



Board Management Software

LOOKING AHEAD FOR THE TECHNOLOGY
OF TOMORROW

City Boards, Commissions & Authorities

One of the most cumbersome tasks performed by the Clerk of Council's Office is managing the City Boards, Commissions and Authorities.

The current software is inadequate for the number of entries that must be made and the need to update multiple locations.

The Clerk's Office has been on a mission to identify technology to improve the productivity of the office.

City Boards, Commissions & Authorities

- There are a total of 44 Boards with 237 members
- Each board is tailored differently
 - Some have specialized requirements for members
 - Others allow multiple board participation
 - Some allow unlimited terms of office
 - Some boards have residency requirements while others do not
 - There are boards that have seats slated for various organizations and agencies

Processes to Streamline

- Annually the Clerk's Office presents the Human Resources Department with a report of the ethnic makeup of the 237 board members. *New software would have the capability to generate various reports.*
 - (The Mayor's Commission on Unity and Diversity was established by Council Resolution 376-88 in August 1988. The Affirmative Action Office was charged with tracking the race and gender make-up of the various boards, authorities and commissions.)

Processes to Streamline

- Contacting board members that are eligible to serve another term to determine interest in continuing to serve. ***One of the features would be that the new software would send out these notifications to members.***
- There is a brief description of the board duties and responsibilities on the city's website. ***With new software, the legislation link would be uploaded to offer detailed information on the establishment of the board, membership and the duties and responsibilities listed in its entirety.***

RECOMMENDATION

To include funding for Board Management Software

- \$12,000 for software
- \$2,700 for One-Time start-up fee
- **TOTAL PROPOSED COST - \$14,700**

“What technology does is to create opportunities to accomplish a task using a prospective approach while being performed today.”

- BY SANDRA T. DAVIS

QUESTIONS???

