

**Attachment B**  
**Recommendations for Streamlining Board Meetings and Use of the Consent Agenda**  
**(From November 2008 retreat)**

| <b>Y</b> | <b>N</b> | <b>D</b> | <b>Timing of Meetings</b>  |
|----------|----------|----------|--|
|          |          |          | 1. Change start time for meetings from 7:30 p.m. to 7:00 p.m.  |
|          |          |          | 2. Eliminate the mandatory adjournment time  |
|          |          |          | 3. Hold occasional daytime work sessions (to ease burden on staff and others of evening commitments)   |
|          |          |          | 4. Limit amount of time each commissioner can speak on an item to _____ minutes.<br><br>Review purpose and use of "Board Comment" section of the agenda.<br>Determine time frame for board comment period.   |
|          |          |          | 5. Set aside a separate board meeting and time for ceremonial business   |
| <b>Y</b> | <b>N</b> | <b>D</b> | <b>Communication</b>   |
|          |          |          | 6. Determine how to use technology to communicate in a timely and cost effective manner  |
|          |          |          | 7. Provide the public with a synopsis of both work session and board meetings that identify the matters discussed and the decisions made   |
|          |          |          | 8. Board members will acknowledge receipt of a response from staff to their (the board member's) request.  |
|          |          |          | 9. Board members to check emails from the county at least every two days   |
| <b>Y</b> | <b>N</b> | <b>D</b> | <b>Meeting Management</b>  |
|          |          |          | 10. Board members will come prepared for the meeting by bringing printed materials with them so staff can avoid making wasteful, duplicate copies.   |
|          |          |          | 11. Document and clarify how board members direct staff to undertake work<br>Staff will provide the board with background information, analysis, suggestions, pros/cons of issues, especially on difficult issues. Staff will also suggest a preliminary direction in order to help narrow the board's focus and help set a clear work plan for staff. |
|          |          |          | 12. Items that require board action will be clearly delineated on the agenda.  |
|          |          |          | 13. Explore how board members get items on the agenda and prioritize them for action   |

| Y | N | D | <b>Removing Items from Consent Agenda</b>  |
|---|---|---|--|
|   |   |   | <p><b>14.</b> If board members require information or have general questions, they will contact Laura, Greg, Donna B. and cc Melissa by email by Monday at 12:00pm, or before the regular Tuesday meetings.</p> <p><b>15.</b> Set criteria for deciding whether or not to pull an item off the consent agenda. Current criteria include:</p> <ul style="list-style-type: none"> <li>a. Board member believes an item needs more research or discussion</li> <li>b. Board members wants to postpone vote</li> </ul> <p><b>16.</b> Place reappointments to boards and commissions on the consent agenda.</p> <p><b>17.</b> Move pulled consent items and place at the end of the "Discussion, Items for Decision" section.</p> <p><b>18.</b> Recommendation: Staff responses to questions about potentially removing items posed by a board member will be shared with all board</p> |