



**Boards and Commissions Task Force
Minutes
Diamondback Conference Room
Meeting No. 13-19
Tuesday, July 16, 2019, at 7:00 PM**

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

City staff: Sara Taylor Ferrell, Niles Anderegg, MaryLou Berg, Cindy Walters, and Jackie Mobley

I. Convene

Meeting convened at 6:58 p.m.

II. Minutes

June 18, 2019, meeting 12-19 – Approved by unanimous consent

III. Dashboard Application

Task Force Member Parry led the discussion on the dashboard application, starting with the overall recommendations. The Taskforce collectively discussed several of the recommendations and revisions to the scoring via straw votes. This discussion continued from the previous meeting

General Findings Dashboard- Recommendations

**Develop consistent definitions of the various BaCs and rename when needed
[?]**

The Taskforce debated various definitions and agree that the most crucial issue is not what the actual Boards and Commissions are called but whether their functions are described accurately on the City's website. Specifically, whether they are decision-making bodies or advisory.

Create a periodic review process to evaluate the effectiveness, relevance, diversity, performance, and transparency of existing BaCs. Develop a policy for following up on observations

The Taskforce discussed which boards should deliver Annual reports and work plans. Should they be necessary for all groups or some.

Create a process to assess, evaluate, launch new BaCs, possibly focusing on topics like education, youth, technology, pedestrian safety.

This recommendation already has a draft issue paper related to it, which will be discussed at a later date.

Modify City Code as appropriate

The Taskforce agreed to revisit this recommendation when they have a clearer idea of what sections of the Code may need to be revised.

Improve data sharing among City, County, State agencies

The task force decided that this recommendation is of a lower priority since it does not apply to all the boards and commissions.

Adopt MOUs

This recommendation is for the Rockville Affiliated Organizations such as Sister City, REDI, and RHE. The Task Force's primary recommendation is that the city maintains and reviews these contracts and agreements.

Expand resources through any mechanisms available

There was some discussion about what this recommendation meant by the Task force. This conversation mainly focused on the staffing needs of boards and commissions as well as budgeting for the boards and commissions.

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.

Task Force Member Kelly led a discussion on his issue papers on transparency and changes to the city website.

Task Force Member Kelly proposed using his paper on transparency as a model that the Task Force could use to make their recommendations for the final report. The Task Force also discussed the proposed changes to the website include helping to define Boards, Commissions, Task Forces, and Committees so that their functions would be clearer to the public.

Action Item: Task force Members Kelly and Becker will meet with the city's web staff to work on changes to the website.

This discussion also focused on the nomenclature of boards and commissions and how best to organize the boards in terms of the resources they might receive from the city and consistency.

Task force Member Herbster presented a draft version of a Job description for a new position with the city clerk's office, assigned to boards and commissions. The task force suggested edits to the job descriptions and discussed what level this employee might be at in terms of experience and funding of the position.

Deputy City Attorney Cindy Walters provided the Task Force with a Confidential Advice of Counsel Memo that provided legal guidance regarding the interpretation of the Appointment Process per state law.

Future Meetings

Tuesday, July 23, 2019, 6:30p – 9p
Red Maple conference room (2nd floor)

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

Thursday, August 8, 2019, 6:30P-9p
Black-Eyed Susan conference room (3rd floor)

Adjournment

With no further business to discuss, the meeting adjourned at 8: 57 p.m.