

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: Boards and Commissions

Meeting Date: December 12, 2011
Department: Central Services
www.eugene-or.gov

Agenda Item Number: B
Staff Contact: Beth Forrest
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ISSUE STATEMENT

This work session is part of an ongoing opportunity for the City Council to discuss how it conducts its business. The council meets periodically to talk about its processes and operating agreements. The particular focus of this meeting is on boards, commissions, and committees.

BACKGROUND

The council previously affirmed three “best outcomes” for advisory groups:

1) *Representation*

The makeup of boards, commissions and committees should over time represent the richness of our community’s perspectives, neighborhoods, and population demographics – race and ethnicity, gender, age, socioeconomic class, dis/ability and other factors.

2) *Board, commission and committee member development*

Advisory group members are effective and feel satisfied because they have the training and support to be successful contributors – both before becoming candidates for vacancies and following their appointments.

3) *Recruitment and selection*

Communication and procedures associated with outreach, recruitment, interviews, selection and appointments are fair, accessible, transparent and civil.

In June 2011, the council held a process session during which issues related to the City’s boards and commission recruitment and selection process were discussed. With the annual recruitment process starting up in January 2012, this work session presents an opportunity to review the proposed schedule for recruitment and consider any changes to the process that will encourage a diverse applicant pool, make the interview process more effective and welcoming, and result in appointments that reflect the council’s goals around broad community involvement.

BCC Recruitment Schedule

The 2012 BCC recruitment is scheduled to begin on January 17, 2012. Initial publicity will include a press release, newspaper ad and web notification, including information about specific openings. In addition, staff liaisons and current committee members will be asked to do outreach to potential candidates and publicize the openings. The recruitment period will close on March 30, 2012.

Interviews have tentatively been set for May 1 and 2 and will follow the same format as recent interviews, with candidates being given time at the beginning of their interview to present their qualifications and reasons for applying. Predetermined follow-up questions will then be asked by the councilors.

Appointments will be scheduled for June 11, 2012.

Role of advisory groups in making recommendations for appointment

Questions have been raised about the appropriate roles of advisory groups and of their incumbent members in making recommendations to the Mayor and council on selection of applicants for interviews and appointments. Several advisory groups have a practice of weighing in on these appointments, with the understanding that the ultimate decision rests with the council. The council binders this year will contain not only applications, but templates with information on each group's purpose, current focus, number of openings, and the knowledge, skills and abilities considered essential for effectiveness. These templates are intended to provide relevant information to help the council, and serve as an alternative or addition to recommendations for or against any particular individuals.

Update on Recording and Webcasting BCC Meetings

State of Oregon law requires that meeting records be maintained for public bodies and that sound, video or digital recording or written minutes may be used to satisfy this requirement. At a minimum, the record of the meeting must include the name of the group; date, time and location of meeting; names of advisory group members in attendance and absent; a reference to any document discussed at the meeting, and decisions, recommendations and actions. Meeting records are made accessible through the City website, and can be provided in alternate formats.

At this time, the City's advisory groups employ a wide range of methods to record meetings. As funds for providing written minutes are reduced, alternatives such as single-frame video recording have become more viable. Initiatives are underway to enhance video capability for the entire City organization, and to provide departments with resources to perform some level of audio- and video-recording and storage for advisory groups.

RELATED CITY POLICIES

Elements of this item relate to the council goal of "effective, accountable municipal government."

COUNCIL OPTIONS

The council may provide input and direction for staff follow-up on the issues discussed. No formal action is anticipated.

CITY MANAGER'S RECOMMENDATION

No recommendations are offered by the City Manager.

SUGGESTED MOTION

No suggested motions are offered by the City Manager.

ATTACHMENTS

- A. Boards and Commissions Matrix
- B. Boards and Commissions Demographic Information
- C. Comparison of Recruitment and Selection Process by Jurisdiction

FOR MORE INFORMATION

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Boards and Commissions Matrix

Boards/Commissions/Committees						
	Budget Committee	Civilian Review Board	Human Rights Commission	Planning Commission	Police Commission	Sustainability Commission
No. of Members	8 Citizens, 8 Councilors	7 Members	10 Citizens, 1 Councilor or the Mayor	7 Members	2 City Councilors, 1 Member of the HRC, 1 Member of the CRB, 8 Citizens	12 Citizens, 1 Councilor
Appointment Process	Council Appoints	Council Appoints Community panel reviews applications and makes recommendation	Council Appoints, HRC Provides Recommendations	Council Appoints	Mayor Nominates, Council Appoints, PC Provides Recommendations	1 Citizen Appointed by Each Councilor, 4 Citizens Appointed by Full Council, 1 Councilor Appointed by Mayor
Term	3 Years	3 Years	3 Years	4 Years	City Councilors, HRC Member, CRB Member, During Their Respective Term / 4 Years Citizen Member	4 Years Citizen Members, Councilor During Term of Office
Authority	EC 2.013, ORS 294.336	EC 2.240	EC 2.260	EC 2.330, ORS 227.030	EC 2.368	EC 2.013 and EC 2.380
Consecutive Terms Allowed	2	3	6	N/A	2	2
Officers	Chair, Vice Chair	Chair, Vice Chair	Chair, Vice Chair	Chair, Vice Chair, Secretary	Chair, Vice Chair	Chair, Vice Chair
Officer Term	1 Year	1 Year	1 Year	1 Year	2 Years	1 Year
Annual Report/Workplan	5 to 30 Days Prior to the City Council Public Hearing	Yearly by May 30th	Yearly by July 1	Yearly	Yearly by July 1	Yearly in addition to an annual work plan
Minimum Annual Meetings	N/A	1 Per Calendar Quarter	6	4	6	4

