



## Ad Hoc Committee for Boards and Commissions

March 1, 2023

- Review progress of ad hoc committee
- Confirm recruitment timing change
- Review and take formal action regarding interview options
- Review joint meeting language in code to allow for more flexibility
- Review of Super Issues meeting purpose
- Criteria for board or commission effectiveness
- Incumbent process criteria
- Board member composition – 7 or 9?

## 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

Will 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 meeting)
- Incumbents process – establish criteria (April meeting)
- \*\*Update the Council liaison role resolution – April meeting
- \*\*Review scope of work for youth advisory board (future meeting)
- Recruitment efforts to increase diversity on boards (future meeting with Equity Officer)
- Housing Catalyst recruitment (future meeting)
- Surveyed members indicate don't have enough guidance from Council liaison, lack of feedback from Council (future meeting)



What else would the Committee  
like to discuss?

- Recruitment timing
  - Annual recruitment will now be Dec 1 – Jan 30
  - Interviews in mid Feb
  - Council appointment in March
  - Term begins in April
- For 2023 only to fill current vacancies
  - April – applications open
  - May – current process for interviews
  - Early to mid June – Council appointment
  - July – term starts
- All terms will be extended 3 months until March 31 of the year their term expires
  - Need to consider a resolution prior to December 31, 2023 for each term change needed

- *Problem to solve with interviews/appointment process*
  - Increase communication w/ staff liaison to understand gaps in knowledge, knowledge of what board does, reduce interview time commitment
- Council continues to use the current interview process for quasi-judicial boards only.
- Type 1 and Type 2 boards options:
  - Option 1: One Councilmember and staff liaison interview
    - Pro: staff liaison has knowledge of board accomplishments, dynamics, gaps
    - Pro: solves for time commitment
    - Con: could politicize process if only 1 Councilmember
  - Option 2: Two Councilmembers interview with staff liaison in the room
    - Pro: can de-politicize process with 2 Councilmembers
    - Pro: staff liaison has knowledge of board accomplishments, dynamics, gaps
    - Con: does not solve time commitment
- ***Consider a motion to move forward with one of these options***



*Problem to solve: provide more flexibility for boards to meet together*

**Note:** Charter requires Council to prescribe powers, duties, and operating procedures of each board and commission

Section 2-72. Open meetings required; exceptions; joint meetings

(d) Two or more board or commissions, committees of boards or commissions, or representatives from each such board, commission or committee may hold a joint meeting if the subject of the meeting specifically relates to **the functions of** ~~an item or project in the work plan~~ of each participating board or commission, or if the City Manager or City Council has approved the joint meeting

***Does the Committee want to review the functions of individual boards to broaden scope?***

***Sec. 2-103. - Air Quality Advisory Board.***

- The duties and functions of the Board shall be to advise the City Council regarding policies, plans and pro-grams to improve and maintain the City's air quality. The Board may, without limitation, biennially review air quality indicators and recommend adjustments to the Air Quality Action Plan; review and recommend revisions, as needed, to the Air Quality Policy Plan and to any other City plans that may have significant impacts on air quality; and advise the Governor-designated lead agency for air quality planning on matters pertaining to the Fort Collins element of the State Implementation Plan. The Board may also convene ad hoc citizen task groups to provide additional technical expertise to the Board for the planning of specific action strategies.
- The Board shall coordinate its work with the Transportation Board, Natural Resources Advisory Board and the Planning and Zoning Commission, recognizing that certain transportation and land use decisions, policies and programs affect future air quality.

***Sec. 2-145. - Cultural Resources Board.***

The Board shall have the following functions:

- To advise and make recommendations to the Director of Cultural Services and Facilities and the City Council as to rules, regulations, policies, administrative and budgetary matters pertaining to the Cultural Services Department's programs, services and facilities and any other cultural facility constructed or operated by the City;
- To review proposals for funding from the Cultural Development and Programming Account and the Tourism Programming Account, following established and published guidelines, and to submit recommendations regarding such proposals to the City Council to be approved by the City Council by resolution

***Sec. 2-115. – Youth Advisory Board.***

- 1) To gather information from, and otherwise communication with, other groups, organizations and agencies regarding youth-oriented issues and problems;
- 2) To document and discuss issues of importance to youth in the Fort Collins community, specifically as they affect City-operated services;
- 3) To review and discuss legislation that may affect youth; and
- 4) To recommend to City Council local legislation and policy actions or changes which would enhance the status of youth in the Fort Collins community.

