

CITY OF PETERSBURG BOARDS AND COMMISSIONS PRESENTATION

By: Anthony C. Williams,
City Attorney
City Council Meeting –
October 20, 2020

BOARDS AND COMMISSIONS

1. Provide advice to Council
2. Conduit / Buffer for reviewing issues before presented to Council
3. Provide opportunities for citizen participation in government
4. Provide limited free manpower services
5. Provide training ground and opportunities to identify future City leaders

BOARDS AND COMMISSIONS

1. Anti-Poverty Commission
2. Architectural Review Board
3. Community Development Block Grant (CDBG) Advisory Board
4. Community Policy & Management Team
5. Commission on Community Relation Affairs
6. Crater District Area Agency on Aging
7. Crater District Local Health Advisory Council
8. Crater Planning District Commission
9. Crater Youth Care Commission (Detention Home)
10. Criminal Justice Board
11. District 19 Community Services Board
12. Economic Development Authority
13. John Tyler Community College Board of Directories
14. Planning Commission
15. Petersburg Redevelopment & Housing Authority
16. Social Services Advisory Board
17. Riverside Regional Jail Authority
18. South Central Wastewater Treatment Authority
19. Virginia Gateway Region
20. Appomattox River Water Authority
21. Central Virginia Waste Management Authority
22. Board of Equalization
23. CRWDB

BOARDS AND COMMISSIONS (CURRENT) PROCESS

Clerk of Council manages appointment process:

- a) Maintains a list Boards and Commissions
- b) Maintains list of current appointees and their term expiration
- c) Identifies vacancies
- d) Advertises the vacancies in the newspaper
- e) Receives applications
- f) Distributes the applications to Council
- g) Places the appointments on Council Agenda for consideration

BOARDS AND COMMISSIONS



City of Petersburg, Virginia Boards, Commission, and Authority Application

(Please type or print clearly)

APPLICATION FOR _____
(Board, Commission, or Authority)

_____ (Date of Application)

NAME: _____
(Last First Middle initial)

HOME ADDRESS: _____
(Street Apartment # ZIP)

_____ (Home Phone #) _____ (Work Phone #) _____ (Ward)

Email Address: _____

(Current occupation and place of employment – if retired, indicate former occupation)

Current membership in professional/community organizations: _____

Please indicate why you would like to serve: _____

(Please use reverse side if additional space is needed)

I understand the duties of this (Board, Commission, or Authority) and agree to actively participate and attend the meeting at its scheduled date and time if appointed.

(Applicant's signature)

Note: Please return the completed form to: Clerk of City Council, Room 210, City Hall, Petersburg, Virginia 23803.

This application will be kept on file for one year. After which, you will be contacted for renewed interest in maintaining your application in an active status.

CITY OF PETERSBURG, VIRGINIA BOARDS AND COMMISSIONS

Anti-Poverty Commission
Architectural Review Board
Community Development Block Grant (CDBG) Advisory Board
Community Policy & Management Team
Commission on Community Relation Affairs
Crater District Area agency on Aging
Crater District Local Health Advisory Council
Crater Planning District Commission
Crater Youth Care Commission (Detention Home)
Criminal Justice Board
District 19 Community Services Board
Economic Development Authority
John Tyler Community College Board of Directories
Planning Commission
Petersburg Redevelopment & Housing Authority
Social Services Advisory Board

1. Limits consideration to a single board position
2. Contains no qualification information
3. Contains no background information
4. Does not acknowledge requirement to adhere to City's Code of Ethics/Conduct
5. Is not vetted in any way before delivery to City Council for consideration.

BOARDS AND COMMISSIONS PROCESS

1. Clerk may or may not be familiar with the operation of each listed board and commission
2. Clerk relies upon assistance from designated contacts NOT all of whom are employees of the City (most of which are not). – no Liaison
3. No input from Council prior to presentation of applicants for consideration
4. No formal interview process for candidates
5. No training process for members – no orientation for new Members.
 - a) Code of Ethics
 - b) Parliamentary Procedure
 - c) General City Operations
 - d) FOIA/COIA Requirements
6. No annual review process to evaluate service of board and commission members

BOARDS AND COMMISSIONS - CONSIDERATIONS - FOCUS ON:

