



AGENDA

Town of Chapel Hill's Advisory Board Member Workshop
Tuesday, Dec 4 and Dec 6, 2012
6:30 p.m. – 9:00 p.m.

6:30p.m. - 7:00p.m.	Pizza & Socializing	
7:00 p.m. – 7:05 p.m.	Welcome	Jennifer Phillips
7:05 p.m. – 7:15 p.m.	Introductions	Vaughn Upshaw
7:15 p.m. – 7:20 p.m.	Agreements	Vaughn Upshaw
7:20 p.m. – 8:00 p.m.	Discussion of how advisory boards fit into Town's overall work <ul style="list-style-type: none">• Question 1: What is your Advisory Board's Contribution to the Town?• Question 2: How do you feel your advisory board contributes more effectively?• Question 3: How can more members be encouraged to participate in training sessions?	Vaughn Upshaw Participants will work in pairs and report out to the group.
8:00 p.m. – 8:10 p.m.	Break	
8:10 p.m. - 8: 55 p.m.	Review and reflect on preliminary survey data from Advisory Board Members <u>Advisory Board Membership</u> <ul style="list-style-type: none">• Board Diversity (The data shows that they agree on this would be interesting to get their reactions and suggestions about)• Recruitment strategies• Changing board's meeting time• Changing the length/frequency of board meetings• Making board's more goal oriented<ul style="list-style-type: none">• Amount of time spent discussing membership issues at meetings. The review of the minutes shows that a A tremendous amount of the boards' time is spent reviewing and discussing applications	Vaughn Upshaw

N. Advisory Board Member and Staff Liaison Workshop Evaluation Summary

- for board vacancies. Applicant-related discussions occurred in 30-45 percent of meetings for most boards, and were the only item voted upon (other than minutes approval) in about 10 percent of meetings.
 - Inability to meet due to lack of quorum
 - 437 meeting listings on the Town website from FY11 and '12. Of these meetings,
 - 103 were cancelled (24%)
 - 240 took place, with minutes posted online (55%)
 - 92 may have taken place, but minutes are missing (21%)
 - Impact on the ability of board to get work done
 - Orange County requires that anyone it considers for reappointment attend at least 85% of meetings in their previous term. Should TOCH Council consider adopting something similar?
 - Role of Council in appointment process
 - 21% said Council should review all applications
 - 9% said Council should NOT review all applications
-

Additional Instructions:

N. Advisory Board Member and Staff Liaison Workshop Evaluation Summary

Advisory Board and Staff Liaison Workshops

December 4 & 6, 2012

Evaluation Summary

	Yes	No	Not sure	No response
The workshop was better than I expected	21	4	6	2
The topics discussed were interesting	31	0	1	1
The questions were easy to understand	26.5	1.5	3	2
I enjoyed discussing this topic with other advisory board members	31	0	1	1
We were given enough time for discussion	22.5	6	3.5	1
The facilitators encouraged participation	32	0	0	1
I got a chance to have my say	32	0	0	1
I felt that I was listened to	30	0	0	2
I would participate in another workshop like this	27	1	4	1

	Great	Good	OK	Poor	No Response
Overall, the workshop was	8	21	2	1	1
	Great	Good	OK	Boring	No Response
The facilitators were	18	12	0	0	3

Open Ended Feedback

1. What was the most valuable thing you learned from others in your group

How well my own commission functions
Lack of broad knowledge about all the boards, gaps that are trying to function
The diversity in structure, function and operations of boards
Analysis is deliberate and conclusion will not be reached before this occurred.
the positives other groups had, such as a more specific charter
wide variability in board policies
a better understanding of the "big picture" of advisory boards
Inter-board interface was valuable
the process that other members would like to take to fulfill their role with the town
What the structure and challenges of other boards are.
They are doing some things better than my Board.
We all face challenges of a similar ink.
I enjoyed learning about what other Advisory Boards do.
about other boards
people need training to be on advisory boards
overlap of responsibilities
Commonality of pros and cons
how I am such a small cog in the whole machine

