City of San José
Quarterly Boards and Commissions Meeting

Boards & Commissions Staff

Toni J. Taber, City Clerk
Kevin Fisher, Chief Deputy City Attorney
Anh Tran, Deputy City Clerk
Elaine Trinh, Deputy City Clerk

10:00 a.m. | AGENDA April 24, 2017 | San José City Hall T-1446

I. Introductions

II. Spring 2017 Recruitment Update

III. 2017 Boards and Commission Recognition Event Update – April 25, 2017

IV. Templates on the Intranet Now Available!

a. Website Template
b. Resource Templates

V. Boards & Commissions Annual Training – July 2017

c. Documents Posted Online
d. Next Training Dates
    a. Wednesday, July 19, 2017 6:00 p.m. – 8:00 p.m., Wing 118-120
    b. Friday, July 21, 2017 3:00 p.m. -5:00 p.m., Tower-1734

VI. Workplan & Annual Reports to Council Committees

a. List of Council Committee Designation
b. Workplan and Annual Report

VII. Frequent Issues

a. Ethics and Sexual Harassment Training Update
b. Final Annual Form 700/FGR Update
c. City Issued Email Addresses Progress Report
d. Boards & Commission Retention and Archiving Techniques – Tamara Becker
    a. Department and Citywide General Records Retention Schedule
e. Board and Commission Web Pages and Posting Requirements
    a. Quarterly Tracking Log
f. Statement and Declaration of Conflict of Interest Form
    a. Leaving Dais vs Leaving Meeting Location
g. Recruitment Background Memo
h. Expectations for Council Memorandum with "Board/Commission Input"

VIII. Future Topics

a. Electronic Brown Act Board Feedback
b. Form 700/FGR Update
c. Official Roster Update
    a. Process and Procedures
d. Master Calendar

IX. Next Meeting

a. Monday, July 31, 2017 – 10:00 a.m. – T-1446
b. Monday, October 30, 2017 – 10:00 a.m. – T-1446