1. **R**ECRUITMENT

2. **E**VALUATION

3. **A**PPOINTMENT

4. **T**RAINING

5. **R**ETENTION

RECRUITMENT

HAVE THE CLERK PREPARE A COMPLETE AND COMPREHENSIVE LIST OF ALL BOARDS AND COMMISSIONS, APPOINTMENTS AND VACANCIES

DON'T LIMIT CANDIDATES TO CONSIDERATION ONLY TO A SINGLE POSITION OF THEIR CHOOSING

DON'T LIMIT SOLICITATION OF CANDIDATES ONLY TO WHEN THERE IS A VACANCY

USE YOUR CITIZEN ACADEMY TO DEVELOP INTEREST AND CREATE A POOL OF APPLICANTS

USE CONTACTS WITH OTHER AGENCIES AND ENTITIES (SCHOOLS, ETC.) TO ENCOURAGE APPLICANTS TO APPLY

ACTIVELY RECRUIT APPLICANTS FOR GENERAL CONSIDERATION

MAINTAIN A "HANDS OFF" APPROACH BY COUNCIL UNTIL THE APPLICANT IS BEFORE YOU
– CREATE AN UNBIASED SELECTION PROCESS

EVALUATION

REVISE THE APPLICATION TO INCLUDE MORE INFORMATION

INCORPORATE REQUIREMENTS FOR CANDIDATES TO INCLUDE BACKGROUND AND QUALIFICATION INFORMATION ON THEIR APPLICATIONS

HAVE AN INTERNAL REVIEW/VETTING PROCESS PRIOR TO SUBMISSION OF APPLICATIONS TO COUNCIL

CONSIDER APPOINTING AN AD HOC COUNCIL COMMITTEE TO PRELIMINARILY VET APPLICANTS BEFORE THEY ARE PRESENTED TO COUNCIL

CONSIDER REQUIRING CONSENT TO BACKGROUND CHECKS AS PART OF THE APPLICATION PROCESS

APPOINTMENT

MAKE COMPLETE AND TIMELY APPOINTMENTS A COUNCIL PRIORITY

DON'T ALLOW A POSITION TO REMAIN UNFILLED SIMPLY BECAUSE YOU ARE WAITING FOR "THE RIGHT" CANDIDATE

USE AN AD HOC COMMITTEE TO DRIVE COUNCIL TO MOVE FORWARD ON APPOINTMENTS

HAVE A REGULAR AND ROUTINE PROCESS AT YOUR COUNCIL MEETINGS FOR REVIEWING CURRENT AND UPCOMING VACANCIES ON APPOINTED BOARDS AND COMMISSIONS

USE AN AD HOC COMMITTEE TO CONDUCT PRELIMINARY INTERVIEWS AND MAKE RECOMMENDATIONS REGARDING APPOINTMENTS

TAKE THE TIME TO HAVE FORMAL INTERVIEWS OF CANDIDATES FOR APPOINTMENT

TRAINING

IMPLEMENT AN ORIENTATION PROCESS FOR NEW MEMBERS (WHICH MAY INCLUDE NEW MEMBERS OF COUNCIL) COVERING IMPORTANT TOPICS LIKE THE CODE OF ETHICS; PARLIAMENTARY PROCEDURE; COIA/FOIA; AND GENERAL CITY OPERATIONS

REQUIRE APPOINTMENT OF **STAFF** LIAISONS TO MANAGE INTERACTIONS BETWEEN THE BOARD AND CITY AND IDENTIFY TRAINING NEEDS

REQUIRE SEMI-ANNUAL UPDATE TRAINING MANAGED BY STAFF LIAISONS

SUPPORT OUTSIDE TRAINING ACTIVITIES AND OPPORTUNITIES FOR MEMBERS OF BOARDS AND COMMISSIONS

RETENTION

IDENTIFY PROSPECTIVE LEADERS SERVING ON BOARDS AND COMMISSIONS

ENCOURAGE THOSE INDIVIDUALS TO TAKE ON INCREASINGLY INTENSIVE LEADERSHIP ROLES

HAVE FORMAL ANNUAL EVALUATIONS AND DISCUSSIONS WITH APPOINTED BOARD MEMBERS

CREATE A TEAM ENVIRONMENT WHERE BOARD AND COMMISSION MEMBERS ARE ABLE TO RECOGNIZE THAT THEY ARE A VALUABLE PART OF THE ORGANIZATION.

TO MAKE THIS WORK REQUIRES A
PARTNERSHIP/TEAMWORK

1. CLERK

2. MANAGER

3. CITY ATTORNEY

4. COUNCIL



THE END

QUESTIONS?