

# BOARD OF ALDERMEN

ITEM NO. D(2)

## AGENDA ITEM ABSTRACT

MEETING DATE: February 5, 2002

**TITLE: Review of Proposal for Advisory Board Training Session**

<b>DEPARTMENT: Manager's Office</b>	<b>PUBLIC HEARING: NO</b>
<b>ATTACHMENTS:</b> <b>A. Resolution</b> <b>B. Summary – NC Citizen Planner Training Program</b> <b>C. Proposed Advisory Board Training Agenda</b> <b>D. Course listing – Institute of Government</b>	<b>FOR INFORMATION CONTACT:</b> <b>Richard White, Assistant to the Manager, 918-7314</b> <b>Patricia McGuire, Planning Administrator, 918-7327</b>

### PURPOSE

The purpose of this item is to present a proposed agenda for an advisory board training session.

### INFORMATION

In an ongoing assessment of the effectiveness of town services, the Board of Aldermen requested an evaluation of the advisory board process, including member appointments, meeting procedures, and fulfillment of specified duties. During the spring of 2000, students from the UNC-Chapel Hill Master's of Public Administration (MPA) program assessed Carrboro's Advisory Boards and their relationships to the Board of Aldermen. The report recommended that training for specifically new members be conducted covering topics that are germane to all advisory boards: 1) local government processes; 2) role of boards in these processes; and 3) member responsibilities. The main objective of this training would be to assist participants in increasing their understanding, knowledge, and skills of shaping policy and service delivery.

Staff of the manager's office and Planning Department, with additional assistance from an MPA student has developed a proposal for a general training session. Additional board-specific training is to be developed with advisory board staff liaisons and chairs, and may be formally scheduled or provided, as it is needed. For example, the Planning Department has obtained a training module that was developed by the North Carolina Chapter of the American Planning Association. The "NC Citizen Planner Training Program" was developed for use by Boards of Adjustment, Planning Boards, and others citizen planners. A summary of the training program is attached (*Attachment B*). Starting in March, the Planning Board will "pilot" the program, by spending their second meeting of a month, as time allows, in working through the training modules. Based on their experience, the modules will be used by other planning-related advisory boards, as well.

An agenda for a "pilot" general training session for advisory board members has been developed (*Attachment C*). The first session is considered a "pilot" as it will include a review component during which staff can receive feedback on the session. Based on the feedback received, adjustments to the session will be made before offering the session again in the fall. Participants will also be asked to comment on their level of interest in additional training, such as courses that are available at the Institute

of Government (*Attachment D*). Staff will also explore using video equipment to record the general training session so that board members who could not attend the training session could have access to the training information.

The pilot session has been tentatively scheduled for Saturday, March 9, 2002. Chairs of each board will be invited to designate a board representative to attend. The Town would provide refreshments and lunch. A notebook containing training documents would be provided as well as placed on the town's website.

#### **RECOMMENDATION**

The Administration recommends that the Board adopt the attached resolution (*Attachment A*) approving the advisory board training agenda.