



**Boards and Commissions Task Force
Minutes
Diamondback Conference Room
Meeting No. 12-19
Tuesday, June 18, 2019, at 7:00 PM**

Commissioners Present: Steven VanGrack, James Hedrick, Jack Kelly, Ben Parry, Anne Goodman, John Becker, Ann Herbster, Lorraine Tarnove, and Anita Powell

Commissioners Absent:

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

I. Convene

Meeting convened at 7:03 p.m.

II. Minutes

June 4, 2019, Meeting 11-19 – Approved by unanimous consent

III. Dashboard Application

Commissioner Parry led the discussion on the dashboard application, starting with general findings. The Taskforce collectively discussed the ratings chart and revisions to the scoring via straw votes.

Goals

Relevant score: 2, recommendations to make the board/commission better. Some Commissioners felt that many of the boards are relevant, but the Taskforce agreed that some boards and Commissions do not match up with the priorities and therefore there is work that still needs to be done to achieve this goal.

Transparency score: 1, which includes ratings of the overall process of the board and commission

Complement not to duplicate activities of city staff/elected officials. Score: 3 There was a discussion about if this goal should be expanded upon there was also no general finding related to this goal.

Utilize the expertise and experience of members of volunteer organizations in the formulation of City policies and practices fully.

Score: 2 The Taskforce felt that this was an important goal.

Ensure consistent communication within volunteer organizations.

Score: 1 The Taskforce felt that there needed to be more collaboration between and among the various boards and commissions.

Volunteers are doing relevant and important work. Score: 2/3 this goal is from the Volunteers perspective. The data collected by the Taskforce found that volunteers feel they are doing good and important work. There was a suggestion to change this score from a 2 to a 3.

General Findings

Recommend full-time staff position in City Clerk's office committed to Boards and Commissions: The Taskforce was in full agreement on this recommendation. **Action item:** Commissioner Herbster was tasked with creating a job description for this position.

Revise the Guidelines and Procedures to reflect new policies and procedures. The Taskforce decided that changes to the guidelines and procedures should be base on the other recommendations developed by the Taskforce.

Develop consistent definitions of the various Board and Commissions and rename specific Boards or Commissions when needed. The Task Force determined that there is a need for more consistent definitions and that the definitions that the Taskforce comes up with should be applied to new Boards and Commissions that are created. **Action item:** Chair VanGrack and Commissioners Kelly and Herbster will work on the definitions.

IV. Report Preparation

The Task Force will continue with dashboard application and data to compile a report and do a thorough review of findings, ratings, and recommendations and will discuss at next meeting.

The Task Force agreed on two areas needing to be revised, the city website for boards and commissions and improvement of the appointment process. **Action Items:** Commissioner Kelly will work on both the changes to the city website and the appointment process.

City Attorney Cindy Walters will provide the Task Force with legal description for interpretation of Boards vs. Commissions.

Future Meetings

Tuesday, July 16, 2019, 6:30p – 9p
Red Maple conference room (2nd floor)

Tuesday, July 23, 2019, 6:30p – 9p
Black-Eyed Susan conference room (3rd floor)

Tuesday, July 30, 2019, 6:30p – 9p
Diamondback conference room (3rd floor)

Adjournment

With no further business to discuss, the meeting adjourned at 9:02 p.m.