



# COMMITTEE WORK

## HOW DEPARTMENTS WORK WITH COMMITTEES

Staff Retreat, May 24, 2016



# PURPOSE OF THE COMMITTEE

**STATE THE PURPOSE OF THE COMMITTEE-** THE COMMISSION SETS THE PURPOSE OF THE COMMITTEE UNLESS THE COMMITTEE IS ESTABLISHED BY STATUTE.

**1. STATUTORY-** WHAT DOES THE LAW SAY?

**2. INTERNAL-** WHAT HAS THE COMMISSION STATED OR WHAT DO WE THINK THE PURPOSE IS?

**3. ADVISORY COMMITTEES-** GENERALLY ALWAYS

a. RECOMMENDS POLICY **RESOLUTIONS**

b. RECOMMENDS OPERATIONS **POLICY/PROCEDURES**

# PURPOSE OF THE DEPARTMENT

## WHY DOES THE DEPARTMENT EXIST?

1. STATUTORY REQUIREMENT- WHAT DO THE STATUTES SAY?
2. CITIZEN DEMAND- HAS THE COMMISSION STATED WHY?

## WHAT IS THE DEPARTMENT'S DUTIES/MISSION ?

# WHAT IS THE PURPOSE OF WORKING WITH COMMITTEES?

- **COMMUNICATE** THE NEEDS OF THE DEPARTMENT
- **ASK FOR ASSISTANCE AND ADVICE**
- **SEEK APPROVALS AND RECOMMENDATIONS**
- **DOCUMENT** HOW WE ARRIVED AT DECISIONS

# A SUCCESSFUL COMMITTEE TAKES

- COMMUNICATION WITH THE CHAIRMAN
- AGENDAS
- TEMPLATE POWERPOINT
- STANDARD REPORTS
- REHEARSAL
- ACCURATE MINUTES

# COMMUNICATION WITH THE CHAIR

1. GO OVER AGENDA ITEMS YOU THINK ARE IMPORTANT
2. REVIEW ITEMS THE CHAIR WOULD LIKE TO ADDRESS
3. DEVELOP A MEETING AGENDA

# AGENDAS

## 1. DEVELOP A MASTER TEMPLATE

- a. STANDARD ITEMS (CONVENING AND CLOSING THE MEETING)
- b. ALL OTHER THINGS THAT ARE POSSIBLE
  - i. EXECUTIVES SUMMARIES
  - ii. WEBSITE INFORMATION

## 2. REVIEW THE MASTER TEMPLATE TO PREPARE FOR THE CURRENT MEETING

- a. DELETE FROM MASTER TEMPLATE ITEMS NOT UNDER CONSIDERATION
- b. ADD TO THE MASTER TEMPLATE ITEMS REQUESTED FOR THE MEETING THAT WERE NOT ON THE MASTER TEMPLATE

# TEMPLATE POWERPOINT

- 1.PURPOSE OF THE COMMITTEE (AS WE UNDERSTAND)
- 2.PURPOSE OF THE DEPARTMENT (AS IN TCA OR RESOLUTION)
- 3.LAWS/REGULATION THAT ESTABLISH THE DEPARTMENT (TCA OR RESOLUTION)
- 4.LAWS/REGULATION THAT THE DEPARTMENT WORK WITHIN (IE BUILDING AND CODES)
- 5.ORGANIZATION OF THE DEPARTMENT
- 6.RESPONSIBILITIES OF THE DEPARTMENT



# STANDARD REPORTS

DEVELOP A REPORTING SYSTEM THAT REFLECTS THE WORK YOUR DEPARTMENT PERFORMS: EXAMPLES

- 1.TOUCH POINTS WITH THE PUBLIC
- 2.REVENUES GENERATED
- 3.ACCOMPLISHMENTS
- 4.TRENDS
- 5.FINANCIALS

# REHEARSAL

## 1. REVIEW OF THE PRIOR MINUTES

a. WHAT DID WE GET ACCOMPLISHED?

b. WHAT HAVE WE NOT COMPLETED?

c. WHAT WAS REQUESTED OF US?

## 2. ANTICIPATE QUESTIONS

## 3. CLEAR DISTINCT ANSWERS

## 4. CLEAR OBJECTIVES OF THE MEETING'S PURPOSE

## 5. REVIEW OF REPORTS AND POWERPOINTS

# MINUTES

- WHO SHOULD PREPARE THE MINUTES?
- WHEN SHOULD THEY BE DONE?
- WHAT SHOULD THE MINUTES SAY?
- HOW SHOULD THE MINUTES BE WRITTEN?

# WHO SHOULD PREPARE THE MINUTES?

## DEPARTMENTAL STAFF

- 1.DEPARTMENT HEAD IN DRAFT FORM
- 2.SUPPORT STAFF FROM DRAFT FORM
- 3.REVIEW BY DEPARTMENT HEAD
- 4.APPROVED BY THE COMMITTEE'S SECRETARY
- 5.FILED WITH COUNTY EXECUTIVE'S OFFICE (ELECTRONIC FORM)

## WHEN SHOULD MINUTES BE DONE?

1. FIRST DRAFT THE MORNING AFTER THE MEETING- FROM DEPARTMENT HEAD
2. SECOND DRAFT-FROM SUPPORT STAFF BY THE BEGINNING OF DAY TWO
3. PROOF BY THE END OF DAY TWO FROM DEPARTMENT HEAD
4. PROOF AND REVIEW SENT TO SECRETARY DURING DAY THREE
5. TO COUNTY EXECUTIVE OFFICE BY DAY FIVE
6. FILED WITH COMMISSION AT THE EARLIEST COMMISSION FILING DATE

# WHAT SHOULD THE MINUTES SAY?

## DOCUMENTS HISTORY

- a. NAME OF COMMITTEE, DATE AND TIME
- b. WHO IS THERE?
  - i. MEMBERS PRESENT
  - ii. MEMBERS ABSENT
  - iii. OTHER PRESENT INCLUDING STAFF AND VISITORS
- c. REFLECTS WHAT IS IMPORTANT
- d. RECORDS ANY ACTIONS (MOTIONS)
- e. DOCUMENTS ANY REPORTS FILED
- f. ENDING TIME
- g. WHO PREPARED THE MINUTES