



Ad Hoc Committee for Boards and Commissions

May 3, 2023

- Review progress of ad hoc committee
- What does full Council need to consider for approval?
- Review updated Council liaison responsibilities
- Review revisions to Respectful Governance Policy
- Review draft code of conduct and complaint process
- Evaluation of boards
- Key Dates

Legend

** indicates an item that needs consideration of Council during a regular meeting, likely in August.

3 or more individual councilmembers may direct City Manager to initiate and move forward with preparing resolutions and ordinances

Direction received from Committee and will be done administratively by staff

Discussed during January meeting

Discussed during February and/or March meeting

To be discussed during April meeting

- Improvements to board and commission orientation
- Provide training for board chair (how to conduct a meeting, de-escalation training, etc)
- Application improvements
 - Verify workload for each board to include as part of application and interview process
 - Add question – “have you applied for this board before”
 - Add question – “how many hours are you willing to contribute to the board”
 - Ensure that current board members resign if they want to apply for a different board (already part of code)
 - Policy for no show to interview applicants
 - Continuous improvement to Council summary sheets
- Subscription so that interested residents are notified when vacancy becomes available
- Conduct exit interviews for board members if there are issues
- **Remove one-year terms except for youth advisory board (January)
- Need to improve communication between Council and staff liaisons (February/March)
- Shorten interview process (February/March meeting)

- Recruitment timing changes as a result of election timing change (February/March)
 - **Resolution needed to extend current terms
- **Consideration of 7 members for all boards unless there are enough quality applications for 9 (February/March)
- **Review process to add and delete boards (March)
- **Review code related to joint meetings to provide more flexibility for boards to meet with each other (March)
- Review super issues meetings purpose – March meeting
- **Review draft Code of Conduct (April/May meeting)
- Incumbents process – establish criteria (April meeting)
- **Update the Council liaison role responsibilities, and need to determine if it is described in City Code or keep in resolution – April/May meeting
- Surveyed members indicate don't have enough guidance from Council liaison, lack of feedback from Council – (will be incorporated into Council onboarding and B&C orientation)
- **Review format and scope of work for youth advisory board (June)
- Recruitment efforts to increase diversity on boards (June)
- Housing Catalyst recruitment (June)

- Remove 1 year term from all boards and commissions from Code except for Youth Advisory Board
- Need to update the composition of Type 1 and Type 2 boards due to the removal of 1 year terms
- Potential of other composition updates to Type 1 and Type 2 boards
- Add RWP, Code of Conduct to Manual as appendix
- RWP + Code of conduct adopted separately via resolution
- Add Code of Conduct complaint process to City Code
- Update Council liaison role responsibilities, *(need to determine if it should be described in City Code or keep as resolution)*
- Update Joint Meeting language in code
- Resolution to extend current terms due to recruitment timing change
- Update Youth Advisory Board section of the code *(TBD)*
- Consolidate Golf Board with Parks and Recreation Board *(TBD)*
- Consolidate Women's Advisory Board with Human Relations Commissions *(TBD)*

- Removed “informal” from Section 3 (3)
- Removed “formal and informal” from Section 3 (5)
- Clarified Section 3 (10) that liaison’s responsibility is to make the determination of a joint meeting request from the board or commission
- Does the Committee want to add any or all parts of the resolution to the code?

One Option is to add the highlighted to the ethics provision in the code:

Sec. 2-568. Ethical rules of conduct.

(8) With respect to any Councilmember serving as a liaison to a board or commission, such Councilmember must not direct the board in its activities or work. A liaison’s role is to serve as a contact rather than an advocate for or ex-officio member of the board or commission.

PROS	CONS
Code language easier for public, City officials and staff to find	More process required to change (ordinance)
New language about Council liaison's ability to authorize joint meetings of boards and commissions more accessible	Formalizes expectations that Council may prefer to be more informal
Formalizes expectations that Council may prefer to be more formal	Subjective expectations may be harder to manage using a strict set of standards
Code has more prominent presence than a resolution	It would take longer to get the new language adopted into the Code (3 weeks)
Generally, permanent actions should be incorporated into the Code	

- Potential name change for the Policy
- "Retaliation can take place in the workplace or outside of the workplace."
- "Complaint Contact" definition
- Changes to the reporting process:
 - For a complaint about the City Manager, City Attorney and Chief Judge, contact the Mayor or the Human Resources Executive.
 - For a complaint about a City Councilmember, contact the Human Resources Executive.
 - For a complaint about a Board and Commission member, contact the City Manager, Deputy City Manager, Assistant City Manager, Service Area Director, Service Unit Director, City Attorney, Deputy City Attorney.
- "If the allegations are not referred for full investigation, the complaining party will be notified both in person and in writing that the allegations were reviewed as a screening matter and determined not to fall within the scope of this Policy."

