

DRAFT

City Council Subcommittee on Boards and Commissions Meeting Notes

May 20, 2022

8:00 am

1. Roll Call-Emerson Smith, David Franklin, Emily Hixson Shepherd, Laura Arnold all present.
2. Application and Appointment Process
 - The current application for B&C positions was reviewed.
 - An alternative version is being created to remove some unnecessary information and add more information about skills related to service on a particular commission.
 - A new application for taxing districts and the BDC was advised.
 - An option to direct someone who wants to serve to additional assistance in deciding where they might fit was suggested. Other cities have a PDF/handbook that gives information about B&C service, expectations, and requirements. We should consider such a document.
 - The interview process was reviewed. Adaptions to the current were discussed. The process developed would include:
 - Earlier request from B&C members about whether they intended to continue to serve so that we may start the process earlier.
 - Steps in the process proposed:
 1. Once opening is confirmed, liaison consults with B or C and the staff liaison about any desired skills or experience. Liaison also encourages recruitment by B/C members.
 2. The opening is advertised with desired skills if available. Wording must be clear that these are desired not required skills to ensure applicants.
 3. Applications are collected and recruitment continues.

4. Close of applications (need input from clerk on how to define this) starts the clock for interview scheduling within the next two meetings.
 5. Interview scheduled and candidates are provided a limited number of questions to address in the interview.
 6. After the interview, council will discuss applicants by first reviewing any desired skills or experience suggested from the B or C.
 7. Liaison makes a nomination based on criteria from commission or, if that is not available, best fit for the commission. (Not sure if mayor has to ratify this motion given how the appointment process works in our ordinances.)
 8. Council discussion and voice vote on appointment.
3. Review of City Charter Provisions on Boards and Commissions.
- Applicable charter sections were reviewed. A recommendation will be made to remove Section 10.3 from the charter as that board no longer exists.
 - Some discussion of including all state required boards and commissions be included in the charter. No recommendations were developed.
4. How will we proceed?
- Next meeting is May 31 at 3:30 pm. Location tbd.
 - At the next meeting, the subcommittee will consider term limits and emeritus status for commissions, review changes to the application and develop an application for the Charter Review Commission.
5. What additional information do we require from staff?
- Is there a written policy that outlines the current selection process?
 - What are the legal requirements for service on B&C's? In other words, please share for each commission what those are.