

BOARDS & COMMISSIONS ONBOARDING

Presentation by the City Clerk's Office

ONBOARDING AGENDA

WELCOME		6:00 p.m.
<ul style="list-style-type: none"> • Welcoming Remarks & Introductions • Role of Staff Liaisons • Role of Council Liaisons • City Hall Visitor Policies • Role & Requirements of Board & Commission Members • Minutes/Meeting Record Requirement • Public Meeting Requirements • Goal Setting Overview • Quasi-Judicial vs. Advisory 		Multi-Purpose Room
ONBOARDING BREAK-OUTS		
Quasi-Judicial Groups		Conference Room B
Advisory Groups		Multi-Purpose Room
REGROUP & WRAP-UP		7:45 p.m.
Questions		Multi-Purpose Room

STAFF & COUNCIL LIAISONS

BOARD/ COMMISSION	STAFF LIAISON	COUNCIL LIAISON
Election Commission	Abby Fitch, City Clerk	Councillor Ireland
Environmental Advisory Board	Bridger Tomlin, Sustainability Administrator	Councillor Carmelia & Ezeadi (alternate)
Historic Landmark Board	Kate Cooke, Cultural Affairs Coordinator	Councillor Ireland
Human Services Board	Mikeal Parlow, Policy & Budget Coordinator	Councillor Hott & DeMott (alt)
Inclusivity Board	Kate Cooke, Cultural Affairs Coordinator	Councillor DeMott & Hott (alt)
Parks, Recreation, Libraries and Open Space Advisory Board	Tomas Herrera-Mishler, PRL Director	Councillor Ezeadi & DeMott (alt)
Personnel Board	Davy Godfrey, HR Director & Karen McGinn, Sr. HR Analyst	Councillor Ireland
Planning Commission	John McConnell, Planning Manager & Jennifer Baden, Associate Planner Dawn Aguilar, Planning Aide	Councillor Hott
Special Permit and Licensing Board	Mary Joy Barajas, Assistant City Clerk	Councillor DeMott

ROLE OF STAFF LIAISONS

Staff Liaisons perform administrative functions for the Board:

- Schedule board/commission meetings
- Prepare agendas
- Publish hearing notices
- Comply with laws requiring posting and distribution of notices of public meetings
- Take minutes

Staff Liaisons have no vote in Board decisions.

ROLE OF COUNCIL LIAISONS

Council Liaison assignments are chosen by City Councillors each year.

The role of Council Liaisons is to maintain open communication between Boards and City Council, and to keep the full Council aware of Board recommendations and actions.

CITY HALL PROCEDURES

During Business Hours

- Check in at the Community Assistant desk
- Visitors on the main level do not need a visitor badge
- If going upstairs/downstairs or to private space, sign visitor log with security and receive visitor badge (to be returned before leaving City Hall)

After Business Hours

- Pre-planned meetings only
- Meetings must occur in the lobby, Chambers/Board Room, Conference Room A or B, or the Multi-Purpose Room
- Members will be issued an ID badge by staff liaison upon entering City Hall, it must be worn while in City Hall, and returned before leaving

ROLES OF BOARD & COMMISSION MEMBERS

- Powers and duties vary with each Board's unique charge
- Attend meetings of the Board/Commission and abide by attendance requirements
- Alternate members follow the same rules as regular members (including attendance), with the exception of voting unless attending a meeting in a voting capacity due to an absence (Per 2-1-3 W.M.C)

ROLES OF BOARD & COMMISSION MEMBERS

- Elect Chair and Vice-Chair at first meeting of odd-numbered years, for a term of 2 years if applicable (Per 2-1-2 W.M.C.)
 - Eligibility: must have served on Board for 1 year to be elected, or be the best qualified if no one has served 1 year
 - Vacancies in either office filled by election of Board members to serve remainder of term
- Develop by-laws, subject to City Council approval, and review regularly
- Set yearly goals - One to two goals that must align with the City's Strategic Priorities

ATTENDANCE REQUIREMENT

Section 2-1-8, W.M.C.

- Excused absence: family emergency, work-related commitments, medical necessity, or vacation outside of Denver metro area (Section 2-1-8(A), W.M.C.)
- Member must have provided notification to the Chair or Staff Liaison at least 24 hours in advance of absence
- Four consecutive unexcused absences, or missing 25% of meetings held in a year, is prohibited, and can result in removal from the board or commission

MINUTES & RECORDINGS

- Quasi-Judicial Public Hearings must be recorded
- 2-1-6(c) W.M.C. – Any board or commission that conducts a public hearing shall record such hearing stenographically or electronically. The board or commission may choose stenographic or electronic recording at its sole discretion.
- Per retention policy, audio recordings must be retained for 6 months
- Minutes are permanent records of the City
- Written recommendations to City Council rendered in an advisory/decision making capacity – retained current + 2 years

PUBLIC MEETING REQUIREMENTS

- All Public Meetings must be publicly noticed
- Three or more members meeting is a public meeting and must be publicly noticed

ANNUAL GOAL SETTING

- Your staff liaison will coordinate goal setting which will be completed with your individual board/commission
- Not meant to be prescriptive, just a starting point for brainstorming with your board
- Must align with City's Strategic Priorities
- Final goal-setting is due to the City Clerk no later than July 8, 2024
- Goals will be presented to Council at a future Study Session

ANNUAL GOAL SETTING

Westminster Inclusivity Board Strategic Plan

April 2023

The City of Westminster Inclusivity Board was created by the Westminster City Council to guide the city in matters of diversity, equity and inclusion. The first Inclusivity Board meeting took place in June 2016. That fall, the board gathered input from community members via both a forum and a survey. The board then utilized that input to guide development of this strategic plan.

