TOWN OF ERIE

Meeting Agenda

Board of Trustees

| **Sunday, January 13, 2019** | **8:30 AM** | **Erie Community Center - Mitchell Room** |

Board Retreat

A. Call to Order

B. Roll Call

1. **Board of Trustees, Town Administrator, and some Senior Staff in attendance**

C. Approval of Agenda

D. Process Summary: Town Administrator Malcolm Fleming – 8:40 AM

E. Review and Revise Preliminary 2019 Work Plan – 8:45 AM

1. **List. Identify and list in writing all the issues/projects the Board and staff believe are important to address in the coming year (or reach milestones on for multi-year projects/issues).**
2. **Clarify each issue/project so the desired outcome is sufficiently understood to facilitate prioritization by the Board.**
3. **Q&A and Advocacy. Allow time for the Board to engage in Q&A with the Administrator and Directors and, if the Mayor and Trustees wish, to individually advocate for those issues they think should be among the highest priorities.**
4. **Prioritize. Use a "dot exercise" or other quick approach to rank and tentatively prioritize all issues/projects.**

F. 15-minute Break – 10:15 AM

G. Review and Revise Tentative Work Plan (based on results of dot exercise) – 10:30 AM

1. **Review/Refine. Review, discuss and refine the prioritized list of issues/projects to confirm it captures the Board's interests Review top priorities. Are the Board's top priorities clear, and is there consensus on those priorities?**

H. Time Allocation and Scheduling –11:00 AM

1. **Time Budget. Tentatively budget the amount of Board meeting time the Board believes will be necessary to adequately consider each issue/project. Review the results and then, if necessary, adjust the issue/project list to minimize schedule "overload" by (a) putting some projects/issues "On Hold" to be considered later in 2019 if workload permits, (b) adjust down the anticipated time Council will devote to some issues, understanding that doing so might make some issues feel rushed and/or result in poor quality work, (c) commit to longer meetings, or (4) some combination of a, b and c.**
2. **Engagement Promise. Related to the time budget for each item, is the level of community engagement the Board expects to pursue for each item. Please see the attached "Strategic Framework for Public Engagement", and especially consideration #4 regarding "What level of engagement are we promising the public?" Projects/issues that require significant levels of engagement will require much more time and resources**

to successfully complete. The Board should factor this into both the Board meeting time allocation and the schedule for considering each project/issue.

3. Schedule. Once the priority list reflects the Board's priorities without overload, then prepare a schedule (by Quarter) indicating when the Board will consider each issue (if time is short, staff can handle this step after the Retreat). This schedule will help facilitate advance planning and avoid overloaded meeting agendas.

I.   Break for Lunch 12:00 PM (Senior staff leave)

J.   Town Administrator Performance Goals –12:45 PM

1.   The Town Administrator's Employment Agreement specifies, "During the first 90 days of employment, Fleming and the Board of Trustees shall work together to develop concrete, reasonable performance goals for the first year of employment, with concrete, reasonable timelines." Using the results of the 2019 Work Plan—and anything else the Board deems appropriate—the Board should identify the specific goals and timelines the Board wants to set as the Administrator's performance goals.

G. ADJOURN (By 3:00 P.M.)