

**DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE**

Tuesday, September 5, 2023

4:00 p.m.

5555 Perimeter Drive

Council Chamber

Meeting Minutes

Vice Mayor De Rosa called the September 5, 2023 Administrative Committee meeting to order at 4:00 p.m.

Committee Members Present: Vice Mayor De Rosa, Ms. Kramb, Ms. Alutto

Staff Members Present: Ms. Blake, Ms. Myers

Approval of Minutes

Vice Mayor De Rosa moved to approve the June 29, 2023 minutes of the Administrative Committee.

Ms. Alutto seconded the motion.

Vote: Ms. Alutto, yes; Ms. Kramb, yes; Vice Mayor De Rosa, yes.

Items for Discussion

Boards and Commissions Attendance

Vice Mayor De Rosa provided a brief update on boards and commissions. Staff has prepared a memo providing attendance information for the various boards and commissions. She stated that Council has become aware that the attendance has not met expectations. The newer committees, (Veterans Committee, Chief's Advisory Committee, and Community Inclusion Advisory Committee) do not go through the same onboarding process as existing committees. This past summer there was a training session and as part of that discussion, there was agreement that Rules of Order for those bodies would be created/updated. That process is occurring right now. Those Rules of Order will include attendance expectations. Those three sets of rules will come before Council for consideration sometime over the next couple of months. The question then becomes, "What processes might need to be in place to ensure folks recognize the importance of attendance?"

Ms. Kramb confirmed that all members have signed the Code of Conduct. She stated that the importance of attendance needs to be made clear before terms finish in May. Committees should have meeting schedules proposed early in the year. Members need to allow others to serve if they are unable to make a certain number of meetings. Before interviews for reappointment begin, members should recommit to the attendance policy.

Vice Mayor De Rosa stated that the new members are going through that with the rules of order, so will be aware of that expectation. Ms. Kramb stated that there have been many people who are interested in interviewing for these positions.

Ms. Alutto stated that as we near the end of the year, the Administrative Committee could send out a memo reminding members that attendance is important and letting them know that Council will be interviewing for open positions and considering reappointments, for which the members' attendance history will be a consideration. That communication could be sent out the first week of January.

Ms. Kramb agreed. Many people want to serve on these committees. Ms. Blake confirmed that staff liaisons publish the adopted meeting schedules for the upcoming year.. Staff will draft language for review and distribution.

Ms. Kramb stated that we understand life gets busy.

Ms. Blake stated that this is second time the members have been made aware of the attendance intent. It was covered in the training in June and presented with their rules of order.

Vice Mayor De Rosa stated that people need to be reminded that this is part of the reappointment criteria.

Ms. Kramb asked that information showing whose terms would be ending be included in the board and commission information.

Boards, Commission and Council Training

Vice Mayor De Rosa provided an update on the required training for boards, commission and Council. Staff has prepared a list of members with outstanding training.

Ms. Alutto stated that she has taken these trainings through work and believes members should receive credit if received through their workplace. Ms. Kramb stated that training received via their workplace is accepted. Members should submit letters stating that they have completed the training through their place of employment. Ms. Alutto suggested reminding members of that.

Vice Mayor De Rosa stated that the training is done through Cornerstone. The list of members with outstanding training is lengthy. She knows reminders have been sent. She asked if the members could be struggling with clarity on how to complete the Cornerstone training.

Ms. Myers stated that the first challenge is the reminders. Staff can send reminders regarding their need to complete the ethics and cybersecurity training. We offered

members a choice for Diversity, Equity and Inclusion (DEI); it was not just an assignment. She can just assign one of the options and then send out a reminder. Another challenge is that many board and commission members do not have single sign-on; some access it through a personal email account.

Ms. Kramb stated that there are people who do not do online training. She asked if we should offer an in-person training. Ms. Alutto suggested offering 30 minutes before or after a meeting. Some people may need to be helped. Ms. Myers stated that several members have reached out and have come in for assistance. She can get laptops from IT and set up that training. Ms. Myers suggested a memo from this committee clarifying expectations would be helpful.

Vice Mayor De Rosa stated that there are various upcoming meetings for these bodies. Could we have staff available after their next scheduled meetings and also offer times to accomplish this. Language could be added to the Code of Conduct form. Ms. Alutto suggested adding it to the current form. Vice Mayor De Rosa stated that the added wording should note that the training will be online.

