

BOARD OF ALDERMEN

ITEM NO. (3)

AGENDA ITEM ABSTRACT

MEETING DATE: OCTOBER 14, 2008

SUBJECT: REVIEW OF IDEAS FOR IMPROVING ADVISORY BOARD TRAINING PROCESSES

DEPARTMENT: MANAGER'S OFFICE	PUBLIC HEARING: NO
ATTACHMENTS: A – Resolution B – Summary of Staff Responses to 4/22/08 BOA Inquiries C – Summary of Advisory Board Laws, By-Laws, and Voting Procedures D – Summary of Information about Advisory Board Chair Term Limits in Other Communities E - Minutes of 4/22/08 Meeting G – Guidelines for Appointment and Removal of Advisory Board Members	FOR INFORMATION CONTACT: Sarah Williamson (918-7309) Steve Stewart (918-7315) Drew Cummings (918-7314)

PURPOSE

The purpose of this agenda item is for staff to present their reactions and proposals based on ideas that came up in the 4/22/08 Board discussion of advisory board appointment and training processes.

INFORMATION

Staff were asked at the 4/22/08 BOA meeting to prepare responses to the following ideas / questions:

- Videotaped training for new advisory board appointees;
- Ways to get all advisory board agendas and minutes posted in a timely fashion;
- Information on the governing rules and voting procedures of all the advisory boards;
- Information / thoughts on the idea of term limits for advisory board chairs;
- Information / thoughts on attendance issues on some advisory boards;
- Monthly update on advisory board vacancies.

Responses to these items are contained in Attachment B. Draft action items are contained in the resolution (Attachment A).

Please note that a set of changes to the advisory board appointment guidelines were approved in concept at the 4-22-08 Board of Aldermen meeting. Staff plan to bring back revised guidelines for approval before the holiday break. The changes actually reflect current practice and basically allow the Board flexibility in filling advisory board vacancies whenever they occur.

FISCAL AND STAFF IMPACT

Preparing a digital recording of an advisory board training would entail some cost (see Attachment B), but no other fiscal or staff impacts are anticipated unless the Board takes action on items not listed above.

RECOMMENDATION

Town staff recommend the Board consider the information and options contained herein and make a decision about any changes to the current advisory board training and/or appointment and/or removal processes.