



**Boards and Commissions Task Force  
Minutes  
Red Maple Conference Room  
Meeting No. 15-19  
Thursday, August 8, 2019, at 6:30 PM**

**Task Force Members Present:** Steven VanGrack, James Hedrick, Ben Parry, Anne Goodman, Lorraine Tarnove, Anne Herbster

**Task Force Members Absent:** Anita Powell, Jack Kelly, John Becker

**City Staff:** Sara Taylor-Ferrell, Niles Anderegg, Jenny Kimball, Cindy Walters, Jackie Mobley

**I. Convene**

Meeting convened at 6:50 p.m.

**II. Minutes**

July 30, 2019, meeting 14-19 - Approved by Unanimous Consent

**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**

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

Task Force Member Goodman asked the task force for this recommendation to be rewritten to encourage people to stay on boards or commissions where their expertise might be helpful to the city.

**Organize recruitment events like job fairs.**

The task force approved this recommendation. However, it was also suggested that the term "volunteer fairs" be used in the final report.

**Identify Boards and Commissions for which members could profit from more orientation and training and provide that experience.**

The task force discussed this recommendation but came to no conclusion. The discussion focused on what types of training are needed (overall training for all member or expertise-specific training) as well as topics that would be covered by the training, such as the role of staff, meeting facilitation, and governance.

**Acknowledge the contribution of volunteers annually with an appreciation event and ongoing articles on the website and in Rockville Reports.**

The task force approved this recommendation. There was also a discussion about adding social media to this recommendation so that the acknowledgment of volunteers reaches a broader audience.

**Ensure that all volunteers have an orientation in which they are given a clear understanding of their role, responsibility, and the mission of the group. Identify boards and commissions that have no orientation program and ensure that one is provided.**

The task force directed that this recommendation be combined with the previous recommendation about training for boards and commissions members.

**Provide outreach to Rockville residents to increase their knowledge and awareness of the role and contributions of volunteers.**

The task force approved this recommendation but also directed that this recommendation be combined with the previous recommendation related to acknowledging volunteers.

**Reorganize and expand the City website to offer frequently updated news about the activities and accomplishments of boards and commissions. Make vacancies easy to find. Apply the same principles to other outreach methods.**

The task force directed that this recommendation be combined with two other recommendations that deal with outreach and volunteer appreciation.

**Ensure that Mayor and Council expectations are clear. Begin with a clear direction and mission from the Mayor and Council. Require an annual report and minutes from all boards and commissions, along with, possibly, an annual workplan.**

The task force approves this recommendation.

**Identify boards and commissions that deal with overlapping issues and define mechanisms for communication, collaboration, and cross-fertilization among relevant boards and commissions.**

The task force approves this recommendation. Also, the task force suggests that this recommendation include language about the connection between data and policy.

**Board or Commission Ratings and Recommendations**

**Environment Commission**

The task force reviewed this commission's ratings and recommendations and came to no conclusion. Discussion for this commission included the resources needed for the commission and its sub-committees.

**Historic District Commission**

The task force reviewed and approved the ratings and recommendations for this commission.

**Personnel Appeals Board**

The task force reviewed this commission's ratings and recommendations and came to no conclusion. The task force discussed if the Personnel Appeals Board needs to be volunteers or if this board's function could be done by city staff or other boards and commissions chairs.

**Senior Citizens Commission**

The task force reviewed this commission's ratings and recommendations and came to no conclusion. The task force discussed ways the commission could be improved, including their need for a broader role and an annual plan, as well as clarifying the relationship between the Senior Citizens Commission and Rockville Seniors Inc.

**Sign Review Board**

The task force reviewed this commission's ratings and recommendations and came to no conclusion. However, the task force did discuss if the board needed to be removed or if it could be restructured, such as having a sign appeals process.

**Traffic and Transportation Commission**

The task force reviewed this commission's ratings and recommendations and came to no conclusion. The discussion about this commission focused on if other groups should move under this 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.

The task force also discussed the timeline for the final report and the potential need to give the Mayor and Council a status update on where they are now in the process.

**V. Future Meetings**

Thursday, August 15, 2019 -- Black-Eyed Susan Conference Room (7:00-9:00 PM)

Thursday, August 29, 2019—Black-Eyed Susan Conference Room (7:00-9:00 PM)

**VI. Adjournment**

With no further business to discuss, the meeting adjourned at 8:55 p.m.