

**MINUTES
APPOINTMENT REVIEW COMMITTEE
AUGUST 13, 2018 - 4:30 P.M.
CITY MANAGER'S CONFERENCE ROOM
CITY HALL
100 STATE STREET
BELOIT, WI 53511**

Chairman Dan Gifford called the regular meeting of the Appointment Review Committee to order at 4:31 p.m.

1. Roll Call:

Committee Members Present: Dan Gifford, Daniel Barolsky, Kurt Reynolds, Louise Reidenbach, Pam George, Rebecca Wallendal

Committee Members Excused: Henry Clement, Kevin Leavy, Regina Dunkin

Staff: Pamela Lathrop, Lorena Rae Stottler, City Clerk-Treasurer

2. Minutes:

Motion by Pam George to approve the minutes of the July 9, 2018 meeting. Seconded by Louise Reidenbach, motion carried unanimously.

3. Consideration and review of existing and upcoming vacancies (August and September, 2018)

Accepted as sent.

4. Review of City Council appointments, July 16, 2018

Accepted as sent.

5. Review of applicants for the following vacancies with recommendations to City Council:

Equal Opportunities Commission

Vacancy occurred when Kevin D. Young, Jr. resigned.

Kurt Reynolds asked who is currently on the commission and asked what qualifications the Appointment Review Committee should be looking at in a candidate. Lori Stottler read the qualifications from the Municipal Code. Beloit's population is currently 67% white, 18% Hispanic and 12% black. Daniel Barolsky recommended ARC members consider a range of backgrounds, including socio-economic factors.

One application is on file. Daniel Barolsky moved to recommend the appointment of **Gerson Artreche**, 1961 Grant St. (replacing Kevin D. Young, Jr.) for a term expiring June 30, 2019. Kurt Reynolds seconded and the motion carried unanimously.

6. Presentation by Lorena Stottler, City Clerk-Treasurer

- a. Discussion of Chapter 1.72 of the Code of General Ordinances for the City of Beloit as it pertains to governance and duties of the Appointment Review Committee members

Lori Stottler, City Clerk-Treasurer, handed out several items for Appointment Review Committee members consideration:

- Municipal Code Chapter 1.72 – Appointment Review Committee
- Information on (6) Purpose and Duties, (b)2g
- Municipal Code Chapters for several other committees, commissions and boards
- Self-Assessment Exercise
- Robert’s Rules Cheat Sheet

Appointment Review Committee members commented that we should think more strategically as to how to enrich our applicant pool. Stottler suggested sending information to the Latino Services Provider Coalition, Merrill Community Center, League of Women Voters, Chamber of Commerce, and the Clergy Association. She recommended ARC members be very careful if we choose to conduct telephone and in-person interviews to determine qualifications of applicants. It was recommended staff compile a binder with all Municipal Ordinances pertaining to committees, commissions and boards. Each committee, commission, board is in charge of their own member orientation. Stottler recommended looking at applicants to see if they can “learn on the job.”

Kurt Reynolds asked about the Comprehensive Plan Steering Committee. Stottler explained it is an ad hoc of the Plan Commission. Reynolds asked how a person gets on the Comprehensive Plan Steering Committee and was told Drew Pennington advertised for volunteers.

Stottler commented that the ARC needs to run under Robert’s Rules of Order.

Daniel Barolsky commented that a portion of 1.72(6)(b)(2g) is very vague and he feels we need to address the unwritten “policy” is when considering the reappointment of incumbents. Stottler said we can amend the application; however, incumbency is very sensitive. The unspoken rule is to let a committee member continue to serve unless there’s a reason they shouldn’t. Barolsky feels the ARC is receiving a mixed message about following policy, when there is no written policy about incumbents. Stottler said most communities reappoint, especially when an incumbent has served a short term. We do have term limits spelled out in the Municipal Code and we should respect volunteer’s time and continued interest in committees.

Barolsky asked if the Appointment Review Committee can recommend changes to the ordinance. Stottler responded that recommendations can be made to the Council President and City Attorney. But the practice has been to reappoint eligible incumbents, thereby “thanking” a volunteer for their service. There is value in incumbency and a check is performed to see if reappointing an incumbent would be appropriate based on their attendance, participation, and interest.

Stottler and committee member Louise Reidenbach left the meeting at 5:37 p.m.

7. Member Participation

Members noticed that Lori Stottler included a self-assessment exercise with her handouts, but we didn’t have a chance to address that with her. Members wondered if she intended for the self-assessment to be added to the application. Chairman Gifford reminded the group that we revised the application in December, 2017, but we can do further revisions as called for.

Pam George wondered how applicants can find a detailed description of the committee, commission or board that they are applying for. There is a very brief description included with the application and on the city's website. Detailed descriptions are in the Municipal Code.


Daniel Barolsky asked how to get something on the agenda. It was recommended any committee member contact Pam Lathrop, staff to the Appointment Review Committee.

8. Citizen Participation

None.


9. Adjournment

Motion to adjourn the meeting at 5:50 p.m. by Daniel Barolsky; seconded by Pam George and the motion carried.



Dan Gifford, Chairperson

09-10-18
Date



Henry Clement, Vice-Chairperson

09-10-18
Date