



TOWN OF CHAPEL HILL

Town Hall
405 Martin Luther King Jr.
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Chapel Hill, NC 27514

Legislation Details (With Text)

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Title: Authorize the Town Manager to Formally Prepare a New Framework for Advisory Boards
Sponsors:
Indexes:
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Attachments: 1. Council Questions with Staff Response, 2. Staff Presentation

Date	Ver.	Action By	Action	Result
3/6/2024	1	Town Council		

Authorize the Town Manager to Formally Prepare a New Framework for Advisory Boards

Staff:

Susan Brown, Strategic Communications and Marketing Executive Director
Anita Badrock Employee Engagement and Organizational Development Director
Shenekia Weeks, DEI Officer
Sarah Poulton, Senior Project Manager
Britany Waddell, Planning Director
Sabrina Oliver, Director/Town Clerk
Amy Harvey, Deputy Town Clerk
Brenton Hodge, Assistant Town Clerk
Matthew DeBellis, Assistant Town Clerk

Departments:

Manager's Office

Planning
Governance Services

Overview: In the spring of 2023, the Town Council asked staff to assess Advisory Board roles and functions and make recommendations for improvement. The Autonomous and Semi- Autonomous Boards, such as the Planning Commission and Chapel Hill Downtown Partnership, were determined to be outside of this scope of this project.

Since that time, a staff workgroup has solicited input from multiple Advisory Board members and staff liaisons. Council received updates at two different work sessions, on September 20, 2023 and November 13, 2023 and generally supported the scope and direction of this work.

**Recommendation(s):**

That Council authorize the Town Manager to formally prepare a new framework for Advisory Boards consistent with the scope and direction discussed in previous work sessions and return to Council for formal approvals.

Staff identified common interests from all parties to be

- good stewardship of resources;
- clearly defined roles and responsibilities; and
- meaningful and diverse public input.

In alignment with these interests, staff recommends the following framework (Good Stewardship of Resources, Clearly Defined Roles and Responsibilities, and Meaningful and Diverse Public Input):

Good Stewardship of Resources

- Meet four times between September-June each year and adopt calendar (can call special meetings if needed)
- Consistent membership numbers for each Board
- Consistent terms of office for all Boards
- Dissolved the Justice in Action Committee and thanked the members for their service ([11/29/23 <https://chapelhill.legistar.com/View.ashx?M=F&ID=12491062&GUID=0AED08C6-EC4E-47E8-](https://chapelhill.legistar.com/View.ashx?M=F&ID=12491062&GUID=0AED08C6-EC4E-47E8-)
)
- Approve the use of professional arbitrators to make recommendations about employee grievances as members of the Grievance Hearing Board.
- Amend the annual calendar for recruitment, selection, appointment, and training of Board members

Clearly Defined Roles and Responsibilities

- Standardize all Board names to _____ Advisory Board to clarify role and function
- Realign all Board charges to focus on policy recommendations to Council
- Provide Board 101 training for all members that includes DEI and officer training.
- Provide enhanced training for Staff liaisons

Meaningful and Diverse Public Input

- Redesign Application to learn more about applicants' skills, interests, and lived experiences
- Provide scoring rubric for Board members and staff liaisons to evaluate applicants and make appointment recommendations

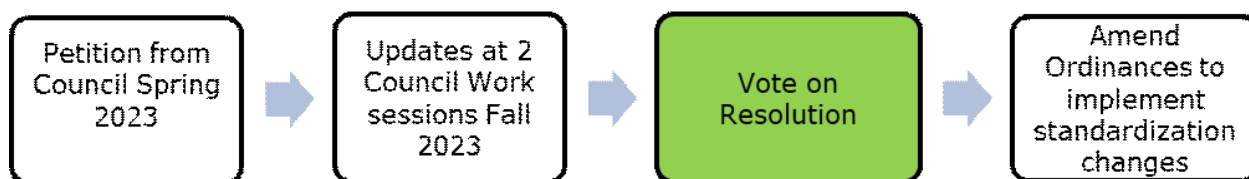
Decision Points:

- Affirm the Boards and Commissions that will fall under the new framework. Staff recommends the following:
 - Environmental Stewardship Advisory Board
 - Transportation and Connectivity Advisory Board
 - Housing Advisory Board
 - Community Policing Advisory Committee
 - Parks, Greenways and Recreation Commission
 - Stormwater Management Utility Advisory Board
 - Human Services Advisory Board
 - Chapel Hill Public Library Advisory Board
 - Chapel Hill Cultural Arts Commission
- Agree to the use of professional arbitrators to hear employee grievances and make recommendations to the Town Manager.

Fiscal Impact/Resources:

Payment to professional arbitrators is estimated at \$3000 annually
Possible additional training costs estimated at \$2500 annually
Better use of volunteer and staff time

Where is this item in its process?



Attachments:

- Resolution

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO FORMALLY PREPARE A NEW FRAMEWORK FOR ADVISORY BOARDS CONSISTENT WITH THE SCOPE AND DIRECTION DISCUSSED IN PREVIOUS WORK SESSIONS AND RETURN TO COUNCIL FOR FORMAL APPROVALS. (2024-03-06/R-6)

WHEREAS, in the spring of 2023, some Council members petitioned staff to assess the role and function of various Town Advisory Board and make suggestions for changes; and

WHEREAS, staff has shared the work in progress with Council members at work sessions on September 20, 2023 and November 13, 2023, and

WHEREAS, at those work sessions, Council members reviewed and discussed the work in progress and showed general support for the direction and suggestions made by staff; and

WHEREAS, Town staff has continued to work on clarifying Advisory Board roles and responsibilities, designing a framework that promotes the effective and efficient use of volunteer and staff resources; and designing a recruitment, selection, and appointment process to better meet the interests of diversifying community participation on Advisory Boards; and

WHEREAS, staff will provide resolution and ordinance amendments at a future meeting; and

WHEREAS, this framework meets the interests of the Chapel Hill Town Council.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Town Manager to formally prepare a new framework for Advisory Boards consistent with the scope and direction discussed in previous work sessions and return to Council for formal approvals.

This the 6th day of March, 2024.

The Agenda will reflect the text below and/or the motion text will be used during the meeting.

PRESENTER: Susan Brown, Strategic Communications & Marketing Executive Director
Anita Bardrock, Employee Engagement and Organizational Development Director

RECOMMENDATION: That the Council authorize the Town Manager to formally prepare a new framework for Advisory Boards consistent with the scope and direction discussed in previous work sessions and return to Council for formal approvals.