



ARTS COMMISSION



AGENDA

Tuesday January 12, 2021

This meeting will have remote access. At 3:30 p.m., join the meeting at:
<https://global.gotomeeting.com/join/674999965>

You can also dial in using your phone: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 674-999-965

Microphones will be muted and webcams will be turned off for presenters and members of the public unless called upon to speak.

If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

If disruption continues, the participant(s) will be removed from the meeting.

1. CALL TO ORDER

2. APPROVAL OF MINUTES

- a. December 8, 2020

3. SCHEDULED BUSINESS

- a. Business from the Public

Persons wanting to provide comment to the commission under "business from the public" must send comments by email to melissa.kemmer@cityofalbany.net. Please limit comments to one page and include your name and address. Emails received before noon on the day of the meeting will be included in the record.

- b. Action Items

None

- c. Discussion Items

- 1) Art Installation Update
- 2) Updated Attendance Policy for Boards, Commissions, and Committee Members
- 3) Reappointments

4. BUSINESS FROM THE COMMISSION

5. NEXT MEETING DATE: February 9, 2021

6. ADJOURNMENT

Due to Governor Brown's Executive Orders limiting public gatherings during the COVID-19 pandemic, this meeting is accessible to the public via phone and video connection.



ALBANY ARTS COMMISSION

MINUTES

Tuesday, December 8, 2020

3:30 p.m.

Virtual Meeting

Approved: Draft

CALL TO ORDER

The meeting was called to order at 3:30 p.m.

ROLL CALL

Committee Members present: Linda Herd, Jane Donovan, Rinee Merritt, Cheryl French, Melissa Babcock Saylor (4:00)

Committee Members absent: Michael Winder(unexcused), Julie Jackson(unexcused)

Staff present: Kim Lyddane, Parks & Recreation Director; Melissa Kemmer, Clerk III

Guests present:

APPROVAL OF MINUTES

October 13, 2020

MOTION: Commissioner Herd moved to approve the minutes as presented. Commissioner Donovan seconded the motion, and it passed 4-0.

BUSINESS FROM THE PUBLIC

None

DISCUSSION ITEMS

- a. Art Installation Update
The Commission discussed using time-lapse photography to document the process of the installation. Brief discussion followed.
- b. Terms in Office
The Commission discussed which Commissioners terms are ending this year.

ACTION ITEMS

None

BUSINESS FROM THE COMMISSION

Herd recommended having art in downtown businesses for people to view. Brief discussion followed.

NEXT MEETING DATE: January 12, 2021; Calapooia Room, Albany, City Hall

ADJOURNMENT

The meeting was adjourned at approximately 4:08 p.m.

Submitted by,

Reviewed by,

Signature on File

Signature on File

Melissa Kemmer
Clerk III

Kim Lyddane
Parks & Recreation Director



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 11/23*

FROM: Holly Roten, Central Administrative Officer/PIO

DATE: November 20, 2020, for the December 2, 2020, City Council Meeting

SUBJECT: Updated Attendance Policy for the City's Boards, Commissions, and Committees
Relates to Strategic Plan theme: Effective Government

Action Requested:

Adoption of the attached resolution updating the City Council's policy related to performance of duties, including meeting attendance, by Albany's board, commission, and committee members.

Discussion:

As noted in the staff report for the October 6, 2020, City Council Work Session, the current policy addressing absenteeism by board, commission, and committee members (Resolution No. 2310) has been insufficient in enforcing reasonable attendance requirements for the City's appointed board members. The current policy provides that a member shall forfeit her/his term of office after failure to attend two consecutive meetings unless the absences are excused by the presiding officer. The current policy does not define excused vs. unexcused absences; however, the City has an established precedent of marking an absence as excused any time the member provides advance notice, however minimal, to the chair or staff liaison. The current policy language has been a source of confusion and frustration for many years — for staff and board members alike — and creates an avenue for abuse by members who fail to regularly attend meetings.

At the October 6 work session, staff provided a draft policy update related to attendance requirements and expectations for member participation and sought Council feedback regarding the draft. Council was in general agreement with the need for an updated attendance policy but expressed a desire for appointing city council members to be involved earlier in the process should a board member fail to regularly attend meetings. Council members wanted to retain flexibility and the ability to excuse board members who may have a legitimate need to be absent from the board for an extended period, such as for medical reasons, provided the board member communicated that need.

Staff took the opportunity to further refine the policy, and the provision for tracking absences within a rolling 12-month period has been removed. Although used by other cities, the practice of tracking absences over a rolling period did not substantively improve the policy but instead added to staff's workload with tracking absences, and perhaps added confusion over the number of meetings that could be missed without seeking leave from the appointment city council member. The attached resolution offers a modified approach that aims to meet Council's desire to be notified earlier in the process and to maintain flexibility for excusing extended absences. Board members are to communicate absences in advance of the meeting, or their absence will be marked as unexcused — a continuation of our current practice. If a board member requires leave from the board for more than 60 days, they may seek approval in advance from their appointing council member and then relay said approval to the board chair and staff liaison, in which case their absences will be marked



as excused. If a member is absent from board meetings for more than 60 days without approval from their appointing city council member, the staff liaison will notify the appointing city council member of the absences. City council members shall have discretion to remove a board member for excessive absenteeism, whether excused or unexcused. The action to remove a board member for absenteeism will be forwarded to the City Council for acceptance.

The resolution has also been updated to make clear that the policy applies to all of the City's boards, commissions, committees, task forces, and workgroups – whether standing, special, or ad hoc – in order to avoid confusion over groups that may not be considered “advisory” in their authority but whose membership is ratified by the City Council.

Budget Impact:

None.

HR

Attachment 1