



## MEMORANDUM

**To:** Mayor and City Council

**Through:** Mike Land, City Manager

**From:** Jean Dwinnell, Deputy City Secretary

**Date:** May 8, 2018

**Reference:** Work Session – Board and Commission Process Update

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### General Information:

During this past Board and Commission season, we made a change from previous years. We used email as a way of communicating with the applicants. It was a lot faster and, of course, allowed us to be greener. I only heard from one applicant that said he didn't receive my appointment email, however, he received an invitation to the reception and therefore assumed he was appointed and called to confirm. We also continued with a change we made last year, taking the interviewees on a first come basis on the night and time window for their interviews. The hope was that we would move along faster. However, with the assignment of a 2-3 hour window, we found ourselves sitting, waiting for interviewees to show up until the window expired. Therefore, for the upcoming season, we plan to give a time window, that will be much shorter, to sign in for an interview hoping to eliminate the need to sit and wait for those who don't plan to show up. If there are several interviewees, they will be able to sign in, leave and return when their time nears. With the interviews taking approximately ten minutes each, we will be able to give them a good estimate for the time of their interview.

A request that we had this past season from interviewees was to have interviews available by FaceTime or Video Conferencing for applicants that had emergencies/work out of town. Concerns expressed were that it would be difficult to know if someone was truly unavailable due to an emergency or work, that they would just be sitting at home, not wanting to come to Town Center for an interview. Also, once the word gets out that these options are available, more and more applicants may request them. We are happy to make accommodations and perhaps we could make that decision on a case by case basis as applicants notify us.

Finally, for the upcoming season, I have created a form for the interviewers. The form will show the Board name, the interviewers names, the interviewees names, give spaces for the interviewers to fill in their suggested appointments, and then sign. The form will be left with the staff member working with the interviewers for that evening. The hope is that this form will make the recommendations for appointees less confusing for both the interviewers and staff. I have attached the form for your review.

During the Work Session, Council will have the opportunity to make additional suggestions for improving our Board and Commission process. We strive to make this process as efficient and positive as possible for all involved.