



**Boards and Commissions Task Force
Minutes
Blackeyed Susan Conference Room
Meeting No. 14-19
Tuesday, July 30, 2019, at 6:30 PM**

Task Force Members Present: Steven VanGrack, James Hedrick, Jack Kelly, Ben Parry, Anne Goodman, John Becker, Lorraine Tarnove

Task Force members Absent: Anne Herbster, Anita Powell

City staff: Sara Taylor Ferrell (left at 7:00 PM), Niles Anderegg, MaryLou Berg, Cindy Walters, and Jackie Mobley

I. Convene

Meeting convened at 6:38 p.m. by Temporary Chair Goodman

II. Minutes

July 16, 2019, meeting 13-19

Task Force Members Kelly and Goodman had amendments to the draft minutes from the July 16th meeting.

Motion to approve the minutes as amended

Moved by Task Force Member Kelly seconded by Task Force Member Parry

Approved 5-0-4 (Task Force members Perry, Goodman, Becker, Kelly, Tarnove voted for the motion, Task Force members VanGrack, Hedrick, Herbster, and Powell were absent for the motion)

III. Dashboard Application

Task Force Member Parry led the discussion on the dashboard application, starting with the overall recommendations. The task force collectively discussed several of the recommendations and revisions to the scoring via straw votes. This discussion continued from the previous meeting

General Findings Dashboard- Recommendations

Increase visibility

The task force agreed that this was a critical recommendation, and it will be discussed later as part of some of the issue papers.

Expand scope of activities

The task force discussed this recommendation but came to no conclusion. Questions were raised regarding what types of boards and commissions activities should have city backing, and what activities should not, and whether there should be a distinction between interest groups and boards and commissions.

Suggest alternatives to current volunteer selection process based on information derived from other government entities

The task force discussed this recommendation but came to no conclusion about this recommendation. Discussion included finding ways to make the technical requirements for service on the boards and commissions clearer. Also discussed was the best way to reach out to the community to get the most qualified volunteers for the city's boards and commissions.

Explore the possibility of creating an online volunteer talent bank and the possibility of volunteering for specific time-limited tasks in addition to the traditional volunteer appointments to boards and commissions.

The task force discussed this recommendation but came to no conclusion. The discussion on this recommendation centered on updating the expression of interest form to capture more information that might be used to fill outstanding volunteer opportunities.

Identify boards and commissions for which term limits would be useful. Recommend term limits for those entities.

The task force discussed this recommendation but came to no conclusion. There was a lot of discussion about whether or not the task force should recommend term limits or not.

Identify boards and commissions for which long-term experience on the board is valuable. Either term limits should not be defined or make them flexible. Make sure any need for technical expertise is clearly identified.

The task force agreed that this recommendation was redundant and had been covered by other recommendations.

Define replacement process for boards and commission members that will facilitate expeditious filling of vacancies.

There was a discussion of how to define a vacancy. The task force agreed that this recommendation should be part of the Nomination process issues paper which will be reviewed at a future meeting.

Introduce more transparency into the recruitment process. Make expressions of interest of all candidates available on the website. Ensure that applicants are informed of the status of their applications. Notify them in a timely fashion if they are appointed, reappointed, “on hold” or Rejected.

The task force agreed that this recommendation would be taken up as part of a discussion of the transparency issue paper at a future date.

Revise City policies on volunteerism to encourage more diversity (gender, ethnic or racial background, age). Document those policies, implement them, and monitor results.

The task force agreed that this recommendation would be taken up as part of a discussion of the diversity issue paper at a future date.

Reach out to organizations and diverse groups in the City and County to recruit volunteers [Examples?]. Visit community associations, Asia-Pacific task force, Human Rights Commission, NAACP and others, to recruit. Add focus on multigenerational groups and Millennials.

The task Force discussed this recommendation but came to no conclusion. The discussion on this recommendation focused on the idea of creating a “Job Fair” for potential volunteers as part of a more active recruiting effort.

Board or commission rating and recommendations

Animal Matters Board

The task force discussed ways to improve the Animal Matters Board. This included having the board meet regularly and have an annual work plan.

Board of Appeals

The task force approved the ratings and recommendations for this board.

Board of Supervisors of Elections

The task force approved the ratings and recommendations for this board.

Compensation Commission

The task force discussed potential changes to this commission’s membership.
Action Item: task force Member Hedrick agreed to write an Issue paper on the Compensation Commission.

Ethics Commission

The task force discussed potential changes to this commission, including having the commission have an annual work plan for tasks such as ethics training. The task force also discussed ways to maintain the diversity of the commission.

IV. Report Preparation

The task force agreed to continue its review of the dashboard at its next meeting. The task force will then discuss the issue papers. This process will lead to the writing of the final report.

V. Future Meetings

Thursday, August 8, 2019 – Red Maple Conference Room (6:30-9:00 PM)

Thursday, August 15, 2019 -- Black-Eyed Susan Conference Room (6:30-9:00 PM)

Thursday, August 29, 2019—Black-Eyed Susan Conference Room (6:30-9:00 PM)

VI. Adjournment

With no further business to discuss, the meeting adjourned at 8:45 p.m.