

Town Council Agenda Item Report

Agenda Item No. 2019-47-0

Submitted by: Erin Hudson

Submitting Department Administration

Meeting Date: April 9, 2019

SUBJECT

Resolution Appointing Advisory Board and Committee Members - Erin L. Hudson, Strategic Performance Manager
Brief - March 12
Action - March 26, April 9

Recommendation:

Vote on candidates remaining in "runoff" vote from March 26 meeting.

Updates/History of Briefing:

April 9:

Council voted on appointment recommendations at the March 26 meeting. There were three vote ties, and due to the even number of council members present, the runoff votes resulted in additional ties. These three appointments will be brought back before council at the April 9 meeting, when the full council is expected to be present for voting.

Town Council appointed one member to the Senior Advisory Committee (SAC) at the March 26 meeting, who has self-disclosed that they did not meet the minimum age requirement of 55. A previously appointed member has self-disclosed the same. This information was not captured on the application, due to the priority order in which they selected the SAC as a preference for appointment. Those who select SAC as the first board/committee for appointment are prompted to answer the following question:

- Applicants for Senior Advisory Committee must be 55 years of age or older. Do you meet this requirement? Yes or No

Applicants who do not select SAC as the first priority for service, are not prompted to this question. Staff has modified the application form in an effort to prevent this issue from occurring further.

This has resulted in two vacancies on the SAC. There are no remaining applicants on file from the last year who have expressed an interest in serving on the SAC at this time. Staff will continue to recruit and collect applications for SAC until qualified candidates are found to bring forward for consideration.

March 26:

Council was briefed on information at the March 12 meeting. Council requested the approved charter of the Morrisville Public Education Advisory Committee to aid in discussion prior to official recruitment, which staff has provided.

One additional application was received March 11 and is included for Council consideration (Kim Knox). ATTH01-05 updated to reflect additional applicant.

Executive Summary and Background Information:

Official recruitment for Spring appointments was held February 1 – February 22, 2019 and included a variety of outreach mechanisms (recruitment plan noted below). A total of ten new applications were received. There were six

remaining applications on file from the last year (ATTH01). Previous applicants were contacted to determine if they were still interested in appointment. Those who were not were removed from consideration and those who did not respond remain for consideration. Residency for each applicant has been verified and all reside within the Town limits of Morrisville. As has been staff's practice, supplemental questions answered in the application are provided in excel (ATTH04) as an extra tool/resource to facilitate movement and evaluation of information during Town Council's review work. A PDF version of the document (ATTH03) is provided for your convenience as well.

Staff gave special focus to recruitment of the Alternate Board of Adjustment (BOA) seat during this period, with knowledge that seats on this board, particularly the ETJ seat, have historically been more difficult to fill. Specialized recruitment messaging was designed to showcase the work of the BOA, the meeting schedule (meets as needed), and the scope of work. Two applications have been received expressing interest in the BOA.

Council recently approved a new Morrisville Public Education Advisory Committee at its February 12, 2019 meeting. The application process for that committee is in development. Staff will be meeting in the coming weeks to determine questions for inclusion in the application to screen the best-suited candidates and the engagement, outreach and recruitment period for that committee will follow.

As of March 15, there will be a vacancy for a Regular seat on the Planning and Zoning Board (PZB). Due to the important technical nature of the work of PZB, and the resident interest, staff will begin recruitment efforts and bring forward recommendations for PZB appointment along with recommendations for appointment to the Morrisville Public Education Advisory Committee

Spring Recruitment Information:

Timeline- Formal Recruitment Fri. Feb. 1 – Fri. Feb.22

Application Deadline Fri. Feb. 22 at midnight

Briefing to Council Tues., Mar. 12 – Initial Brief, Tues., Mar. 26 – Ballot Vote and Action

Communication Tools- Email: Town support staff, current board/committee membership, Council Current Listserv, recent applicants (within last 365 days), HOA contacts, Town Council

Hard copy: Posters/Fliers displayed at various Town locations

Social Media: NextDoor, Facebook, Twitter

Other Electronic Media: message board at Cedar Fork CC, NWIM weekly messages during recruitment period, website feature throughout recruitment period

Community Partners: communication tools provided to Morrisville Chamber of Commerce

For Council's Information:

Applicant Contact Information - ATTH02

Voting Ballot - ATTH05

Current Board/Committee rosters are available online:

<https://www.townofmorrisville.org/government/citizen-advisory-committees>

Potential Options:

Approve candidates as selected by ballot vote.

Consider further recruitment for candidates.

Staff Recommendation:

Approve candidates as selected by ballot vote and approve resolution (2019-47-0 B) authorizing appointments at April 9 meeting.

ATTACHMENTS

- [2019-47-0 Brief Supplement Bd Cmte Appts.docx](#)
- [2019-47-0B RES Bd Cmte Appts 20190409.docx](#)
- [2019-47-0 ATTH01 Applications_20190409.pdf](#)
- [2019-47-0 ATTH02 Applicant Contact Info_20190409.pdf](#)
- [2019-47-0 ATTH03 Supplement Question Matrix_20190409B.pdf](#)
- [2019-47-0 ATTH04 Supplement Question Matrix_20190409B.xlsx](#)
- [2019-47-0 ATTH05 Bd Cmte Appts Runoff Ballot_20190409.docx](#)