



**Boards and Commissions Task Force  
Minutes  
Red Maple Conference Room  
Meeting No. 18-19  
Wednesday, September 4, 2019, at 7 p.m.**

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

**Task Force Members Absent:** Anita Powell, James Hedrick, Anne Herbster

**City Staff:** Sara Taylor-Ferrell, 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 Tarnove

**Vote:**

**For:** 6 (VanGrack, Goodman, Tarnove, Becker, Kelly, Perry)

**Against:** 0

**III. Dashboard Application Review**

**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

*Individual Board and Commission Recommendations*

Human Rights Commission

The Task Force discussed the idea that this Commission might suffer from a lack of clear mission. **Action Item:** Task Force member Becker agreed to present his full findings on this commission at the next meeting.

#### Landlord/Tenant Affairs Commission

There was no discussion on this commission. **Action item:** Task Force Member Becker agreed to present his full findings on this commission at the next meeting.

#### Rockville Economic Development Inc. (REDI)

The Task Force discussed suggesting to the Mayor and Council that the agreement between the city and REDI be re-evaluated. The Task Force also asked questions regarding the insular nature of REDI and questions of transparency related to the REDI board.

#### Retirement Board

The Task Force discussed the Retirement Board and suggested that they are doing a great job and that the city employees should be impressed with the work they are doing on their behalf. The question for the Task Force is whether there were any recommendations to make for this board.

#### Rockville Housing Enterprises

The Task Force discussed the effectiveness of RHE with the main topic of conversation being succession planning. The chair holds a lot of institutional knowledge. Therefore, RHE is trying to figure out how best to move forward when there is a new chair.

#### Rockville Seniors Inc.

The Task Force discussed that the senior center is a great facility the fundraising that Rockville Senior Inc., does is impressive. Rockville Senior Inc. is not very forward-thinking and is very focused on the Senior Center.

#### Recreation and Parks Foundation Inc.

The Task Force discussed this board most of the conversation focused on the need for this organization to do more fundraising. Currently, they raised a very small amount for Recreation and Parks programming.

#### Charter Review Commission

The Task Force discussed the charter review commission. It was noted that there hadn't been one since 2013. And there was a discussion of there being a recommendation that they should be a charter review Commission every ten years.

#### Asian American Task Force

The Task Force discussed the Asian-American Task Force. The discussion centered on whether this Task Force would be better served as a committee of a different board or Commission. Whether restructuring this Task Force in a way that has a clearer Mission would serve this Task Force better.

#### Bicycle Advisory Committee

The Task Force discussed this committee, as well as the new pedestrian advisory committee, as potentially being part of the traffic and transportation Commission.

### IV. New and Revised Volunteer Organizations

The Task Force reviewed the conversation that was held at the previous meeting about eliminating the recommendation regarding having an evaluation Task Force for new boards and commissions. The Task Force also discussed how they don't want to limit democratic organizations, but if you don't like having criteria and an application, new boards and commissions is a reasonable recommendation. Action item: Task Force Member Perry will update the paper he did on criteria and evaluation questions to conform with what was in the minutes from the previous meeting.

### V. Final Report Discussion

#### *Issue papers*

The Task Force discussed the role of the issue papers, should play in the final report. Task Force member Tarnove led a discussion on her edits of the diversity topic paper example of how they would be integrated into the final report. Also, they discussed how the issue papers are related to the work being done on the dashboard. **Action item:** Task Force Member Kelly agreed to write the issue papers on Effectiveness and Operational Performance.

#### *Final report addendum*

The Task Force discussed the Addendum, including which documents still required editing and updating as well as those that needed actions. Part of this discussion was how to include the dashboard. Task Force member Tarnove requested that by the September 11<sup>th</sup> as many of the outstanding action items as possible be completed. These tasks

included Task Force member Perry finishing the dashboard, Task Force member Goodman writing an overview and explanation of the dashboard and Task Force member Herbster updating the job description.

**VI. Future Meetings**

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 8:44 p.m.