



**Boards and Commissions Task Force
Minutes
Glenview Mansion
Conference Room 6
Meeting No. 21-19
Wednesday, September 25, 2019, at 10:00 a.m.**

Task Force Members Present: Steven VanGrack, Lorraine Tarnove, John Becker, Jack Kelly, Anne Herbster, Ben Parry, Anita Powell, James Hedrick (Via Phone 10:45 a.m.)

Task Force Members Absent: Jack Kelly, Anne Goodman

City Staff: Niles Anderegg, Cindy Walters, Jenny Kimball, Jackie Mobley

I. Convene

Meeting convened at 10:10 A.M.

II. Minutes

September 11, 2019 meeting 18-19 – Approved

Motion: To approve the minutes

Moved: Task Force Member Becker

Seconded: Task Force Member Powell

Vote:

For: 6 (VanGrack, Tarnove, Becker, Parry, Herbster, Powell)

Against: 0

III. Dashboard Summary

The Task Force discussed if there were any final edits to the dashboard.

Action item: Task Force Member Parry agreed to review and edit the dashboard to be included in the final report along with the narrative of the modifications to current boards and commissions.

IV. Final Report Discussion

Table of contents

The Task Force reviewed the table of contents and made edits these included renaming the first item under recommendations title "General

Findings and Recommendations” This will be updated for the next meeting.

Report Cover letter

The Task Force reviewed the cover letter, and the edits suggested by Task Force Member Goodman and approved the cover letter with her edits.

Motion: To approve the Cover Letter with the edits made by Task Force Member Goodman

Moved: Task Force Member Becker

Seconded: Task Force Member Powell

Vote:

For: 7 (VanGrack, Tarnove, Becker, Parry, Herbster, Powell, Hedrick)

Against: 0

Report executive Summary

The Task Force discussed the format of the executive summary and agreed to the following format

Motion: to include an executive summary without much detail and highlight those recommendations deemed most important with a bulleted list and reference that there are other recommendations.

Moved: Task Force Member Herbster

Seconded: Task Force Member Tarnove

Vote:

For: 7 (VanGrack, Tarnove, Becker, Parry, Herbster, Powell, Hedrick)

Against: 0

Evaluation Criteria

The Task Force discussed the evaluation section of the report in detail and made edits to this section.

Action Items: Task Force Member Tarnove agreed to edit this section.

The Task Force also discussed, including the data collection paper, and agreed that it should be the first item in the evaluation section.

Motion: to include the data collection paper in the final report as the first item in the evaluation section.

Moved: Task Force Member Herbster

Seconded: Task Force Member Becker

Vote:

For: 7 (VanGrack, Tarnove, Becker, Parry, Herbster, Powell, Hedrick)

Against: 0

Recommendations

The Task Force discussed the recommendations from the dashboard and the recommendation section submitted by Task Force Member Kelly.

The Task Force agreed that pages 30-33 of the agenda packet would be part of the appendix to the final report.

Motion: to move pages 30-33 of the agenda packet will be part of the appendix to the final report.

Moved: Task Force Member Herbster

Seconded: Task Force Member Tarnove

Vote:

For: 7 (VanGrack, Tarnove, Becker, Parry, Herbster, Powell, Hedrick)

Against: 0

The Task Force also decided the information found on page 34 of the agenda packet titled "Suggested Additional Responsibilities for the Volunteer Coordinator" should be reconciled with the job description.

Action item: Task Force member Herbster agreed to make the changes to the Job description.

Motion: to remove page 34 of the agenda packet from the final report and have Task Force Herbster reconcile the information on page 34 with the Job description.

Moved: Task Force Member Herbster

Seconded: Task Force Member Powell

Vote:

For: 7 (VanGrack, Tarnove, Becker, Kelly, Parry, Herbster, Powell, Hedrick)

Against: 0

The Task Force also agreed to remove pages 35-42 of the agenda packet titled “BCTF Recommendations Summaries” from the report as it is a working document.

Motion: to remove page 35-42 of the agenda packet from the final report.

Moved: Task Force Member Herbster

Seconded: Task Force Member Powell

Vote:

For: 7 (VanGrack, Tarnove, Becker, Kelly, Parry, Herbster, Powell, Hedrick)

Against: 0

The Task Force also decided to structure the recommendations section based on the dashboard summary and use the dashboard summary as an executive summary of the recommendations section.

Action item: Task Force Member Tarnove agreed to work on the edits to this section and connect to the dashboard.

V. Future Meetings

The Task Force discussed the timeline for getting its work done. Staff advised that the deadline for the Oct. 21 Mayor and Council meeting is Oct. 9 the Task Force agreed to have another meeting during the day on Oct. 8 to meet the deadline.

Wednesday, October 2, 2019—Black-Eyed Susan Conf. Room (7-9 PM)

Tuesday, October 8, 2019—TBD

VI. Adjournment

With no further business to discuss, the meeting adjourned at 12:07 p.m.