N. Advisory Board Member and Staff Liaison Workshop Evaluation Summary

They all have similar issues they're dealing with
all want to work for the betterment of Chapel Hill
The similarity of issues in various groups
They face some of the same challenges
What others groups do
It was good to hear perspectives from other advisory board members
difference in staff participation in boards of board activity outside meetings
Those attending represent the Boards that are unlikely to have the bulk of the problems that were revealed by the survey.
That we need more communication between Boards
Relationships- Boards, Council and Citizens

Specific details about one other Adv Bd in the (?) discussions--its charge, what it does, long-term plans
That other people have trouble make quorum. We don't really have that problem on my board.

2. Was there something you think we should have discussed but didn't

Not in such a brief timeframe
Thought this would be more of a summary of survey results & input provided of recommendations
Barriers to participation of low income/ people w/ young children is the meeting times
The larger questions about what will be gained by this analysis
CURRENT BOARD CHARGES AND HOW THEY OVERLAP/ OR THERE ARE GAPS
what's wrong with things now
The position of Council related to their position regarding the consolidation fo the advisory boards
how boards complement, overlap, and interact
Culture
Each Bd represented could have had a few minutes each to share how their board functions, its strengths, its issues, its accomplishments
Other barriers to membership- in some cases, the workload is heavy.

3. Any other comments? (eg what you liked or didn't like; how the group could be improved)

Would like more structure. A pre-meeting agenda would have been helpful.
Team building session for each board was a great idea.
Everyone. Board members. Staff. Council members. Start out with special interest. the process is dependent on this and probably successful because of this.
Thanks for your efforts.
Thank you for pizza. Nice to interact with other people in community. Future in-depth training might be organized by grouping Adv. Bd's with similar tasks (not necessarily missions)- those that deal with dev. Applications/ind. Citizens have different issues
Clarify the power point and look more at data before next presentation
Standardization!
Good leadership by SOG (process). Need to have forum to I.D. specific issues, problems on current boards and talk about how to correct/elim. them
Didn't understand this was to be a workshop format with the presentation-workshop as occurred
Good job and interesting talk and info
Premise of format needs to be clearer. Start w/ history/ (?) of boards' constitution- why and when they were formed and allow members to offer input on whether their charge/purpose is being met.
Well organized, as usual. Great job Jennifer.

“The Top Five Themes”

Town of Chapel Hill Advisory Board Review



**DECEMBER 4, AND DECEMBER 6, 2012
SESSIONS FOR ADVISORY BOARD MEMBERS**

N. Advisory Board Member and Staff Liaison Workshop Evaluation Summary

Town of Chapel Hill Advisory Boards Research Project



- **Purpose:**

- To understand how Advisory Boards are currently operating and identify opportunities to strengthen Advisory Boards for the Town of Chapel Hill

- **Data Sources:**

- 2012 Advisory Board Member survey (N=76)
- 2011-2012 Advisory Board minutes and document review (N=437)
- 2012 Workshop input

Top 5 Findings from the Survey



- 1. Board Diversity**
- 2. Member Training**
- 3. Discussions about Membership**
- 4. Cancelled Meetings**
- 5. Role of Council in the Appointment Process**

1. Board Diversity



In your opinion, how successful are advisory boards at attracting members from diverse...	% Not Successful	% Neutral	% Successful
Ethnic backgrounds	47	28	25
Economic backgrounds	39	32	29
Ages	19	33	48
Life situations (single parents, parents of young children, renters, home owners, etc.)	23	49	28

1. Board Diversity



Groups advisory board members think are missing:	% of Text Entries
Racial/ethnic minorities	38
Younger people (under 30)	22
Low-to-moderate income residents	22
Renters	5
Young families and or/single parents	5
Students	3
Retirees	3
Don't know/not a concern for my board	12

1. Strategies for Improving Diversity:



- New Recruitment strategies
- Changing Meeting Times
- Changing Length/Frequency of Meetings
- Changing Board's mission (more goal oriented?)
- Others?

