



Minutes

Ad Hoc Committee for Boards and Commissions

January 04, 2023 – 5:00 PM

CIC Conference Room, City Hall, 300 Laporte Ave & via Zoom at:

<https://fcgov.zoom.us/j/99250290925>

Remote Participation Available

A) Call Meeting to Order

- 5:08 p.m.

B) Roll Call

- *Committee Members Present:* Emily Francis (Chair), Julie Pignataro, Tricia Canonico
- *Staff Members Present:* Davina Lau, Rupa Venkatesh, Anissa Hollingshead, Carrie Daggett, Tammi Pusheck
- *Members of the Public:* Kelly Ohlson

C) Public Participation

- None

D) Public Participation Follow-up

E) Discussion / Informational Items

1. Election of a Committee Chair

- Committee Member Tricia Canonico nominated Committee Member Emily Francis to be Chair. Committee Member Julie Pignataro seconded the nomination.

2. Ad Hoc Committee Work Plan Review.

- *Discussion Highlights:* Staff Member Davina Lau provided a general overview of boards and commissions and their purpose and structure. Staff Member Rupa Venkatesh described Council's role for boards and commissions. Staff Member Carrie Daggett provided clarification on term limits, saying that quasi-judicial commission members are limited to two four-year terms and type one and two board members are limited to eight consecutive years. Staff Member Rupa Venkatesh informed the committee of concerns that have been expressed by various people surrounding structural and logistic processes regarding boards and commissions. Staff Member Davina Lau described improvements underway, including re-establishing Super Issues Meetings and creating a code of conduct to be included as part of onboarding new board and commission members. Committee Member Julie Pignataro suggests clarifying the purpose of Super Issues Meetings. Staff Member Rupa Venkatesh talked about logistic improvements that have been made to the application and the application process. Staff Member Rupa Venkatesh covered the timeline for the year, including updating Ordinance 049, 2021, updating the boards and commissions manual, annual recruitment, interviews, appointments, and member onboarding. Committee Member Julie Pignataro expressed concern about interviews for boards and commissions happening at the same time as campaigning and elections for City Council. Committee Member Emily Francis asked if the Respectful Workplace Policy or code of conduct

will cover grounds for dismissal for a disruptive board member. Staff Member Carrie Daggett provided clarification by saying that the Respectful Workplace Policy covers protected classes but not disruptive board members. Staff Member Rupa Venkatesh suggested researching other cities' processes for dismissing board members. Committee Member Tricia Canonico suggested outlining expectations for workload and time commitment for boards and commissions. Staff Member Davina Lau offered to include expectations for workload and time commitment in the boards and commissions application. Committee Member Julie Pignataro suggested asking Staff Liaisons for an estimate on weekly time commitments for their board or commissions. Committee Member Julie Pignataro reviewed her list of suggestions for changes including fixing the code on Work Plans and providing training on the role of the Chair. Committee Member Julie Pignataro suggested shortening the interview process by reconsidering how Council reappoints incumbents, clarifying the role of the Council Liaison, and replacing the Women's Advisory Board with a Gender Equity Board. Committee Member Emily Francis suggested creating a process on adding and deleting boards. Committee Member Julie Pignataro stated that members of the public should disclose whether they are serving on a board or commission when they are making a public comment to Council. Committee Member Julie Pignataro suggested that boards with seven members should be able to flex to nine members if there are enough applicants. Committee Member Julie Pignataro suggested spreading out the work of the recruitment and interview process over the course of the year. Committee Member Emily Francis expressed concern over Councilmembers appointing new members and then not being very involved with boards and commissions while new members do not have context for their role on their board and expect Council Liaisons to be more involved. Committee member Emily Francis requested clarification on Work Plans and their purpose. Staff Member Carrie Daggett elaborated by stating that Work Plans are a tool to inform Council on what boards are focusing on as well as a tool to plan resource distribution. Committee Member Emily Francis expressed a desire for an easier process for boards to conduct joint meetings. Staff Member Carrie Daggett confirmed that the desire of Committee members is to free up boards to be more agile and be able to expand their scope of work. Committee Member Emily Francis requested that there is added clarification surrounding the requirements to serve on the Housing Catalyst. Staff Member Davina Lau and Staff Member Rupa Venkatesh created a list of discussion items that Committee members are prioritizing for future meetings during a brief recess. Staff member Rupa Venkatesh presented an updated list of items that do not require discussion and a list of items that require further discussion by Committee Members.

3. Provide Research from Ordinance No. 049 known as the Reimagine Ordinance.

- No discussion on this item.

F) Review of Upcoming Calendar

G) Other Business

- None

H) Adjournment

- 6:56 p.m.

Next Scheduled Committee Meeting: 4:00 PM, February 1, 2023

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