This plan serves as a roadmap to guide the activities of the Westminster Inclusivity Board for the next year and is designed with flexibility in mind as issues arise that need to be addressed. The goals are aligned to the City of Westminster's Strategic Plan.

MISSION: *The mission of the Inclusivity Board is to work with City Council to advocate for all voices within our community and to ensure everyone is treated with fairness, dignity and respect.*

VISION: *The Inclusivity Board envisions a diverse community where everyone understands the city belongs to them and their participation matters.*

Driving Purpose: To make recommendations to the Westminster City Council on matters of **inclusivity**.

Alignment with City of Westminster Strategic Plan

The following priorities and sub areas have been identified as areas in which the Inclusivity Board can provide support.

ANNUAL GOAL SETTING

EXAMPLE

Priority 3: Shared Sense of Community	Foster equitable opportunities that help residents feel at home and connected in their community and empowered to live their best lives		
Council Strategic Objectives	Focused Objectives (Staff)	Performance and Outcome Measures	Lead
	3.1.a: Develop and implement Citywide events that foster camaraderie and	3.1.a (i): 70% of annually scheduled City events will prioritize a neighborhood audience and/or be	Cultural Affairs (PPL)

3.1: Ensure the continuation of a mix of community-oriented events and programs that make Westminster unique and provide a strong sense of community

Priority 2: Proactive Public Safety	Enhance public safety to emphasize both prevention and enforcement, engage the community through education and outreach and provide the resources necessary to ensure safety and well-being throughout Westminster		
Council Strategic Objectives			
	2.3: Connect the City's populations via local, regional, state and national resources		

3.2: Foster a well-informed citizenry providing outreach, education, and opportunities to engage with the community

3.3: Ensure City processes are equitable, inclusive, and welcoming to all people

- Priority 3 - Goal(s):**
- Act as resource for community events and programs
 - Act as a resource for neighborhood

Council Strategic Objectives			
	2.3: Connect the City's populations via local, regional, state and national resources		

- Priority 2 - Goal(s):**
- Maintain a representative group to share information
 - Representative member group to share information

Priority 1: Preparedness and Resilience	Build a system of intentional support for residents, businesses and the environment that mitigates risks and proactively seeks out ways to ensure the community not only endures, but thrives		
Council Strategic Objectives	Focused Objectives (Staff)	Performance and Outcome Measures	Lead
	1.2: Enhance the organizational culture of excellence that focuses on recruiting, engaging and retaining an exemplary workforce	1.2.a (i): Establish employee engagement benchmarks by department based upon the results of the Gallup Q ¹² Employee Engagement Survey by December 2022	Human Resources

- Priority 1 - Goal(s):**
- Work to support Human Resource measures around recruitment and retention by providing a representative board member, as requested, to serve on select hiring committees.
 - Meet at least twice a year with Human Resources staff to determine support action items to enhance inclusion and diversity in hiring practices

STRATEGIC PRIORITIES

Strategic Priority 1: Access to Opportunity

Advance access to opportunity and prosperity for all in Westminster through diverse housing choices, increased mobility options, safe and walkable neighborhoods, and strong social networks.

Strategic Priority 2: Community Empowerment and Engagement

Enhance the sense of community and connection in Westminster through engaging methods of communication and dialogue that improve accessibility, increase understanding, and encourage participation in civic and City life.

Strategic Priority 3: Community Health and Safety

Invest in innovative and collaborative approaches to provide a continuum of services that preserve, promote, and protect the health, safety, and environment of Westminster.

Strategic Priority 4: Economic Vitality

Promote and support a resilient economy that attracts and retains a diversity of businesses, workers, and industries, expands living wage jobs, and diversifies the City's tax base.

Strategic Priority 5: Resilient Infrastructure

Maintain and invest in resilient infrastructure that creates the highest return for safety, community connectivity, enjoyment of life, and local economic success.

Strategic Priority 6: Organizational Vitality

Develop and sustain an environment where employees and the organization are equipped and supported to deliver outstanding service to everyone in Westminster.

NEXT UP

Breakout Groups: The City Attorney's Office will explain advisory boards vs. quasi-judicial, open meetings, and legal duties.

BOARDS & COMMISSIONS

QUASI-JUDICIAL Conference Room B	ADVISORY Multi-Purpose Room
Historic Landmark Board	Election Commission
Personnel Board	Environmental Advisory Board
Planning Commission	Human Services Board
Special Permit and Licensing Board	Inclusivity Board
	Parks, Recreation, Libraries and Open Space Advisory Board

QUESTIONS?