2. Member Training



Training	Percentage of Respondents
Town's policies relevant to advisory boards	40
Federal and state laws affecting advisory boards	33
Robert's Rules of Order	17
Presentation and communication skills	9
I don't need additional support in any of these areas	45

2. Member Training



- How can staff work with advisory board members to determine which training topics will be most useful?
- How can staff encourage more members to participate in training?

3. Discussions about Membership



- Based on the document review, it appears that:
 - ✦ Discussions about applicant related issues occurred during approximately **40 percent** of meetings
 - ✦ Appointment recommendations were the only item voted upon (other than minutes approval) in about **10 percent** of all meetings.

4. Cancelled Advisory Board Meetings



In FY2010-2011 and FY2011-2012 there were 437 meetings noticed on the Town's website:

- 103 were cancelled (24%)
- 240 took place, with minutes posted online (55%)
- 92 may have taken place, but minutes are missing (21%)

4. Impact of Cancelled Meetings



- Does this affect the ability of advisory boards to get work done?
- Why do you think people aren't attending meetings?
- What ideas do you have about how to get people to show up for meetings?

5. Role of Council



- **What should be the Role of Council in the Appointment Process?**
 - 21% said Council should review all applications
 - 9% said Council should NOT review all applications
 - What do you think this means?

Summary



- Diversity matters to Advisory Board members
- Advisory Board members need and want training
- Managing and maintaining full membership is an ongoing challenge for Advisory Boards
- Lack of participation is affecting Advisory Boards
- Council has a role in assuring quality membership on Advisory Boards

“The Top Five Themes”

Town of Chapel Hill Advisory Board Review



DECEMBER 6, 2012
SESSION FOR STAFF LIAISONS

N. Advisory Board Member and Staff Liaison Workshop Evaluation Summary

Town of Chapel Hill Advisory Boards Research Project



- **Purpose:**

- To understand how Advisory Boards are currently operating and identify opportunities to strengthen Advisory Boards for the Town of Chapel Hill

- **Data Sources:**

- 2012 Advisory Board Staff Liaison survey (N=18)
- 2012 Advisory Board Support Staff survey (N=56)
- 2011-2012 Advisory Board minutes and document review (N=437)
- 2012 Workshop input

Top 5 Findings from the Survey & Document Review



- 1. Staff Time**
- 2. Financial Impact of Advisory Boards**
- 3. Cancelled Meetings**
- 4. Action Minutes**
- 5. Board Diversity**

1. Staff Time



All Advisory Boards

Groups	Hours Per Week
Staff Liaisons	45.5
Support Staff	113.7
Total	159.2

This total is equal to **3.98 FTEs** at 40 hours per week

1. Staff Time



If we take an average of the hourly rate of all Staff Liaisons and multiply it by the number of hours that **Staff Liaisons** reported they are spending supporting advisory boards that equals **\$97,112.47** per year.

This number does not reflect the cost of the support staff's time.

1. Staff Time



Is the right amount of time being spent supporting advisory boards?

Response	Staff Liaisons	Support Staff
Too little	12%	4%
About right	70%	91%
Too much	18%	4%

2. Financial Impact of Advisory Boards



Do you think the Town should track the financial impact of advisory boards?

