



Minutes

Ad Hoc Committee for Boards and Commissions

May 03, 2023 – 4:00 PM

CIC Conference Room, City Hall, 300 Laporte Ave & via Zoom at
<https://fcgov.zoom.us/j/97350466825>

Remote Participation Available

A) Call Meeting to Order

- 4:05 PM

B) Roll Call

- Committee Members Present: Emily Francis (Chair), Tricia Canonico, Julie Pignataro
- Staff Members Present: Davina Lau, Rupa Venkatesh, Kelly DiMartino, Jenny Lopez-Filkins
- Members of the Public: Kelly Ohlson, Robbie Moreland

C) Approval of Minutes

1. Consideration and approval of the minutes of April 5, 2023.

The purpose of this item is to approve the draft minutes of the April 5, 2023, Ad Hoc Committee for Boards and Commissions meeting.

- Committee Member Julie Pignataro moved to approve the April 5, 2023 minutes. Committee Member Tricia Canonico seconded. The motion was adopted unanimously.

D) Discussion / Informational Items

2. Review and discuss committee accomplishments, key dates, the Respectful Governance Policy, the Code of Conduct and complaint process, Council Liaison responsibilities, recruitment, and the evaluation of boards.

The purpose of this item is to review and discuss the progress of what the Ad Hoc Committee has accomplished up until this point, to review what needs to be considered by full Council for approval, to review key dates, to Review revisions to Respectful Governance Policy as well as the Code of Conduct and complaint process, to review the updated Council Liaison responsibilities, and to discuss improvements to recruitment and the evaluation of boards.

Assistant City Manager Rupa Venkatesh outlined the items addressed by the Committee specifically noting which items will need to be addressed by the full Council.

Committee members discussed making Chair training mandatory in Engage.

Assistant City Manager Venkatesh commented on application changes and other internal changes that have been made, including a subscription service to make people aware of Board vacancies and the institution of an annual pulse check survey for Board members. She outlined the items that will need full Council consideration noting staff would like a recommendation from the Committee on those items at its July meeting.

Assistant City Manager Venkatesh presented the resolution that outlines the responsibilities of Council liaisons and discussed the changes recommended by the Committee, including removing the periodic review requirement, clarifying that the responsibility to help resolve any issues on the Board can be done in conjunction with the City Manager's Office and City Clerk's Office, eliminating the reference to the Council liaison facilitating training, and allowing Council liaisons to provide permission for Boards to have a joint meeting.

Committee Member Pignataro suggested the creation of a form for Boards to request a joint meeting.

Jenny Lopez-Filkins, Senior Assistant City Attorney, outlined the proposed language that would be included in ethical rules of conduct. She also commented on the pros and cons of placing the Council liaison responsibilities in the Code. Committee member Pignataro expressed support for codifying those responsibilities.

Assistant City Manager Venkatesh stated the main discussion regarding the Respectful Workplace Policy involved a name change and she outlined the suggestions including Discriminatory Harassment Policy. Additionally, she requested input from the Committee regarding combining the Respectful Workplace/Governance Policy with the Code of Conduct and renaming that document noting staff could return in June with a suggestion for combining the two. Members opted to keep the documents separate.

Members discussed name changes and opted for Anti-Discrimination and Anti-Harassment Policy.

Assistant City Manager Venkatesh outlined the changes made to the Code of Conduct and complaint process.

Members discussed wording changes related to Board members needing to identify themselves as members when speaking at public meetings and identifying whether they are speaking as individuals or on behalf of their Board.

Council Member Kelly Ohlson suggested the Code of Conduct should be viewed more as guidelines and stated some of the items need more definition. He stated it is unlikely he will support adoption of the Code as it is written as he does not wish to stifle legitimate debate.

Committee Member Pignataro stated she believes the language will have the opposite effect and will allow people to disagree without being disagreeable.

Council Member Ohlson stated he would like to avoid a formal complaint being able to be filed against someone for a single issue or comment and believes there should be an initial step.

Committee Member Canonico commented on the importance of respectful disagreement.

Council Member Ohlson suggested the language could be adjusted to both make him more comfortable while also accomplishing the goals of the Code.

Assistant City Manager Venkatesh commented on the importance of having a diversity of opinions and making sure the decorum of meetings is conducive to moving meetings forward and getting work accomplished.

City Manager Kelly DiMartino commented on de-escalation and intervention strategies that could be used prior to a more formal Code of Conduct issue.

Council Member Ohlson suggested the inclusion of non-religious beliefs in the list of discriminated-against categories. Chair Emily Francis suggested that should be a discussion for the full Council.

Assistant City Manager Venkatesh discussed the role of the Ethics Review Board and outlined the process for a Board Member who may be having issues with their Board.

Committee Member Pignataro asked how undisclosed conflicts of interest, as perceived by another member, may be addressed. Assistant City Manager Venkatesh replied that situation would involve collaboration between Public Engagement Specialist, Davina Lau, and the City Attorney's Office should legal guidance be required. Staff Member Lau noted there a conflict of interest disclosure form that should be submitted for any recusal.

Assistant City Manager Venkatesh commented on Board evaluation and the desire of the Committee to have a means of understanding whether a Board is properly functioning and whether it is time for a Board to be sunsetted or repurposed. She stated an annual high-level review of all Boards and Commissions, an annual pulse survey of members regarding how they feel the Board is functioning, anecdotal feedback from members and staff liaisons, and data regarding how many meetings are cancelled due to lack of quorum or business items will be the primary measures of performance.

Assistant City Manager Venkatesh noted the other goal identified is to establish two separate processes: one for evaluating whether a Board should be sunsetted or repurposed and one for adding a new Board. She discussed the sources that could request either process and outlined the subsequent staff process that will lead to a recommendation for Council consideration.

Staff Member Lau commented on the annual reports and work plans that are submitted by Boards and Commissions.

Committee Member Canonico asked if any Boards did not submit an annual report last year. Assistant City Manager Venkatesh replied, as of January 31st, the Air Quality Advisory Board and Youth Advisory Board had not submitted annual reports due to not being able to meet because of a lack of quorum.

Assistant City Manager Venkatesh outlined the possible triggers for the formation of a new Board, including new policy work being needed that cannot be undertaken by an existing Board or a desire from Council or the community to get extended input on a subject matter. Additionally, she noted there are other options, including a task force or ad hoc committee, if input is needed for a defined period of time. City Manager DiMartino commented on previous uses of task forces and ad hoc committees.

Members discussed whether members of the public could bring forth the need for a new Board and determined it would be more appropriate for a Council Member to provide direction to staff to initiate the review process for a new Board, potentially based on a suggestion from a member of the public.

E) Review of Upcoming Calendar

Assistant City Manager Venkatesh outlined the topics for the June meeting, including the Youth Advisory Board, recruitment efforts, possibly looking at repurposing the Women's Advisory Board and Golf Board, and providing final drafts of policy documents. Additionally, she noted July will be the final meeting of the Committee.

F) Other Business

- None

G) Adjournment

- 5:40 PM

Next Scheduled Committee Meeting: 4:15 PM, June 15, 2023

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