Ms. Myers stated that staff could walk members through it. Vice Mayor De Rosa asked staff to schedule a time with them. She also suggested the 30-minute DEI training be assigned. Ms. Myers committed to assigning the 30-minute DEI training and sending a reminder to the members and to staff liaisons, informing members that they can contact staff directly.

Vice Mayor De Rosa confirmed the ethics and DEI training is expected every other year and the process will be simplified next year. She suggested it be added to upcoming meeting agendas.

Ms. Kramb suggested a shorter deadline as well. Ms. Alutto suggested automatically incorporating these options into the training from the beginning. Ms. Kramb suggested also reminding members that a letter from employers stating the training was completed would be acceptable.

Ms. Myers noted that Cybersecurity training will be due again in October. That is assigned as part of our insurance plan requirements.

City Council Travel

Vice Mayor De Rosa introduced the topic of Council travel for discussion as the City's Operating Budget process is underway. Staff has provided Council travel budget history and a list of anticipated travel and training activities for next year. Council's current budget is \$24,500. The Committee could make a recommendation that it stay the same, increase, etc. She suggested the Committee be deliberate about it.

Ms. Kramb stated that historically, one member attends the National League of Cities (NLC) annual conference.

Ms. Alutto stated that the first year she was on Council, staff produced a list of recommended travel based on relevant topics. She liked staff making those

recommendations. Ms. Amorose Groomes started going to NLC based on those recommendations and her involvement has been beneficial to Council.

Ms. Kramb stated that it might be a good idea to assume each Council member will attend one conference. Ms. Alutto agreed.

Vice Mayor De Rosa proposed \$3,000 for each of the seven members. Ms. Kramb suggested one conference per member per year.

Vice Mayor De Rosa stated that she enjoyed the fact-finding tours opportunity. She would advocate for increasing the budget to \$30,000 or \$35,000.

Ms. Alutto agreed. As we work toward the Council goal of becoming a Global City of Choice, there may be a need for more fact-finding trips. She would not want members to be constrained by too narrow of a budget.

Vice Mayor De Rosa moved to recommend to Council an increase to \$35,000 in the 2024 Operating Budget for Council Training/Travel. Ms. Alutto seconded the motion.

Vote: Ms. Kramb, yes; Ms. Alutto, yes; Vice Mayor De Rosa, yes.

Vice Mayor De Rosa stated that there had been some back and forth discussion regarding Council travel protocol. She suggested clarity on Council travel be added to Council's Rules of Order.

Ms. Alutto stated that even from business continuity, all members of a body should not be on one flight. There might be some protocols relative to what it should look like if all of Council were to travel.

Vice Mayor De Rosa noted that Staff has administrative orders but Council does not fall under those.

Vice Mayor De Rosa referenced the Rules of Order and suggested language be added there. Council added language regarding the liaison role to the Rules of Order. The last section provides opportunity for these types of things. Procedurally, staff would draft language, which would come back to this committee for discussion and a recommendation for City Council consideration.

Ms. Alutto stated that she does not want it to be so prescriptive that it ties future Council's hands. Vice Mayor De Rosa stated that the language would come back to the Committee. She agreed the intent is to be descriptive not prescriptive.

Ms. Kramb stated that there is a need to define ceremonial and non-ceremonial. Vice Mayor De Rosa stated that we should give the challenge to staff to draft language and bring it back to this committee.

Ms. Alutto stated that we did something similar with regard to meeting remotely. We outlined our strong preference. She is fine with using that same process.

Ms. Kramb stated that we can ask for legal opinions. She proposed asking legal to draft a memo outlining/defining ceremonial. Vice Mayor De Rosa stated that there should be existing definitions available.

NEXT STEPS: Council office staff to propose language regarding Council travel protocol, definitions, safety, etc.

With no further business to discuss, the meeting was adjourned at 4:43 p.m.

A handwritten signature in blue ink, appearing to read "De Rosa", is written over a horizontal line.

Chair, Administrative Committee

A handwritten signature in blue ink, appearing to read "Jayme Maxwell", is written over a horizontal line.

Deputy Clerk of Council