

URBAN COUNTY COUNCIL

Inter-Governmental Committee

January 13, 2009

The meeting was called at 1:04 P.M. with the first order of business to nominate and elect a new chair person. Present were" CM Crosbie, Lawless, James, Myers, Beard, Blues, Feigel, Henson, Vice Mayor Gray and Paul Schoninger, Council Staff.

Motion by CM Myers to nominate and elect CM Andrea James as chair person for Inter-Governmental Committee, with no other nominations coming forward, the motion was seconded by CM Blues and passed without dissent.

I. Citizen's Advocate Working Group

CM Myers who led the working group commented he was pleased with the work and outcome of the group, adding the resulting documents were currently being reviewed by the Law Department to insure compliance with the charter, code of ordinances and council rules and procedures.

Joan Beck, Citizen's Advocate told the committee the mission of the working group was to review and standardize the form and function of her office. They used two documents as models to establish an SOP manual. Beck explained the importance of adopting these documents to establish a more accurate job description for the Citizen's Advocate position and provide a framework for creating more accurate reporting, guidance and execution.

Discussion:

CM Beard asked if the documents in question had ever been presented or discussed via Committee of the Whole. Schoninger told the committee C.O.W. had not reviewed the documents but the Citizen's Advocate was presenting quarterly reports to them.

CM Henson was impressed with the professional standards and SOP manual asking when the next quarterly report was scheduled. Beck replied once a routine was established for quarterly reporting to COW, she would check the 2009 calendar.

CM James suggested submitting the first quarterly report via email or hard copy.

CM Henson wanted to make sure the public was aware of the services provided by the Citizen's Advocate office.

Motion by CM Myers directing Citizen's Advocate office to work with CIO to produce a periodic program on GTV3 in order to let citizens know they have an impartial venue to report problems or complaints, seconded by CM Beard passed without dissent.

A motion was brought forward by CM Myers to direct Citizen's Advocate office to work with CIO and council office staff to identify software solutions to log and track data which could also be used by council members and staff.

Discussion:

CM Blues asked for specifics about tracking and case files and if procurement of software was in FY09 budget.

Beck told the committee the software would control dates case by case basis and was a complaint management system. She said the software was requested in previous year's budgets with no success.

CM Blues asked cost of software to which Beck replied, depending on the number of users required, approx. cost \$7000.00.

CM Beard expressed concern about opening up software data, asking what would happen if complaints were logged against the council office. Beck said data sets would be segmented, adding her office doesn't not have jurisdiction to investigate council office and that any issues or complaints are routed directly to council members.

CM Blues said he has a problem with endorsing a costly item especially in light of the current budget constraints and suggested this issue be addressed as part of the next budget discussions.

CM Myers explained the motion on the table was only to review, not procure available software.

Motion by Myers to direct Citizens Advocate office to work with CIO and council office staff to identify software solutions for logging and tracking data which could also be used by council members and staff, seconded by CM Henson, passed with one dissenting vote by CM Blues..

II. Boards & Commissions Reporting

Motion by CM Myers requiring all outside boards/commissions to submit annual reports and meeting minutes to the LFUCG Administration for publication on the LFUCG web-site, seconded by Blues, passed without dissent.

Discussion:

CM Blues said this was an important step in providing information to the public who may want to participate or serve on a board or commission.

CM Beard asked about details regarding board/commission members political affiliations. Shaye Rebold told the committee that information was removed from all forms at the request of council.

CM Crosbie asked about status of the Deteriorated Property Commission and was told it was not currently active but had not been abolished. It was mentioned the Land Bank board/commission work could overlap.

CM Crosbie said events were happening in the community, such as fires, etc and expressed concern that some situations outside the Land Bank may prevail saying LFUCG hands might be tied due to the lack of an active ordinance.

CM James added for confirmation purposes, the Mayor's office/Administration would be responsible for maintains and uploading of board/commission reporting to the LFUCG web-site.

I. Update on Committee Items

No motions came from this item.

Motion by CM Myers to adjourn, seconded by CM Crosbie, Passed without dissent.

The meeting adjourned at 2:09 p.m.