MINUTES OF MEETING
WAYNE COUNTY APPORTIONMENT COMMISSION
WEDNESDAY, AUGUST 18, 2021 – 10:30 A.M.
COLEMAN A. YOUNG MUNICIPAL CENTER – STE. 502
2 WOODWARD AVENUE, DETROIT, MICHIGAN 48226
****Meeting held via zoom video conferencing****

Call to Order: The meeting was called to order at 10:32 a.m., Wednesday, August 18, 2021.

Members present: Honorable Eric R. Sabree, Member, Wayne County Treasurer
Honorable Cathy M. Garrett, Member, Wayne County Clerk
Honorable Kym L. Worthy, Member, Prosecuting Attorney
Dillon E. Breen, Member, Republican Party Representative
Ian Conyers, Member, Democratic Party Representative

Members absent: None.

Also present: Gregory P. Mahar, Director, Wayne County Elections
Jennifer Redmond, Deputy Director, Wayne County Elections
Nkrumah Johnson-Wynn, Chief Assistant Corporation Counsel
Drew Van de Grift, Principal Attorney, Corporation Counsel
Rebecca Camargo, Assistant Corporation Counsel
En'Joli Conley, Administrative Assistant, Wayne County Elections
Edward McRae, Administrative Assistant, Wayne County Elections
Lisa Williams
Aaron Wagner

Agenda item: **Consideration of Agenda approval.**

Board action on agenda item: A motion was requested to approve the agenda. Member Worthy, duly supported by Member Breen, moved to adopt the agenda. The motion was adopted unanimously by a roll call vote.

Agenda Item: **Oath of Office**

Board action on agenda item: Deputy Director of Elections Jennifer Redmond administered the Oath of Office to the members of the Commission.

Agenda item: **New Business**

a. Review of legal framework and responsibilities of the Commission

Board action on agenda item: Corporation Counsel Drew Van de

Grift provided the legal responsibility and timeframe for the commission to complete the apportionment plan. He advised that the Secretary of State will send a formal transmittal of the census data to the Wayne County Clerk and from the date of release the Commission must perform their duties within sixty days, He also advised that the Commission may not submit a plan prior to the thirty-first day after the figures have been released.

Agenda item: **b. Election of Officers**

Board action on agenda item: Member Worthy, duly supported by Cathy Garrett, moved to nominate Treasurer Eric Sabree as Chair of the Commission. Treasurer Sabree stated that he is a new member to the Commission but if the other members were comfortable, then he has no problem with it. Member Breen, duly supported by member Garrett, moved to close nominations. The motion was adopted unanimously by a roll call vote.

Board action on agenda item: Treasurer Sabree, duly supported by Prosecutor Worthy, moved to nominate Clerk Cathy Garrett, as Vice Chair of the Apportionment Commission. The motion was adopted unanimously by a roll call vote.

Board action on agenda item: Vice-Chair Garrett duly supported by Prosecutor Worthy, moved to appoint Jennifer Redmond as the Secretary of the Apportionment Commission. The motion was adopted unanimously by a roll call vote.

c. Establish a timeline, meeting frequency, and tentative schedule

Board action on agenda item: Secretary Redmond stated the Commission needed to set a timeline for meeting frequency and a tentative schedule for completion. Discussion ensued between the Commission members regarding the meeting frequency and the timeline the Commission followed during the last apportionment.

Member Garrett, duly supported by Treasurer Sabree, moved that the Commission meet every Wednesday at 10:00 a.m. after the census data was released to the Wayne County Clerk. The motion was adopted unanimously by a roll call vote.

d. Set meeting rules

Board action on agenda item: Ms. Redmond indicated that the members were provided with a proposed set of meeting rules. She indicated that there was an addition to the proposed minutes under item X, which stated that if the Commission failed to execute a plan by the due date, then at that time members of the public are allowed to submit proposed plans.

Ms. Redmond asked if any members or counsel had any revisions or additions they would like to make to the proposed meeting rules. Treasurer Sabree asked what the timeframe is if members wanted submit additional agenda items. Prosecutor Worthy stated that she recalled it being forty-eight hours. Treasurer Sabree duly supported by Prosecutor Worthy, moved that items for inclusion on the agenda must be submitted forty-eight hours in advance. The motion was adopted unanimously by a roll call vote.

Board action on agenda item: Prosecutor Worthy, duly supported by Vice-Chair Garrett, moved to adopt the proposed rules of the Commission. The motion was adopted unanimously by a roll call vote.

e. Establish apportionment plan submission procedures

Board action on agenda item: Ms. Redmond asked Director Mahar if he had any suggestions or if he recalled how the apportionment plans were submitted in the past. Mr. Mahar stated that it depended on how the Commission proceeded with agenda item F and how the Commission wanted the plans to be submitted.

Mr. Mahar indicated that there was an apportionment tool developed by the State of Michigan that is free of charge for Counties to use. Prosecutor Worthy suggested that the Commission take a look at the state's tool and securing information for qualified vendors. Treasurer Sabree asked if there was any interaction with SEMCOG during the last apportionment. Prosecutor Worthy stated the interaction was with Detroit Connect and Kurt Metzger. She recommended that the Commission meet prior to the State releasing the data so the Commission can review and compare the vendors; she also stated that there was time for the vendors to give presentations. Member Conyers and Member Breen had questions as to whether members can submit information for vendors they are aware about and what does the bid process look like. Discussion ensued between the Commission members, Corporation Counsel and elections staff regarding the bid process, issuing a request for information and/or qualifications, and securing vendor presentations.

f. Discuss available GIS redistricting applications

Prosecutor Worthy suggested that the Commission meet ahead of the official census data release from the State to discuss and review the language for the solicitation of vendors.

Board action on agenda item: Prosecutor Worthy, duly supported by Treasurer Sabree, moved that the Commission meet on Wednesday, September 8th at 10:00 to review the language for solicitation of vendors. The motion was adopted unanimously by a roll call vote.

Agenda item: **Public Comment.** None

Agenda item: **Adjournment.** Prosecutor Worthy, duly supported by Treasurer Sabree, moved to adjourn. The motion was adopted unanimously by a voice vote.

The meeting adjourned at 11:29 a.m.