



**Boards and Commissions Task Force
Minutes
Black-Eyed Susan Conference Room
Meeting No. 17-19
Thursday, August 29, 2019, at 7:00 PM**

Task Force Members Present: Steven VanGrack, Anne Goodman, Lorraine Tarnove, John Becker, James Hedrick, Anne Herbster

Task Force Members Absent: Anita Powell, Jack Kelly, Ben Parry

City Staff: Niles Anderegg, Marylou Berg, Cindy Walters, Jackie Mobley

Guest: Judy Rudolph

I. Convene

Meeting convened at 7:02 p.m.

II. Minutes

August 15, 2019 meeting 15-19 – Approved

Motion: To approve the minutes

Moved: Task Force Member Goodman

Seconded: Task Force Member Hedrick

Vote:

For: 6 (VanGrack, Goodman, Tarnove, Becker, Herbster, Hedrick)

Against: 0

III. Dashboard Application Review

The Task Force decided to table this discussion due to the absence of Task Force Member Parry.

IV. Discussion of New and Revised Boards and Commissions

Chair VanGrack proposed, and the Task Force agreed, to review the procedures for new boards and commissions first and then discuss the ideas for new and revised boards and commissions.

Procedures for New and Revised Boards and Commissions

The Task Force agreed that there should not be an Evaluation Task Force, but rather individuals or groups interested in starting a new Board or Commission should have to apply via submitting an application to the City Clerk's office. After the application is received, the process should be as follows:

1. The Clerk's office should review the application for completeness.
2. The Clerk's office should send the application to the Mayor and Council and the relevant department for comment.
3. The Mayor and Council would then determine if this new board or commission should go forward.

The Task Force also discussed how subcommittees should be created. It was the consensus of the Task Force that any subcommittees of existing boards and commissions and the work they would be doing should be presented in the annual plan so that the Mayor and Council can approve them.

An additional discussion was held on the role of volunteers versus commissioners, including what the role of a volunteer is for a board or commission and if there should be an agreement for volunteers.

Revisions to Current Boards and Commissions

Animal Matters Board

The Task Force discussed whether to continue the animal matters board as is or restructure it. The focus with this board is not a question of relevance but rather effectiveness. The Task Force also discussed recommending that the animal matters board go through the evaluation process and create a plan for the Mayor and Council.

Human Rights Commission

The Task Force discussed the current role of the human rights commission and the desire of the commission to branch out from the typical human rights commission work that is done in other communities, potentially including outreach to the city's various minority communities.

Human Services Advisory Commission

The Task Force discussed the caregiver's task force report and whether they might want to include discussion of the caregivers in the Task Force's own report.

Personnel Appeals Board

The Task Force discussed if the personnel appeals board should be reevaluated and if it should meet regularly or only on an as-needed basis.

Planning Commission

The Task Force discussed the possibility of putting the sign review board under the planning commission. However, it was pointed out that the planning commission's duties are dictated by state law. The Task Force agreed to leave the sign review board out of the duties of the planning commission.

Rockville Economic Development, Inc.

The Task Force discussed the current relationship with Rockville Economic Development, Inc. (REDI). This led to a larger discussion about whether the Task Force should create general criteria for Rockville-affiliated organizations or give a general statement about them in the report.

Traffic and Transportation Commission

The Task Force discussed its recommendations of having this commission have subcommittees on specific transportation issues such as moving the pedestrian and bicycle advisory groups under this commission and adding issues such as scooters and Metro.

New Rockville Volunteer Organization

The Task Force discussed the proposed new Rockville boards and commissions in general. It was proposed that the Task Force evaluate any new Rockville volunteer organizations using the criteria that the Task Force has set up so that the Mayor and Council see this evaluation process in practice. The Task Force agreed that any decision on these organizations would be made at a later date.

V. Final Report Discussion

The Task Force discussed materials related to the final report, including an addendum to the report that includes all the various documents the Task Force has produced. The discussion centered on how long the

report should be and what outstanding items still need to be decided by the Task Force.

Action Item: Task Force Member Tarnove asked for any comments on her introduction and addendum be given to her by the next meeting, September 4. Also, Task Force Member Tarnove will send out a memo about what is needed from the Task Force in the coming weeks.

VI. Future Meetings

Wednesday, September 4, 2019—Red Maple Conference Room (7:00-9:00 PM)

Wednesday, September 11, 2019—Red Maple Conference Room (7:00-9:00 PM)

Wednesday, September 18, 2019—Red Maple Conference Room (7:00-9:00 PM)

Tuesday, September 24, 2019—Red Maple Conference Room (7:00-9:00 PM)

Wednesday, October 2, 2019—Black-Eyed Susan Conference Room (7:00-9:00 PM)

VII. Adjournment

With no further business to discuss, the meeting adjourned at 9:05 p.m.