



## **Boards and Commissions Task Force**

### **Minutes**

Red Maple Conference Room  
Meeting No. 2-18

Wednesday, November 14, 2018 at 7:00 PM

**Commissioners Present:** John Becker, Anne Herbster, James Hedrick, Laurie Gira, Jack Kelly, Anita Powell, Michael Benjamin Parry, Lorraine Tarnover, Jonathan Walker, Steve VanGrack

**City Staff:** Sara Taylor-Ferrell, Cynthia Walters and Julie Farrell

I. Convene

Meeting convened at 7:05 PM

II. Welcome and Introductions

Ms. Julie Farrell was introduced as Staff Liaison and each Task Force member reintroduced him/herself.

III. Selection of Chair

Minutes from Meeting No. 1-18 were reviewed. A motion was made for approval by Commissioner Kelly and was seconded by Commissioner Hedrick. The minutes were unanimously approved.

IV. Review of Task Force Charter

Chair VanGrack reported a conversation with Ms. Conway regarding a survey she had created regarding various Boards & Commissions issues. Ms. Taylor Ferrell would follow up with a search for the existence of this Survey Monkey.

V. Overview of Task Force Charter

Chair VanGrack requested volunteers to draft an initial communication to chairs of each Board and Commission regarding issues of each B & C and how to address them, why there is a lack of enthusiasm and why there are numerous vacancies. Commissioners Becker, Tarnover and Hedrick volunteered to draft a letter to present at next meeting.

Commissioner Hedrick requested a meeting with Marylou Berg at next meeting for input on promoting B&C service to Rockville residents.

Task Force and Staff discussed the process of appointments and reappointments, Task Force suggested that process could be expedited or Charter revisions. Ms. Taylor Ferrell will look at history of vacancies and service past expiration dates. Ms. Taylor Ferrell will provide copy of Policies and Procedures for B&C.

Chair VanGrack requested volunteers to address the process and confirmation issues. Commissioners Becker and Walker. Chair suggested that Commissioner Goodman be asked to volunteer and if not, Commissioner Kelly would serve as an alternative.

Chair VanGrack suggested former Mayors and Councilmembers receive questionnaire regarding appointment process.

During discussion, Chair VanGrack stated importance of Clerk's office being fully staffed.

VI. Future Meetings

Wednesday, December 12, 2018 (7-8:30 p.m.)  
Blacked-Susan Conference Room

Wednesday, December 19, 2018 (7-8:30 p.m.)  
Mayor and Council Chambers

VII. Adjournment

Commissioner Goodman joined meeting at 8:30pm. Commissioner Becker made motion to adjourn at 8:35pm. Seconded by Commissioner Kelly.

