

TOWN
Of
PARADISE VALLEY



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Jill Keimach, Town Manager
Duncan Miller, Town Clerk

DATE: June 10, 2021

DEPARTMENT: Town Manager
Duncan Miller, 480-348-3610

AGENDA TITLE:
Discussion of Committee, Commission, and Board Appointment Process

SUMMARY STATEMENT:

The purpose of this Study Session item is to receive Council feedback on the proposed committee volunteer recruitment and selection process for 2022. One of the challenges we have encountered since we realigned the volunteer appointment timeline to coincide with the start date for Mayor and Council terms is that there is an abrupt transition between when volunteers are appointed and when their terms begin. There has not been adequate time to train new members prior to their first meeting. Because the 2022 appointment cycle will be in the middle of the current Council's term it is possible to start the process earlier and allow for a longer transition period.

In preparation for the next appointment cycle, feedback on the following topics would be appreciated so that staff can start the formal recruitment process in the fall.

Volunteer Outreach Throughout the Year

It is proposed to issue quarterly "save the date" notices on social media, on the Town's website, and in the Weekly Update reminding residents about the volunteer appointment timeline and the ability to apply online throughout the year.

Requests for Reappointment or Require Everyone to Reapply

It is proposed to follow past practice and contact committee members whose terms are expiring and ask them to submit a letter or email confirming their interest in being reappointed. Based on the responses, a list of potential vacancies will be generated.

Include Committee Preference on the Application or Not

The current application form does not list the various committees and give applicants the option to select which committees most align with their interests. Previous versions of the application did. If the Council continues the recent practice of interviewing all applicants, then it is not necessary for applicants to specify a committee preference.

Role of Committee Chairs in Interview Process

Is there a role for Committee Chairs in the Interview or Selection Process? The Council has taken different approaches to obtain feedback from committee chairs to help identify skills or other professional expertise that would benefit the committee. Feedback has either been provided directly to the Council or indirectly through the Town Clerk.

Interview Both New Applicants and Incumbents or Just New Applicants

Is there a desire to meet with incumbents who wish to be reappointed in addition to interviewing new applicants? Incumbents have occasionally been invited to meet with the full Council as a way to check-in with all volunteers. This is an important consideration when determining how much time will be needed for interviews.

Interviews Held During Multiple Regular Meeting Study Sessions or One Special Meeting

It is proposed that the Agenda Setting Group decide whether to hold interviews during multiple Study Sessions or call a Special Meeting based on the number of interviews and priority of other agenda items.

Appointment and Training

It is proposed to hold the interviews in January and make the appointments in February. This will give four to six weeks for newly appointed members to receive training and attend meetings as observers before their terms begin.