- Applies to all Councilmembers, not just Council Liaisons
- Addition about members making it known to Council that they are serving on a board or commission when speaking/making public comment.
- When a complaint is received, the Council liaison is notified – not all of Council

Direction needed: Does the Committee want to combine the RWP and Code of Conduct into one document?

If I'm a Board member and I am having an issue with another Board member or Council liaison, what do I?

- Contact the staff liaison to the board and/or Public Engagement Specialist in the Clerk's Office
- Can this be resolved via informal channels?
- Would the affected party like to proceed via formal channels? If yes, then does the complaint allege:
 - A violation of the ethical provisions in the City Charter, City Code, or State provisions?
 - Falls under Ethics Review Board
 - A violation of rules regarding discrimination, harassment, and retaliation against protected classes?
 - Falls under Respectful Workplace Policy
 - A violation of standards of behavior?
 - Falls under Code of Conduct



Scenarios

Main function of boards and commissions is to:

- Advise staff in development of policy (indirect advising Council)
- Direct advising to Council via memos, comments, etc.

What are we trying to achieve with a board evaluation process?

Goal 1: Regular/predictable review to ensure high performance of boards and commissions

In order to determine if this is being met, staff will conduct an annual, high-level review to include the following:

- Highlights from annual work plan
- Pulse survey/status check data
- Feedback from boards and commission members
- Feedback from staff liaisons
- Data on cancelled meetings due to lack of quorum or business items

What are we trying to achieve with a board evaluation process (cont'd):

Goal 2: An established process for evaluating the sunset of a board and/or repurposing the board on an as needed basis

Goal 3: An established process for adding a new board on an as needed basis

The request for board sunset/repurpose or new board can come from a variety of sources:

- Board chair or Board member(s)
- Staff liaison
- Community member
- Public Engagement Specialist
- City Manager
- Councilmember(s)

Staff will run the request through a series of questions, collect data, and provide options and/or recommendations for Council's consideration

- The original goals have been achieved or run its course
 - One way to determine this if there is a consistent lack of business items
- The Board does not regularly provide recommendations to Council
- Pulse survey data indicates caution
- Data shows a lack of quorum
 - Is this due to structural issues with the board?
- Data shows there is a lack of applications to fill vacancies
- Overlap in scope/redundancy with another board or commission

- The purpose of the board aligns with a community priority
- New policy work is needed and there is a gap in existing boards
- There is a community or Council desire to give extended input
- Input desired or needed is for defined period of time. Other options could include:
 - Task Force
 - Ad hoc committee
 - Board subcommittee

- June 15 at 4:15pm – Ad Hoc Committee Meeting
 - Youth Advisory Board
 - Recruitment efforts
 - Does this Committee want to evaluate the Women’s Advisory Board and Golf Board?
- July 19 - Final Ad Hoc Committee meeting
- August 8 – Council work session to review Committee recommendations
- September 5 – Regular Council meeting
 - 1st reading of ordinance(s) to adopt code changes
 - Resolution to update Board and Commissions Manual
 - Resolution to extend current terms and one-year term changes
 - Potential resolution adoption of Council liaison role if the direction is not to put in code
- September 19 – 2nd Reading of ordinance

THANK YOU!



- Advertising on City website (Press Release and Spotlight), Social Media (Facebook and Instagram), and Newspaper.
- Outreach efforts to the Poudre School District and Colorado State University.
- Outreach efforts to cultural organizations such as the Cultural Enrichment Center of Fort Collins and Heart and Sol.
- Collaboration with CPIO to create new posters.
- Collaboration with IT to improve website and boards and commission pages.
- Informational Sessions to inform the public on what being a board or commission member entails.