter amendments before the Council while the Commission is convened. Tervala noted that this has been a topic of conversation for the Commission. It was agreed that the Commission would take up individual Charter amendments on an ad-hoc basis based on interest. The Comptroller specifically brought up the planned introduction of a wholistic reform of the City's procurement laws by the Administration in the next several weeks. Advice provided by the Comptroller to be specific in requests to agencies regarding what materials the Committee would like presented.

- Agency Presentations
  - Suggestion by Elena DiPietro, Department of Law, that agencies that are “frequent fliers” in front of the BOE be invited to speak with the Committee.
    - Department of Transportation
    - Department of General Services
    - Department of Public Works
    - Baltimore Development Corporation
    - Department of Housing and Community Development
    - Comptroller – Invite the Office as a whole and reach out to individual Department representatives as needed.
    - Finance Department– Invite the office and specific request related to prospective procurement reform needs
  - Gather questions ahead of presentation by individual agencies.
  - General language to be requested in email to agencies.
  - Request that agencies submit materials in advance of presentation so Committee may just address questions.
  - Solicitation of City Council members for thoughts on Charter
- The Committee adjourned at 6:38 PM.

**Next Steps:** Committee members are to review their assigned articles and work with staff to contact City agencies to request presentations.