Group	Yes	No
Staff Liaisons	56%	44%
Support Staff	80%	20%

3. Cancelled Meetings



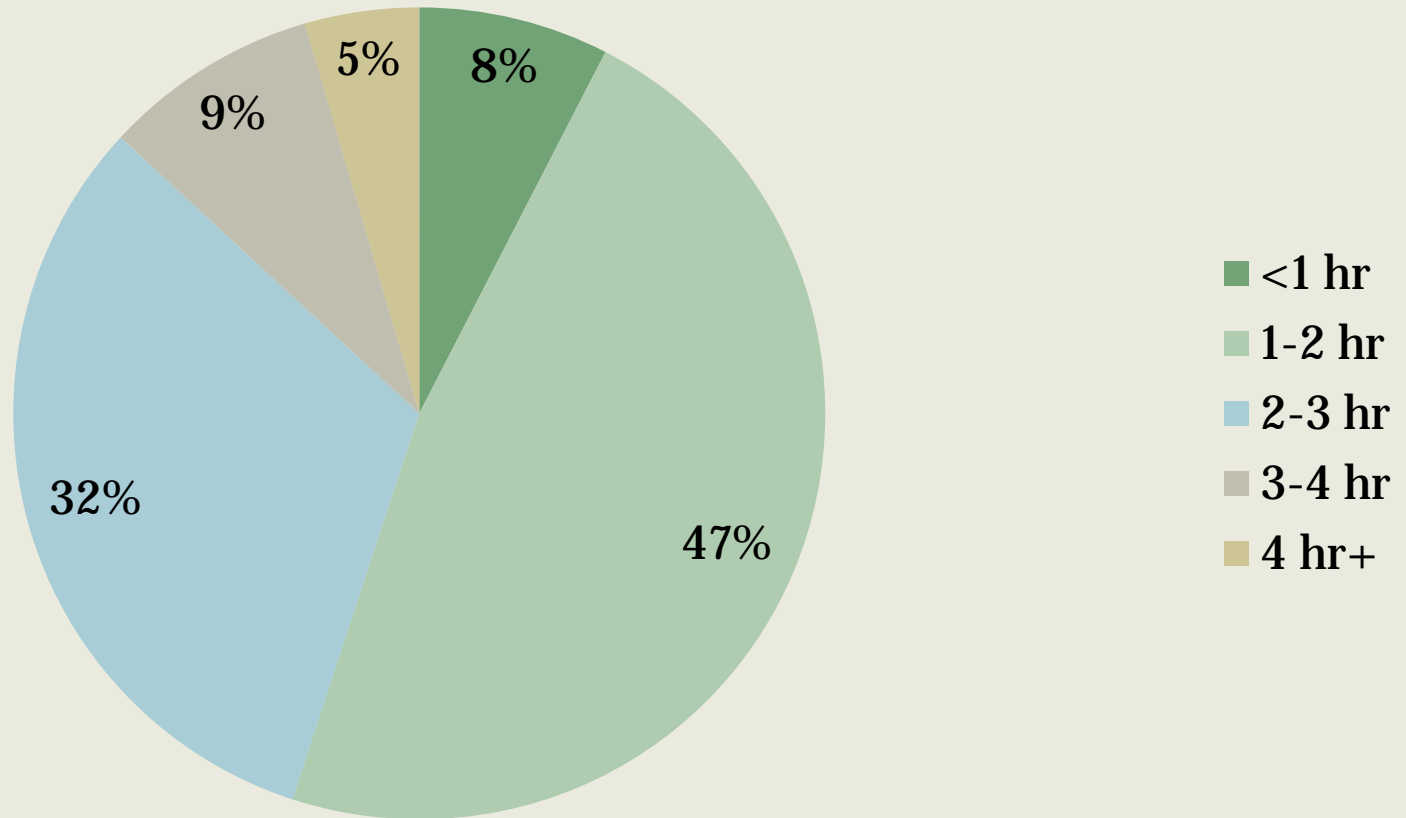
In FY2010-2011 and FY2011-2012 there were 437 meetings noticed on the Town's website:

- 103 were cancelled (24%)
- 240 took place, with minutes posted online (55%)
- 92 may have taken place, but minutes are missing (21%)

3. Cancelled Meetings



Average Meeting Length: 2 hrs 12 min



3. Impact of Cancelled Meetings



- Does this affect the ability of advisory boards to get work done?
- Why do you think people aren't attending meetings?
- What ideas do you have about how to get people to show up for meetings?
- What can be done to make it more clear to the public if a group was unable to meet due to lack of quorum or agenda vs. Staff Liaison not posting minutes?