***Sec. 2-175. – Human Relations Commission.***

- 1) To promote interaction among all City residents and to discourage all forms of discrimination based upon the diversified values and individual differences of such residents by...
  - b) Cooperating with and providing leadership and support for other groups interested in promoting value and respect for diversity and positive intergroup relations
- 2) To assist residents of the City in utilizing the complaint procedure under Chapter 13, Article II of the Code and to hear appeals from decisions of the City Manager as provided in Subsection 13-23(b) of the Code
- 3) To facilitate the review of citizen complaints concerning the actions of City police officers or community service officers
  - d) Communicating with other similar Commissions in order to share experiences and become more sensitive to potential problems
- 4) To make periodic reports to the City Council concerning the activities and recommendations of the Commission

- Provide opportunities for staff to educate and seek feedback on array of topics that have city-wide impact.
- Outreach to staff liaisons and see if they or any leaders in their departments have an issue that they would like to present to our boards. This can be helpful depending on current policies and projects in the city (e.g., Land Use Development Code, Halligan Water Supply Project, etc.).
- Staff uses the feedback to inform next steps in their process, including public outreach.
- Public Engagement Specialist in Clerk's Office submits a memorandum to Council after the meeting outlining the topics and insights gained.
- Board and Commission members bring information that they obtained from the meeting back to their fellow board members.
- Engagement between various boards and commissions that might have overlap between their work plans.



- How often do they have a lack of quorum?
- Has lack of quorum prevented the board from taking action directly related to a function of the board?
- How often are they providing recommendations to Council?
- Is staff or Council asking the board for feedback?
- Do board members and staff believe there is effective communication between the board and city staff?
- Is there an agenda that requires and results in board action taken?
- Does the board action taken or their work plan align with Council's established purpose for that board?
- Have any complaints unrelated to Respectful Workplace Policy been made by board members about the conduct of another board member?
- When there are vacancies, is there a sufficient amount of applications received to indicate community interest?

***What else is missing?***

- Highly effective boards have clearly outlined functions and responsibilities that align with the purpose that Council desires and effectively achieve those functions
- The purpose and functions of the board are relevant to current Council needs plus the advisory role they play for staff is productive.
- The agenda items calling for board action or make recommendations on serve the purpose Council intends or the board functions in the Code.

### Examples of ineffective boards

- Women's Advisory Board
- Parking Advisory Board (functions added to Transportation Board scope)
- Golf Board (suggest these functions are added to Parks and Recreation Board)

***Does the Committee want to consider removing these boards? Any other boards to review?***

### Examples of effective boards

- Human Relations Commission
- Land Conservation and Stewardship Board
- Air Quality Advisory Board



Board/Commission	Dates Cancelled	Reason	Notes
Art in Public Places Board	January 19, March 16, May 18, August 17, December 21	Not Listed	Did meet on March 30 and December 14
Building Review Commission	January 27, March 24, December 15	Lack of Business Items	
Cultural Resources Board	April 28, July 28, November 17	Lack of Business Items	
Disability Advisory Board	January 20, April 21, May 19	Lack of Quorum, Chair is ill (May)	
Economic Advisory Board	March 16, July 20	Lack of Business Items	
Energy Board	April 28, August 11, August 25, October 27	Lack of Business Items	Did meet on October 13
Golf Board	September 14, October 12	Lack of Quorum	Does not meet June - August
Historic Preservation Commission	June 15, September 14, November 9	Lack of Quorum & Business Items	
Human Services and Housing Funding Board	June 8, August 10, September 14, December 14	Lack of business Items	
Natural Resources Advisory Board	May 18, July 14, September 21	Lack of Business Items & Quorum	
Parks and Recreation Board	May 25, June 22	Lack of Quorum	
Water Commission	February 3, June 2, September 15	Rescheduled	Did meet on February 17
Youth Advisory Board	October 16, November 3, December 1	Lack of Quorum	Does not meet in Summer

