



# City of Sunnyvale

## Meeting Minutes Council Subcommittee on Boards and Commissions

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Wednesday, May 5, 2021

2:30 PM

Telepresence Meeting: City Web Stream

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### Special Meeting - 2:30 PM

#### **CALL TO ORDER**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

Chair Klein called the meeting to order at 2:31 p.m. via teleconference.

#### **ROLL CALL**

**Present:** 3 - Chair Larry Klein  
Member Glenn Hendricks  
Member Gustav Larsson

All subcommittee members attended via teleconference.

#### **PRESENTATIONS**

**A**      [21-0363](#)      Update Regarding Operational Changes Initiated by Staff  
Following the February 11, 2021 Council Subcommittee on  
Boards and Commissions Meeting

City Clerk David Carnahan provided the staff report and presentation.

The subcommittee discussed or suggested recommendations to operational changes in the topic areas of hyperlinks and training.

- Have agenda hyperlinks navigate directly to the proper document within the agenda packet.
- Comment that the Chair and Vice Chair training may be beneficial to all board/commission members.
- Add a header to agenda packets that lets the reader know that bookmarks are available.

Public Comment opened at 2:50 p.m.

Ralph Kenton inquired about communication via the board and commission email Answer Point accounts specifically regarding the role of the staff liaison and response time frame.

Kristel Wickham spoke towards the voter registration requirement for boards and commissions and voiced support for removing the requirement.

Public Comment closed at 2:54 p.m.

**PUBLIC COMMENT**

None.

**CONSENT CALENDAR**

MOTION: Subcommittee Member Hendricks moved and Subcommittee Member Larsson seconded the motion to approve agenda item 1.A.

The motion carried with the following vote:

**Yes:** 3 - Chair Klein  
Member Hendricks  
Member Larsson

**No:** 0

**1.A**     [21-0547](#)     Approve the Council Subcommittee on Boards and  
Commissions Meeting Minutes of February 11, 2021

Approve the Council Subcommittee on Boards and Commissions Meeting Minutes of February 11, 2021 as submitted.

**GENERAL BUSINESS**

**2**         [21-0548](#)     Survey Results of Board and Commission Members Under 18  
Years Old

City Clerk David Carnahan provided the staff report and presentation.

The subcommittee discussed the following:

- The role of the Teen Advisory Committee (TAC). TAC advises staff on teenager interests and coordinates event opportunities for teenagers.
- The option and value of allowing teenagers to serve on boards and commissions.
- Establishing structure for members under 18 years old.

Public Hearing opened at 3:24 p.m.

Ralph Kenton spoke towards compiling the preferred policies or practices from neighboring cities to establish structure for Sunnyvale board and commission members under 18 years old. He also spoke towards allowing the TAC to provide presentations to all boards and commissions.

Dawna Eskridge shared support for permitting teenagers to serve on boards and commissions.

Public Hearing closed at 3:29 p.m.

MOTION: Subcommittee Member Hendricks moved and Subcommittee Member Larsson seconded the motion to direct staff to return to the Subcommittee with recommendations to revise Council Policy 7.2.19 (Boards and Commissions) relating to non-charter boards and commissions to allow individuals under 18 years old to serve on boards and commissions and include any additional recommendations for the Subcommittee to consider.

The motion carried with the following vote:

**Yes:** 3 - Chair Klein  
Member Hendricks  
Member Larsson

**No:** 0

- 3**      [21-0549](#)      Discussion and Possible Action Regarding the Code of Ethics and Conduct for Elected and Appointed Officials

City Clerk David Carnahan provided the staff report.

The Subcommittee discussed or suggested recommendations regarding the Code of Ethics and Conduct for Elected and Appointed Officials:

- Comment that the document is lengthy and intermixes Council and

board/commission guidelines. The document contains valuable information.

- Suggestion to separate Council guidelines from board/commission guidelines.
- Comment that the document is primarily regarding conduct and has a broad view of conduct.
- Suggestion to divide the document into ethical standards that must be upheld by appointed officials and suggestions for appointed officials on how one should conduct themselves in various situations.
- Suggestion to include use of social media including guidelines.
- Comment that the document content is important and relevant with both subjects being equally important.
- Suggestion to establish a document that covers ethics and a handbook that covers conduct.

City Attorney John Nagel spoke towards including a “sanction” section in the document(s). Subcommittee members communicated the importance of defining the sanction process.

Public Hearing opened at 4:07 p.m.

Daniel Bremond spoke towards providing a red line version to board and commission members when being presented for review and approval.

Dawna Eskridge spoke towards the organization of the document and hyperlinking the electronic document navigating to the ethics, conduct and sanction sections.

Public Hearing closed at 4:10 p.m.

### **ADJOURNMENT**

Chair Klein adjourned the meeting at 4:12 p.m.