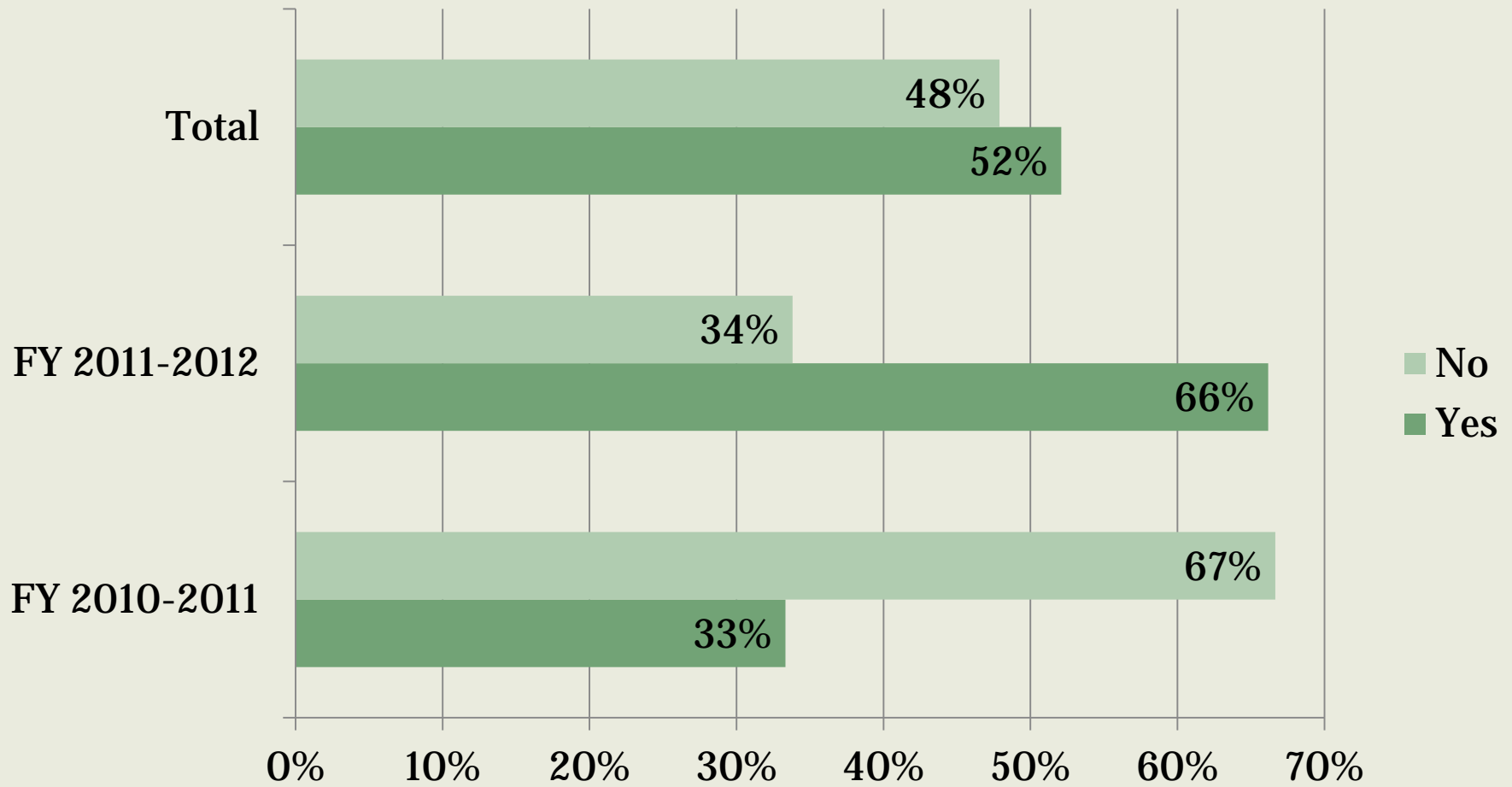
4. Action Minutes



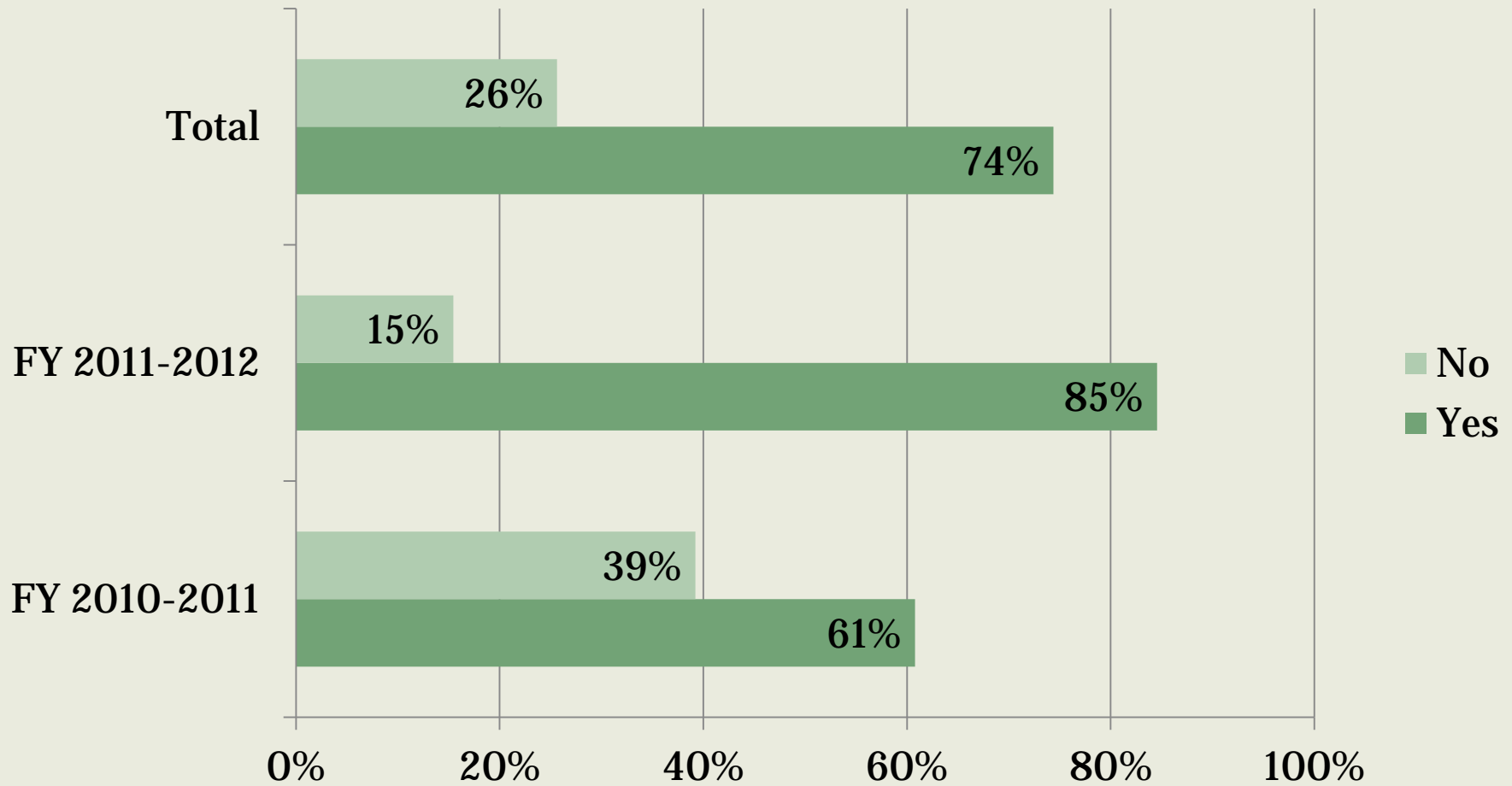
The Town Manager's expectation is that action minutes will be posted within 48 hours of the advisory board meeting.