- Periodic Reviews are not in the City Code or Charter but in Manual and Resolution 2016-039
- They ask the following:
  - Indicate the top 3 Key Outcome Areas this Board/Commission is aligned with
  - How do the current duties of the board, as defined by City Code, align with the Key Outcome Areas identified above? What duties would you suggest be added and/or deleted?
  - Regarding the board's annual Work Plan:
    - How is the Work Plan aligned with the Key Outcome(s) identified above?
    - How is the Work Plan aligned with the City's Strategic Plan?
    - How is the Work Plan aligned with the Agenda Planning Calendar (Six Month Calendar)?
    - Does the board effectively accomplish its annual Work Plan?
  - Are board meetings conducted in an effective manner (do the meetings start on time)?
  - Are discussions focused on the agenda (topic, etc.)? What could be done to improve board meetings?
  - Is the current size of the board appropriate? If not, what suggestions would you make?
  - Please describe the effectiveness of the communications between the board and Council. What could be done to improve these communications?

Review Year	Strategic Plan Outcome Area	Board/Commission
2022	Environmental Health	<ul style="list-style-type: none"> <li>Air Quality Advisory Board</li> <li>Energy Board</li> <li>Land Conservation and Stewardship Board</li> <li>Natural Resources Advisory Board</li> <li>Water Commission</li> </ul>
	High Performing Government	<ul style="list-style-type: none"> <li>Retirement Committee</li> </ul>
2023	Neighborhood Livability and Social Health	<ul style="list-style-type: none"> <li>Affordable Housing Board</li> <li>Disability Advisory Board</li> <li>Human Services and Housing Funding Board</li> <li>Human Relations Commission</li> <li>Historic Preservation Commission</li> <li>Land Use Review Commission</li> <li>Senior Advisory Board</li> </ul>
2024	Culture and Recreation	<ul style="list-style-type: none"> <li>Cultural Resources Board</li> <li>Golf Board</li> <li>Parks and Recreation Board</li> <li>Youth Advisory Board</li> </ul>
	Transportation and Mobility	<ul style="list-style-type: none"> <li>Transportation Board</li> </ul>
2025	Economic Health	<ul style="list-style-type: none"> <li>Art in Public Places Board</li> <li>Economic Advisory Board</li> <li>Planning and Zoning Commission</li> </ul>
	Safe Community	<ul style="list-style-type: none"> <li>Building Review Commission</li> <li>Citizen Review Board</li> </ul>

- During the February ad hoc meeting, Committee gave direction to remove #11 from Resolution 2016-039
  - To conduct a periodic review with their respective board or commission at a regular meeting according to the schedule outlined in Boards and Commissions Manual and to provide an oral summation at a future regular City Council meeting.

***Confirmation from Committee that this is still desired***

- What process would the Committee like to consider to as to when to add or delete boards?
  - Create a Boards and Commissions Council Committee that meets as needed. For example, if Public Engagement Specialist identifies a board that does not meet criteria for board effectiveness, the Committee can be convened to evaluate.
  - Staff and/or board could initiate the conversation, similar to Parking Advisory Board
  - Something else?

- Incumbent process
  - Incumbents still need to complete the general application
  - Council liaison & staff liaison meet to review application and determine if any complaints have been received
  - If no complaints received and application is sufficient, no need for interview
    - If yes, need to interview
    - If an investigation into a RWP complaint takes place, the investigation report will be disclosed confidentially to the City Council when complete.
- Board member composition – 7 or 9?
  - If boards are allowed to have 9 members, would it help quorum?
  - If there are applicants that are not a good fit, the board would reduce the number of vacancies.

- Recap March meeting and follow up on items
- Review draft code of conduct
- Review draft of council liaison resolution update



**THANK YOU!**



- No expressed interest in establishing super boards by outcome areas .
- What makes a board effective?
- How many boards have had to cancel meetings because lack of agenda items, no quorum or otherwise?
- What are our extra boards that other cities don't have?
  - Asheville has a Public Art and Cultural Commission.
  - Other cities don't have a Golf Board, Air Quality, Energy Board, Retirement, Human Services and Housing Funding Board (combined with other boards).