



A place where families and businesses thrive.

**Council Sub-Committee Work Session Minutes
B&C Program of Work**

**Wednesday, August 28, 2018
3:30 p.m., Community Auditorium**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented September 10, 2018.***

1. ROLL CALL:

Council President Johnston called the Council Subcommittee Work Session to order at 3:32 p.m.

ROLL CALL: COUNCIL SUBCOMMITTEE PRESENT: Thomas Johnston, Council President; Timothy Rippe; and Malynda Wenzl.

STAFF PRESENT: Jesse VanderZanden, City Manager, and Anna Ruggles, City Recorder.

2. WORK SESSION: B&C PROGRAM OF WORK

Ruggles and VanderZanden facilitated the above-noted Council subcommittee work session, noting at the Council work session held on August 13, 2018, the Mayor, with Council consent, appointed a Council Subcommittee, consisting of Council President Johnston and two councilmembers, to address Council Objective 3.21, Youth Advisory Council, and Council Objective 3.22, Board, Commissions and Committees (B&C) program. VanderZanden reported the Mayor charged the Council Subcommittee to study the current makeup of the B&C program, i.e., determining the efficacy of a Youth Advisory Commission; determining if a bylaws template for B&C is needed; and conferring with existing B&C as to the future of the advisory system. VanderZanden noted this is not an exclusive list and the Council Subcommittee has authority to explore the issues it feels necessary to make the advisory B&C more responsive to Council and, more importantly, the people of Forest Grove. In conclusion of the above-noted staff report, VanderZanden presented a PowerPoint presentation outlining the suggested Council Subcommittee timeline; purpose of B&C; appointment and reappointment process stipulated in Resolution No. 2006-10; Council liaison roles; staff liaison roles; efficacy of bylaw template and review of non-statutory B&C for Council Subcommittee's consideration.

Council Discussion:

Council President Johnston opened the floor and roundtable discussion ensued as the Council Subcommittee had an opportunity to review and discuss existing Council Rules, Section 14.2, 14.4 and 14.5. In conclusion of the above-noted exercise, Council Subcommittee collectively concurred to amend language as noted below:

- Amend Council Rules, Section 14.2: Purpose and Qualifications: ~~"The purpose of~~

~~Boards and Commissions is~~ To encourage broad-based community representation, to assure members are active and informed, and to advise Council on public policy issues affecting Forest Grove. All such Council-appointed groups are directly responsible to the Council ~~unless the Council has delegated specific responsibilities to the group for independent action.~~

- ~~Amend Council Rules 14.4:~~ Councilmember Liaisons: ~~"The role of the Council Liaison is~~ To communicate between the Council and the Board/Commission to assure each groups' collective interest is accurately, succinctly, and effectively represented to the other. This includes actively attending and reporting to each entity at their regularly scheduled meetings."
- ~~Amend Council Rules Section 14.5:~~ Staff Liaisons: ~~to Citizen Advisory Boards, Commissions, and Committees~~ The City Manager shall appoint a staff member as liaison to any board, commission or advisory committee, ~~or ad-hoc committee.~~ Staff members shall be non-voting and shall assist the board, commission, or committee by utilizing their expertise regarding city policy and processes. ~~It is recognized that staff assistance will vary in accordance with the statutory and/or Council obligations given to the Board, Commission, or Committee."~~

In conclusion of the above-noted exercise, Council Subcommittee collectively concurred to ask VanderZanden to draft additional new language for the staff liaison role to include duties, i.e., new member orientation, agenda preparation and minute-taking. Next, Council Subcommittee reviewed existing policy and made the following suggestions:

- B&C bylaws, agendas and minutes shall follow a standard template.
- Appointment and Reappointments:
 - Member recruitment begins in September and concludes December 31 of each year and terms end December 31.
 - New member interviews can be held by Council or Council Subcommittee. Allot maximum of 20 minutes for interview questions. Review interview questions for applicability.
 - Appointees must reapply after the initial term. Incumbents may be interviewed after one term and must be interviewed after two terms.
- Terms of Office and Officers:
 - Member terms shall be four (4) years.
 - Chair elected from among the members every 12 months and may not serve more than 24 consecutive months.
 - Members may not serve on more than two (2) B&C, or a combination thereof, at the same time.

The Council Subcommittee discussed the composition of voting members, such as reducing membership on Economic Development Commission, and perhaps combining some of the non-statutory with statutory B&C; however, due to the time, these discussions were postponed. In conclusion of the above-noted exercise, Council Subcommittee collectively concurred to ask staff to draft a bylaw template, to include annual reporting requirement, attendance policy, meeting frequency, meeting

procedures, number of members, ex-officio members, nexus to adopted Council Goals and Objectives, staff liaison role and duties, officer terms and overall roles and responsibilities.

The next Council Subcommittee Work Session was scheduled for Thursday, September 6, 2018, 3:30 p.m., at which time, Council Subcommittee will review draft Council Rules; draft bylaw template; review of statutory and non-statutory B&C; and discuss Youth Advisory Council.

Council Subcommittee took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT

Council President Johnston adjourned the Council Subcommittee work session at 5:30 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder