

# Boards & Commissions Review

Administration Committee Meeting

July 6, 2020

# Scope of Review

Based on feedback from Village Board, Community & Staff:

- Efficiency & Effectiveness of Boards & Commissions
  - Training & orientation
  - Consolidation opportunities
  - Responsibilities of boards and commissions
    - Focus on Housing and Human Relations Commissions
  - Composition of boards and commissions
    - Number of members, diversity of membership term limits, meeting frequency, attendance expectations
- Recruitment of members
  - Appointment and selection process
- Recognition of members

# Efficiency & Effectiveness- Training & Orientation

- Implement a new Board & Commission member orientation
- Suggested trainings for Board & Commission members:
  - Open Meetings Act (OMA)
  - Freedom of Information Act (FOIA)
  - Village email policy
  - Roles and responsibilities of a member
- Provide overview of guiding policy documents such as Comprehensive Plan, Affordable Housing Plan, VC Master Plan, etc.

# Efficiency & Effectiveness- Consolidation Opportunities

- In 2010, the following consolidations took place, largely attributed to the amount of staff time required to assist the boards and commissions:
  - Consolidation of the Community Relations Commission, Youth Commission, Fine Arts Commission, Board of Health, and Commission for Persons with Disabilities into the Human Relations Commission (HRC)
  - Consolidation of the Bicycle Task Force and Environmental & Energy Commission
- While consolidation opportunities mostly exist amongst the land-use related commissions, staff is not recommending any consolidations at this time

# Efficiency & Effectiveness- Responsibilities of Boards and Commissions

**Goal: Determine the appropriate roles and responsibilities moving forward:**

## Housing Commission

- Primary focus was to administer the now privately funded Housing Assistance Program (HAP) and Emergency Assistance

## Human Relations Commission

- Primary focus was the Wilmette Person of the Year Award and Black History Month contest

# Efficiency & Effectiveness- Comparable Review

Municipality	Housing Commission	Human Relations Commission	Separate Plan/ZBA	Historic Pres.
Deerfield	No	Yes	Yes	No
Evanston	Yes	Yes	Yes	Yes
Glencoe	No	Yes	Yes	Yes
Glenview	No	No	Yes	Yes
Highland Park	Yes	Yes	Yes	Yes
Lake Bluff	No	No	No	Yes
Lake Forest	Yes	No	Yes	Yes
Northbrook	No	Yes	Yes	No
Winnetka	No	No	Yes	Yes

# Efficiency & Effectiveness- Composition

## **Goal- Determine the following:**

- **Appropriate number of members for each body**
  - Is 9 members too many for any board or commission?
- **Appropriate term limits for each body**
  - All but Building Code Board of Appeals, Electrical Commission and Board of Fire and Police Commissioners have term limits

## Other issues:

- Diversity of membership- Work/education experience, age, ethnicity, race, gender, etc.
- Meeting frequency- There are no requirements in the Village Code for any board or commission to meet a minimum number of times each year
- Attendance- Determine whether there are issues obtaining a quorum
  - Village Code allows Village President to remove a member who misses a number of consecutive meetings

# Efficiency & Effectiveness- Composition

There are 77 volunteer positions amongst the Boards and Commissions:

<b>Number of Members</b>	<b>Board or Commission</b>
<b>Three members</b>	Board of Fire and Police Commissioners
<b>Five members</b>	Building Code Board of Appeals, Electrical, Housing, Police and Fire Pension Boards
<b>Seven members</b>	Appearance Review, Plan, Transportation, Zoning Board of Appeals
<b>Nine members</b>	Environment & Energy, Historic Preservation, Human Relations

When accounting for other units of government in Wilmette, there are over 100 volunteer positions to fill



# Efficiency & Effectiveness- Composition & Term Limits

Board/Commission	Max # of Terms	Years per Term	# of Members by Code	# of Current Members	# of Meetings in last 2 years	# of meetings cancelled due to quorum since 2017
Appearance Review	2	5	7	7	22	None
Environment & Energy	2	3	9	7	7	None
Fire & Police Comm.	3	3	3	3	20	None
Historic Preservation	2	4	9	8	7	None
Housing	2	3	5	0	0	Inactive
Human Relations	2	3	9	0	0	Inactive
Plan	2	4	7	7	6	None
Transportation	2	4	7	7	4	None
Zoning	2	5	7	7	40	3

# Recruitment & Selection

## **Goals:**

- **Increase the number of residents volunteering to serve**
- **Review the appointment and selection process for new members**
  - Corporation Counsel to prepare a memorandum on the appointment process for next meeting

# Recruitment

- To increase the number of residents volunteering to serve, staff recommends:
  - Create an online form to submit Talent Bank Questionnaires (TBQs)
  - Refresh the list of TBQs annually by confirming that those who have submitted forms remain interested; provide for an opportunity for these individuals to update their resumes and/or interest areas annually
  - Prepare a communications strategy to increase the number of residents submitting TBQs

# Selection Process

Number of Talent Bank Questionnaires received:

2015	2016	2017	2018	2019	2020
13	6	10	23	13	3

Number of Appointments (A) and Reappointments (RA):

2015		2016		2017		2018		2019		2020	
A	RA	A	RA	A	RA	A	RA	A	RA	A	RA
13	14	4	6	7	10	14	7	15	13	1	5

Number of Open Talent Bank Questionnaires:

Less than 6 months	6 months to 1 year	1 – 2 years	3 - 5 years
2	1	19	13

Number of Vacancies:

Commission	# of Vacancies	Vacancy Length
Environmental & Energy	2	1 month 9 months
Historic Preservation Commission	1	4 months
Housing Commission	5	5+ years
Human Relations Commission	9	2+ years

# Recognition

- **Goal- Properly recognize members who devote significant time and energy to serving**
- Suggested methods to enhance recognition include:
  - Resolution / acknowledgment at a Village Board meeting following completion of a volunteer's term
  - Provide a Wilmette-related keepsake/gift following completion of a volunteer's term
  - Highlight specific boards and commissions, and/or their members, in the Village's social media
  - Annual reception

# Next Steps

- Identify additional information / research to assist in the Committee's review
  - Feedback from the Committee
  - Feedback from the public
- Schedule follow-up meeting to continue discussions with particular focus on:
  - Housing Commission roles and responsibilities
  - Human Relations Commission roles and responsibilities
  - Composition of boards and commissions
  - Appointment and selection process
  - Other?