



TSCC Special Meeting

Meeting Minutes

Tuesday, September 14, 2021

2:00 p.m.

Chair David Barringer, Commissioners Ofsink, and Quiroz were present, as was Executive Director Allegra Willhite, all via Google Meeting.

The meeting was held to discuss the duties of the Chair and Vice Chair and to determine interest of Commissioners Ofsink and Quiroz in potentially fulfilling these positions on the Board. Chair Barringer shared a list of duties and the group discussed the amount of time and appropriate position to take on the list of duties. The group compiled the following list of duties, estimated time commitment, and who would be responsible for each task:

Routinely, the Chair's duties are to:

- Set the agenda for commission meetings, based on the Executive Director's agenda drafts.
 - Minimal time. Chair/Vice
- Review and approve (currently via email) monthly Executive Director's Purchase Card transactions.
 - Minimal time. Chair (Vice as backup)
- Chair all the Commission meetings and hearings.
 - Could be initial time up front and reviewing scripts ahead of hearings.
 - Chair/Vice
- Discuss informally issues and strategies with other Commissioners and Executive Director (outside of the commission meetings).
 - Minimal time
 - Chair/Vice
- Work with the Executive Director to edit the script and assign questions for each hearing (eventually this can become more automatic).
 - Requires reading script and questions ahead of time for flow and any word choices/changes and verifying that we can meet noticed time constraints.
 - Chair (Vice as backup)
- Prepare a draft annual evaluation and proposed salary for the Executive Director.
 - Medium time (most time of any single item)
- Develop annual work plan for Executive Director
 - Medium time
 - Vice Chair

- Serve as supervisor for the Executive Director (including hiring, human resources questions, etc.)
 - Medium time
 - Chair (Vice as backup)
- Signature (and review of) bill sent to districts (July)
 - Minimal time
 - Chair
- Commission Management
 - On demand
 - Chair + Vice

The period of the Chair's most intensive activity is March-June, corresponding with the other Commissioner's highest activity level, but approving payments occur near the end of almost each month.

The group agreed that nominations and elections for the Chair and Vice Chair should take place at the next TSCC Business Meeting, scheduled for October 5, 2021.