However, 92 meetings may have taken place,
but minutes are missing (21%)

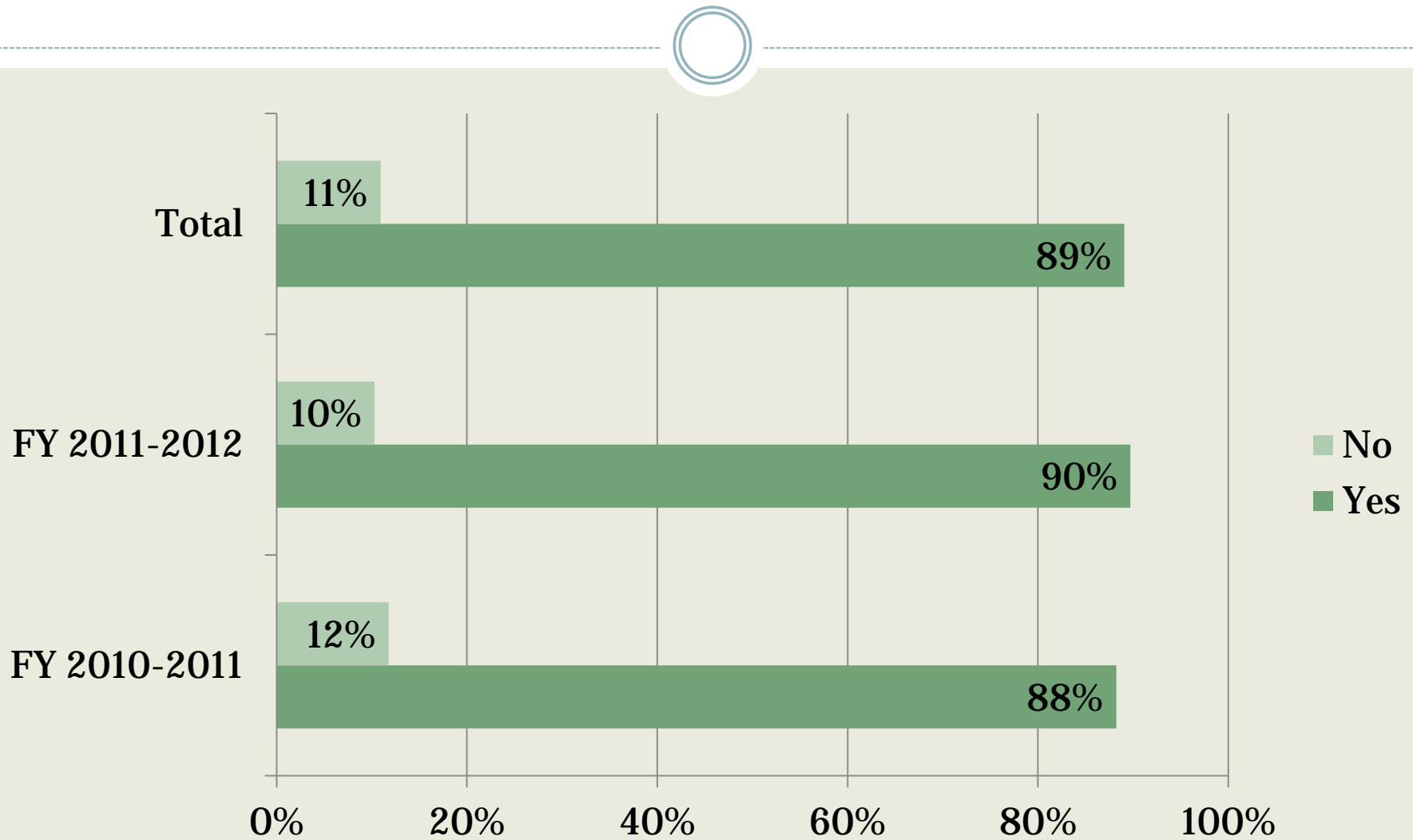
4. Are Motions Written Verbatim?



