

Summary Minutes

Council Committee on Boards and Commissions

February 16, 2018

Attendees: Mayor Pam Hemminger, Council Member Jessica Anderson, Council Member Donna Bell, Council Member Michael Parker, Council Member Allen Buansi, Flo Miller, Ralph Karpinos, Sabrina Oliver, Beth Vazquez

Mayor Pam Hemminger opened the meeting at 10:00 a.m.

1. Outreach and Recruitment Strategies

a. [Board Chair/Staff Liaison Survey Data](#)¹

- The Committee provided the following additional recommendations for outreach and recruitment:
 - Empowerment, Inc.
 - Building Integrated Communities
 - Foreign-born residents
 - Faith communities
 - NAACP (Anna Richards)
 - Light Up Festival
 - Chapel Hill-Durham Korean School
 - High School Counselors (to reach students 18+)
- The Committee expressed an interest in exploring strategies to enhance the perspectives of people with disabilities
- Mayor Hemminger inquired about the status of the ambassador program to help facilitate the Town's efforts to push information out to neighborhood list servs

2. Board Recommendations for Appointments

a. [Memo template](#)²

- A suggestion was made to include checkboxes on the board recommendation memo (e.g., does the person you recommended provide a diverse perspective?)
- Require boards to explain recommendation(s)
- Change question on application to: What perspectives do you bring to this board or commission? (provide examples)
- Add question about the applicant's relevant qualifications (provide examples, including non-traditional qualifications)
- Council Committee agreed that the chair or staff liaison should reach out to potential candidates to invite them to a meeting (give a couple of options, when possible)

¹ <http://www.townofchapelhill.org/home/showdocument?id=38615>

² <http://www.townofchapelhill.org/home/showdocument?id=38617>

- The Council's focus on diversity and representation on boards and commissions could be a future focus of training for board chairs

3. Historic District Commission Update (Ralph Karpinos)

- See email update from the Manager to Council sent on Tuesday, February 13th
- HDC is working on updating forms and refining procedures
- Changes to the ethics guidelines were adopted by Council January 31st
- HDC members attended a workshop on quasi-judicial procedure with David Owens in January
- HDC recommendations are coming to Council on February 28th for appointments to fill two vacancies
- The Town has entered into a contract with a consultant to provide support to the HDC
- The HDC's recommendation to adopt a model ordinance is coming forth February 28th
- Discussed creating a guideline that only the chair should communicate with the HDC consultant and attorney outside of meetings

4. [Video Conferencing Update](#)³

- The Committee agreed that remote participation should continue to be an option for board and commission members

5. Other Committee Discussion

- On November 15, 2017, the Council passed a resolution ([2017-11-15/R-3](#)⁴) calling a public hearing to amend the LUMO to change the vote required for the Planning Commission, Community Design Commission and Historic District Commission to make decisions on applications
 - The Committee inquired about the status of the public hearing
(Note: This item has been sent to the affected commissions for recommendations; a public hearing has not yet been scheduled.)
- The Committee asked to schedule another meeting in March for CCBC to:
 - Consider structured interview questions for Planning Commission and Community Design Commission candidates
 - Consider board alignment

The meeting adjourned at 11:22 a.m.

³ <http://www.townofchapelhill.org/home/showdocument?id=38619>

⁴ http://chapelhill.granicus.com/MetaViewer.php?view_id=&clip_id=3364&meta_id=180758