

Government that Works for All

Boards and Commissions: Discussion and Next Steps

What we heard on October 30, 2018

Sustainable Management of Boards and Commissions

With 50+ appointments per Council member, it is challenging to keep up with the work of each board and commission and their recommendations. How might we streamline the work of the boards and commissions so it is elevated properly?

- Identify options for boards and commissions to give suggestions to departments, without the need to pass a resolution and formalize those options
- Research options for flexible scheduling to address ebbs and flows of their work
- Consider developing strategic plans for key boards and commissions that align with Strategic Direction 2023 to ensure they focus on Council priorities
- Alignment with Council Committees: Align Council committees to strategic outcomes and align boards and commissions to committees; Recommendations made by boards and commissions would then be reviewed by the appropriate Council committee

Identify Pain Points from the Front Line

- Survey supporting staff to gauge their pain points and how much time they spend supporting the boards and commissions
- Survey board and commission members to understand their pain points and ideas they have to increase productivity/impact of their respective boards and commissions

Assessing Productivity of Boards and Commissions

- A full-scale review of boards and commissions was completed in April 2014. A limited review, rather than a full review, is more appropriate at this time.
- Develop data about each board and commission to determine which to review further. Data should include a complete list of boards/commissions with the following information:
 - Frequency of meetings
 - Frequency of meeting/failing to meet quorum
 - Resolutions produced and acted upon
 - Demographic information
 - Quantity of speakers
- Include sunseting standards when creating new boards or commissions

Training

- Training for staff and members on meeting management to ensure consistency across the boards and commissions:
 - Roberts Rules of Order
 - Recusals/conflicts of interest
 - Responsibilities (agenda setting, etc.)
- Potentially develop an onboarding training where prior board and commission members and Council members that served on boards and commissions can provide guidance

Additional Items

- Review of officially chartered boards and commissions
- Consider increasing the deadline (beyond 72 hours) for posting agendas and back-up materials
- How can boards and commissions be more engaged with the budget process?

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Next Steps

Item	Lead(s)
1. Develop and maintain a boards and commissions data set, ideally including the information below. Present the data and observations to the Audit and Finance Committee. <ul style="list-style-type: none"> a. Frequency of meetings b. Frequency of meeting/failing to meet quorum c. Resolutions produced and acted upon d. Demographic information of members e. Quantity of speakers 	Office of Performance Management/ City Clerk
2. Draft an alignment of the Council committees and boards and commissions to strategic outcomes	Office of Performance Management
3. Develop a training curriculum and implementation plan for support staff and board and commissions members on: <ul style="list-style-type: none"> a. Roberts Rules of Order b. Agenda setting expectations c. Decorum expectations d. Onboarding session with prior board and commission members (Board and commission members only) 	City Clerk/ Law
4. Survey supporting staff and board and commission members on their pain points and ideas for improvement, plus time requirements for staff.	City Clerk
5. Review/revise how boards and commissions are engaged for the budget process	Budget Office