Boards and Commissions Matrix

Boards/Commissions/Committees						
	Budget Committee	Civilian Review Board	Human Rights Commission	Planning Commission	Police Commission	Sustainability Commission
Quorum - Transaction of Official Business	9 Members	4 Members	6 Members	4 Members	7 Members	7 Members
Members Required for Regular Meeting	Majority of Sitting Committee	4 Members	6 Members	4 Members	7 Members	4 Members
Removal of Members/Vacancies -- For all advisory groups: death or resignation of member; council chooses not to reappoint member at expiration of his or her term; and, a member ceases to be qualified for initial appointment.	Removal of a member by the City Council for being absent for more than 3 consecutively scheduled meetings without having been excused by the chair of the commission.	Removal of a member by the City Council for being absent for more than 3 consecutively scheduled meetings without having been excused by the chair of the commission.	Removal of member by City Council for missing 3 consecutive meetings, without excuse or leave. Removal of member by council, at recommendation of HRC, for nonperformance of duty, failure to properly represent the commission or actions damaging the work of the commission.	Removal of a member by the City Council for being absent for more than 6 consecutively scheduled meetings without having been excused by the chair of the commission.	Removal of a member by the City Council for being absent for more than 3 consecutively scheduled meetings without having been excused by the chair of the commission.	Removal of a member by the City Council for being absent for more than 3 consecutively scheduled meetings without having been excused by the chair of the commission.

2011 Boards and Commissions Member Demographics

2011 BCC Members

Committee:	# of members	(Ward) 1	2	3	4	5	6	7	8	UGB
Budget Committee	8	0	2	3	2	0	0	1	0	0
Civilian Review Board	7	3	1	0	2	0	1	0	0	0
Historic Review Board	7	2	1	2	0	0	0	1	0	0
Human Rights Commission	14	3	3	0	1	0	0	2	2	1
LRAPA Board of Directors	3	0	2	1	0	0	0	0	0	0
Lane Workforce Partnership	9	1	0	0	0	1	1	1	1	0
Library Board	6	0	1	0	0	2	1	0	0	0
Metropolitan Wastewater Management Commission	2	0	1	0	0	0	1	0	0	0
Planning Commission	7	0	0	3	2	2	0	0	1	0
Police Commission	10	3	0	1	1	1	1	2	0	1
Sustainability Commission	13	2	0	3	1	0	1	2	0	3
Toxics Board	7	0	2	0	1	0	1	0	0	2
Whilamut Natural Area Citizen Planning Committee	10	1	2	2	1	1	0	3	0	0
Total	102	15	15	15	11	7	7	12	4	7

2011 BCC Demographics

	Budget Committee	Civilian Review Board	Historic Review Board	Human Rights Commission	LRAPA	L.W.P.	Library Board	M.W.M Commission	Planning Commission	Police Commission	Sustainability Commission	Toxics Board	W.N.A.C.P. Committee	Totals
Sex														
M	4	5	1	5	2	6	1	1	7	6	8	3	5	54
F	4	2	5	7	1	3	3	1	0	4	4	3	5	43
Age														
19-25	1	0	0	1	0	0	0	0	0	1	1	0	0	4
26-35	1	0	2	2	0	0	1	0	0	1	1	3	1	12
36-45	4	5	2	1	2	1	2	0	0	4	2	0	0	23
46-55	0	1	2	2	1	1	1	1	2	1	3	0	4	19
56-65	2	1	0	4	0	1	0	1	4	3	3	1	2	22
65+	0	0	0	2	0	0	0	0	1	0	1	0	2	6
Ethnicity														
African American	0	1	0	1	0	0	0	0	0	1	0	0	0	3
American Indian/ Alaskan Native	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Asian/ Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Did not respond	0	1	1	2	1	7	0	1	0	2	2	3	2	22
Hispanic	0	1	0	2	0	0	0	0	0	1	0	1	0	5
Middle Eastern	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multiracial	0	1	0	1	0	0	0	0	0	0	0	0	0	2
White/ European American	8	4	4	6	2	2	4	1	7	6	10	2	8	64

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Comparison of recruitment and selection processes by jurisdiction

Eugene, Oregon

- Annual recruitment process for all vacancies on standing council committees
- Terms begin July 1
- Recruitment begins mid-January and continues until the end of March
- Full council reviews applications, completes interview and appointment ballot, attends interviews (early-May), and completes final appointment ballot
- Appointments made at City Council meeting in June
- Advertising: press release; web announcement; newspaper ad; neighborhood association newsletters and events; City-sponsored events

Salem, Oregon

- Recruits for vacancies on an as-needed basis.
- Terms begin on January 1 or July 1.
- Council subcommittee (Mayor plus two councilors) reviews applications and makes recommendation on appointments.
- Advertising: citywide newsletter (mailer) three times annually; recreation guide; neighborhood association newsletters

Springfield, Oregon

- Recruits for vacancies on an as-needed basis.
- Term start dates vary by committee.
- Full council interviews for Budget Committee, Planning Commission, and Historic Commission
- All others, staff and committee interview, make recommendation to council
- Advertising: media advisory about vacancy