

June 19, 2019

Dear Orange County Board of County Commissioners:

Thank you for your interest in improving collaboration and cooperation with and between the various municipalities in Orange County.

At your request, the Chapel Hill Town Council has designated the Mayor and Mayor Pro Tem to be our representatives in the Intergovernmental Collaboration Work Group pilot program which is set to begin meeting in September 2019.

Following your lead, we have outlined a similar framework for Chapel Hill participation which outlines ways that all members of the Chapel Hill Town Council will have opportunities to give input on agenda items and topics prior to meetings, review meeting notes and give feedback on the effectiveness of the pilot program.

Also, to help make sure we are all on the same page, we request that the BOCC and other municipal Boards consider including the following as part of the group's work flow:

- 1) Identify a timeframe, in advance of each meeting, by which municipalities should submit suggestions for agenda items.
- 2) Have the facilitator circulate the meeting notes within a prescribed timeframe for review by the Work Group prior to releasing them to the Boards.
- 3) Include all Work Group participants in the assessment of the pilot program at the end of the 1 year process.

We look forward to participating in the first meetings in the Fall and appreciate your consideration of these requests.

Sincerely,

Pam Hemminger