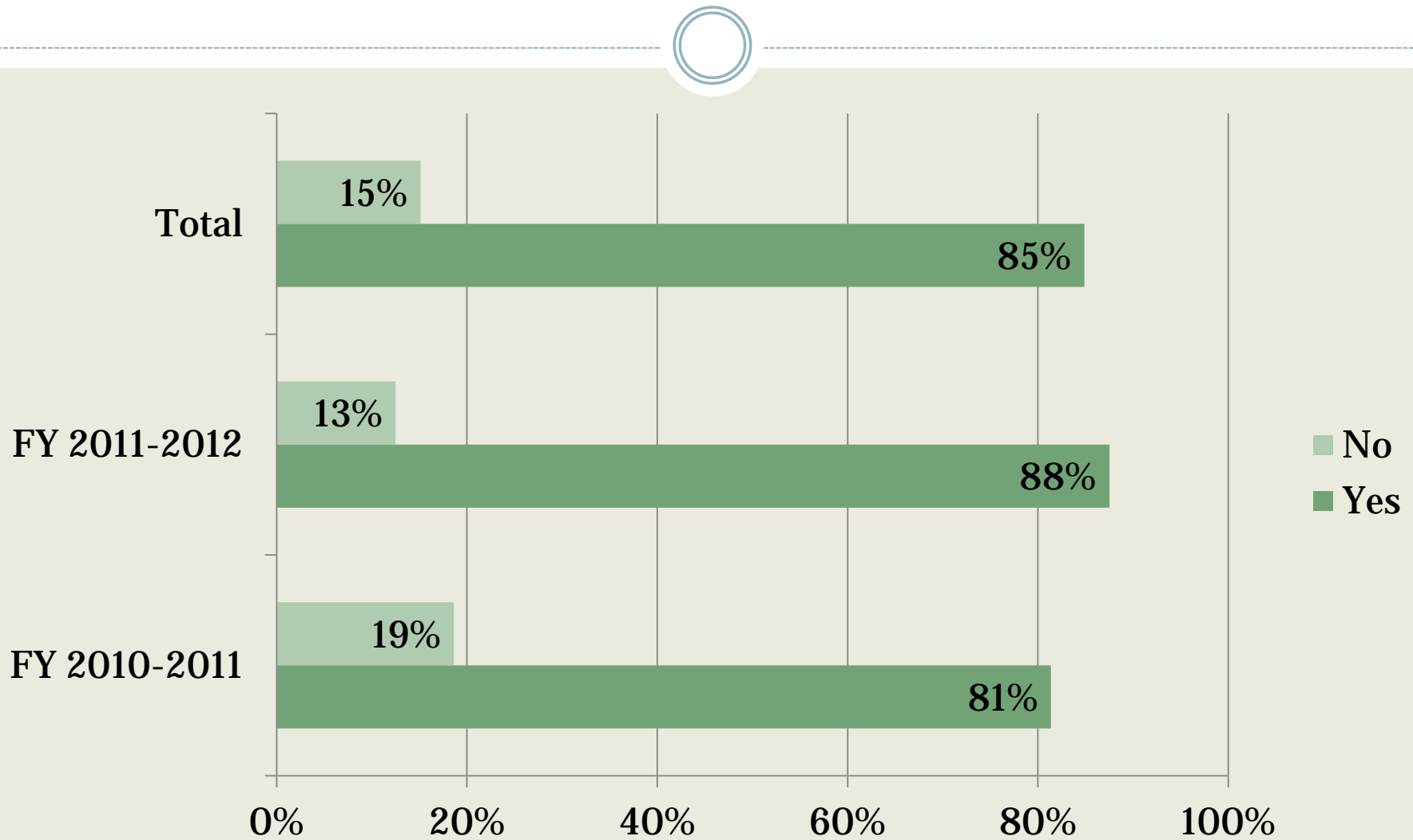
4. Are Votes Recorded Clearly? (including board member names if the vote was split)



4. Is the meeting start time recorded?



4. Is the meeting end time recorded?



5. Board diversity



Staff Liaisons responses to “how successful are advisory boards in attracting members from diverse...”

	Ethnic Backgrounds	Economic Backgrounds	Ages	Life Situations
% Not Successful	47	39	19	23
% Neutral	28	32	33	49
% Successful	25	29	48	28

5. Strategies for Improving Diversity:



- New Recruitment strategies
- Changing Meeting Times
- Changing Length/Frequency of Meetings
- Changing Board's mission (more goal oriented?)
- Others?