

# Board Agendas and Process in 2021

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Ben Canada, Assistant to the County Manager



@wakegov



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# Board Process During COVID

# Level-setting for 2021

- Recently shared a memo with Board about rules and practices for agenda development
- Facilitate equitable service to Commissioners
  - Make sure Commissioners and staff on same page
  - Acknowledge deviations from traditional practice during COVID
- Follow-up from Retreat – Agenda process is how goals become policy

# Standard Policy Items

## Current Rules and Practices

- Rule 1
- County Manager responsible for the agenda
  - 99% of agenda items
- Any two Commissioners can add an item to a regular agenda

## COVID-19 Adjustments

- No adjustments

# Proclamations and Celebratory Items

## Current Rules and Practices

- No specific rules; Board has directed staff not to apply Rule 1
- Department-driven proclamations on a schedule
- Commissioners may request individually, in advance of meeting

## COVID-19 Adjustments

- March to August, no proclamations
- Beginning September, Commissioners may request proclamations, but...
  - Placed on Consent agenda
  - No guests invited to meeting
  - Third party provides text
- No department-driven proclamations at this time

# Commissioner Agenda Review

## Current Rules and Practices

- No specific rules
- Tradition of including the full Board in agenda preparation and review
- Meetings with Commissioners after staff review, and one week prior to regular meetings

## COVID-19 Adjustments

- Meetings now remote; will likely be remote permanently, or a hybrid
- Occasionally, we have cancelled these when agenda is very light, but still brief Chair and Vice-Chair

# Work Sessions

## Current Rules and Practices

- No specific rule; Rule 1 not applied
- Topics selected by staff, requested by Commissioners, or advanced by a Board committee

## COVID-19 Adjustments

- Held additional work sessions
- Used lots of 2020 work session time for updates, not necessarily to prepare the Board for policy decisions.

# Committee Meetings

## Current Rules and Practices

- No specific rule
- Board Goals are assigned to Board committees
- Board has a practice of granting the committee chair discretion

## COVID-19 Adjustments

- No committee meetings since March



A stylized, light blue map of Wake County is centered in the background of the slide. The map shows the county's irregular shape with various indentations and protrusions.

# Staying Focused in 2021

# Criteria-based Staff Recommendations

## Committees

- Topics selected by Committee Chair
- Board goals assigned to committee
- Updates on Board goals and initiatives

## Work Session

- Educate and prepare the Board for a policy decision
- Contentious issues that must be considered by whole Board
- When staff need “head nods,” from whole Board, but not a vote

- Staff will provide written updates, and use the Manager’s Report at regular meetings, when appropriate for the topic

# Committee meetings begin in February

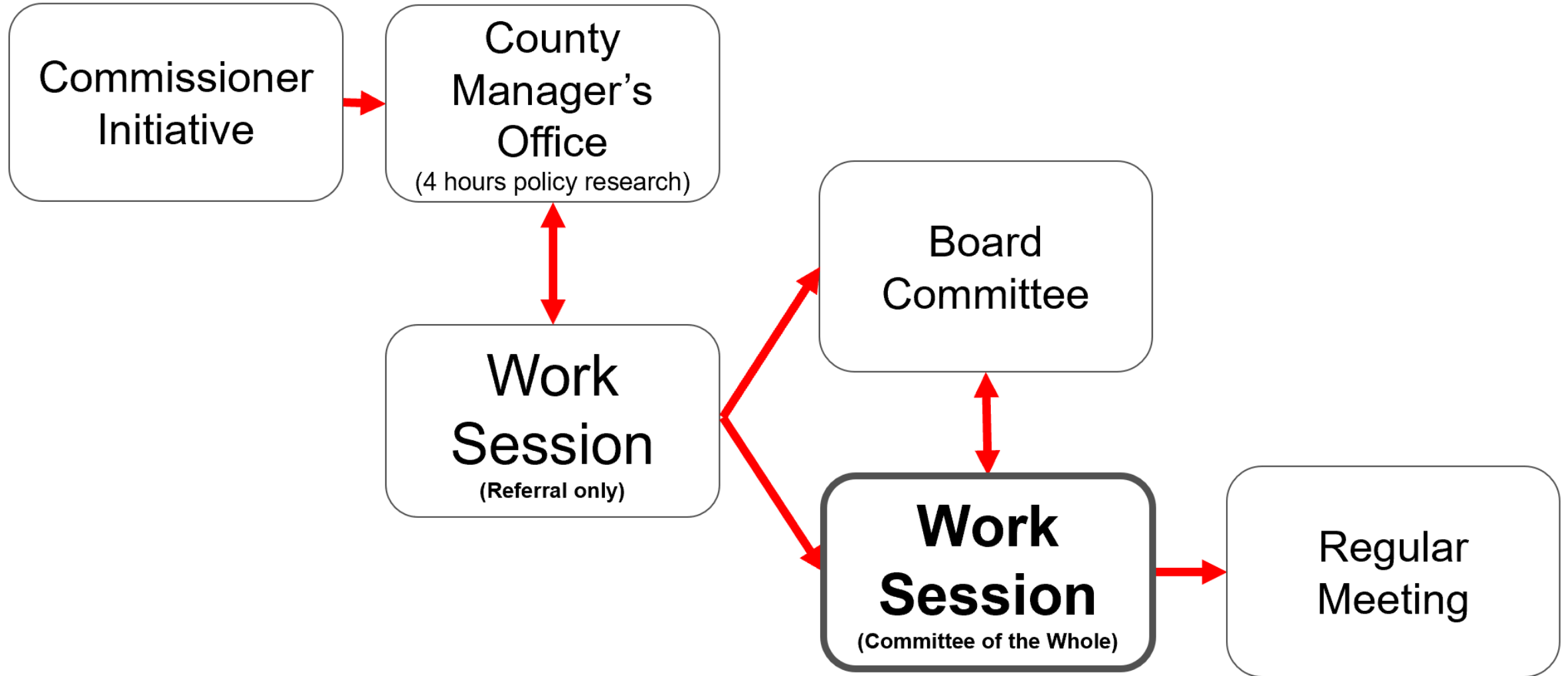
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Growth and Sustainability	X		X		X		X	X		X
Public Safety		X			X		X		X	
Housing	X		X		X				X	
Human Services		X			X		X			X
Great Government	X		X		X				X	
Arts and Culture		X						X		

- Scheduling approach same as 2019, 2020
- No committee meetings scheduled in May or July

# “4 Hour Rule” for Transparency and Communication

- Commissioner proposals do not receive more than 4 hours of staff time without the full Board’s awareness
- Need this rule to
  - Facilitates transparency and communication among Commissioners
  - Focus staff capacity on priorities and consensus issues
- Initial 4 hours of analysis meant to understand issue and scope the work effort, including,
  - What goal do you want to accomplish, and why?
  - What is the County’s role in this proposal?
  - What are the potential financial and other resource impacts?

# Policy Workflow / 4 Hour Rule



# Next Steps

- Chiefs will contact committee chairs about specific meeting dates, begin topic planning
- Committee dates added to your calendars