

Meeting Minutes – Draft

TRANSPORTATION COMMISSION SPECIAL RULES COMMITTEE

Tuesday, February 26, 2019

3:00 p.m.

215 Martin Luther King, Jr. Blvd
Room 107, MMB

A. CALL TO ORDER/ROLL CALL

The meeting was called to order at 2:59 p.m.

Present: 7 – Rebecca Kemble; Ann Kovich; Gary Poulson and
Patrick McGuigan; Ann Schroeder; John Strange; Yang Tao

B. APPROVAL OF MINUTES

Kovich moved to approve, seconded by Kemble. With no further discussion, the motion passed by voice vote/other.

C. NEW BUSINESS

1. Creation of the Orientation Handbook

John Strange stated that he was informed by City I.T. that creating an electronic repository can be done though it would have to be maintained by various departmental staff.

Kovich suggested the Handbook be a brief document that contains links to ordinances on the City's website and links to other documents which could be stored on a Transportation Commission SharePoint site (or on another electronic repository with appropriate confidentiality/security). Yang Tao indicated that a SharePoint site would be a possibility; and that the site could be maintained by someone in Traffic & Engineering.

Strange asked whether the commission description for orientation should be the actual ordinance or an executive summary or paraphrasing. Poulson stated a summary or paraphrasing with a link to the actual ordinance is preferable.

Kemble, as a member of the Task Force on Structure of City Government, spoke of the possibility of centralized administrative support that could maintain electronic data. This would be a repository for programmatic, reference materials.

Kovich spoke of the Handbook detailing orientation for new members to give them a grounding of what the commission, committee or board is about. In addition to the Handbook, New Commission Member Orientation and Annual Refresher Training will also need to be developed.

Kovich stated attendance expectations should be mentioned. Kemble added that standards and policies should be included. Kovich expressed that the tone of the handbook should be in lay language rather than as stated in ordinance or legal language.

Kemble stated that the handbook should encompass at least the following: purpose, scope of authority, what kind of decisions are to be made, how to be a functioning member, and content resources. She believes this will enable members to determine if they have a shared understanding of the purpose of the commission (this understanding could be measured using a self-evaluation tool).

Kovich proposed amending the Special Rules, section VIII (b)(iii) to clarify that the annual work plan should be created with the fiscal calendar in mind. This meaning that it needs to be ready by July 1st of each year. She also stated that facility tours should be on the list of things committee members are supposed to do.

The subcommittee intends to first create the content of the handbook before determining the easiest way, technologically, to deliver it.

Strange will work on the language of Sections II, V, VI, VII and VIII of the Transportation Commission Handbook. Kovich will address Sections III and IV of the Handbook.

D. ADJOURNMENT

Kovich moved to adjourn, seconded by Kemble. The meeting adjourned at 4:07 p.m.