ARC Board Engagement Task Force Recommendations

ARC Board Engagement Task Force Membership

The ARC Board Engagement Task Force was created to examine the current alignment of ARC’s governance, operations and organizational structure. Task Force members were self-selected and included the following board members:

Mayor Eric Dial, Chairman  
Ms. Julie Arnold  
Mr. Charlton Bivins  
Mayor Clark Boddie

Mr. Dennis Burnette  
Mr. Tread Davis  
Mayor Joy Day  
Mr. Bucky Johnson

Ms. Liane Levetan  
Mr. Mark Mathews  
Mr. Minuard “Mickey” McGuire  
Chairman Charlotte Nash

Mr. Bob Reeves  
Chair June Wood  
Chairman Kerry Armstrong, Ex Officio

Key Challenges for Governance and Operations

The Board Engagement Task Force focused on five strategic challenge areas, including:

1. **Accountability** – How do Board and Committee members hold themselves accountable for attendance and engagement in the ARC governance process?
2. **Logistics** – What activities are necessary for Board and Committee members to participate in the governance process?
3. **Substance** – The subject matter taken up for consideration by the Board and Committees.
4. **Structure** – The reporting and authority relationships between and among the governance processes of the Board and Committees.
5. **Scheduling** – The arrangement of meeting dates and times of the Board and Committees.

Highlights of Proposed Solutions

The task force developed the following solutions:

**Accountability**
- Consider formal and enforceable language and actions related to habitually absent members
- Institute a Board member-to-Board member buddy system
- Publish Board member attendance on website

**Logistics**
- Establish easy-to-access Board and committee information portals
- Hold fewer Board meetings
- Increase communication with Board members around parking and commuting challenges

**Substance**
- Provide plan and program summaries and information in advance of meetings and votes
- Ensure relevant presentations with specific implications for applicable member jurisdictions

**Proposed Structure**
- ARC Board
- Governance
  - BARC
  - Ethics
  - Strategic Relations
- CRC
- A&IS and Advisory Committee on Aging to become a single committee
- TAQC
- RTC

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1 The governance committee would be reconstituted with the authority to act on behalf of the board on certain matters, as defined in the revised bylaws. Additionally, the governance committee would be structurally reconstituted to include considerations for BARC, Ethics and Strategic Relations. Consequently, membership of the governance committee would be reviewed and updated.

2 CRC content could be streamlined and alternative meetings formats explored. Membership changes could also be considered.

3 The combined committees will be called Advisory Committee on Aging (ACA), to continue to reflect the statutory basis for this committee. The Chairman of the ARC Board would be given authority to appoint several Board members to the ACA and one of the Board appointments would be designated as the Co-chair of the ACA.
### Scheduling

The proposed schedule is presented below:

| Time           | Event                  | Jan 2nd Wk | Jan 4th Wk | Feb 2nd Wk | Feb 4th Wk | Mar 2nd Wk | Mar 4th Wk | Apr 2nd Wk | Apr 4th Wk | May 2nd Wk | May 4th Wk | Jun 2nd Wk | Jun 4th Wk | Jul 2nd Wk | Jul 4th Wk | Aug 2nd Wk | Aug 4th Wk | Sep 2nd Wk | Sep 4th Wk | Oct 2nd Wk | Oct 4th Wk | Nov 2nd Wk | Nov 4th Wk | Dec 2nd Wk | Dec 4th Wk |
|----------------|------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 9:00 - 12:00   | MNGWPD                 | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          |
| 9:00 - 10:25   | CRC                    | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          |
| 10:30 - 12:00  | TAQC                   | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          |
| 12:00 - 1:20   | Lunch Governance       | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          |
| 1:30 - 3:00    | ARC Board Meeting      | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          |
| 12:30 - 2:30   | ACA Lunch & Meeting    | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          | X          |

### Expected Outcomes

Fewer, more substantive meeting days

- Bi-monthly ARC Board Meetings
- Monthly Governance Committee Meetings with restructured membership, content and duties that include BARC, Ethics, and Strategic Relations functions

Streamlined scheduling

- Reduced travel
- More strategic meeting agenda development
- Use of more technology and innovative communication channels between meetings

Proposed changes would take effect on **July 1, 2020**

- February adoption
- March-June: Revision of by-laws and establishment of protocols.