

**CITY OF NEWARK  
DELAWARE  
CITY COUNCIL WORKSHOP MINUTES**

**March 17, 2014**

Those present at 7:00 PM:

Mayor Sierer presiding  
Council Members Chapman, Hadden, Markham, Morehead, Tuttle  
City Secretary Renee Bensley  
City Manager Carol Houck

**1. Boards and Commissions Recruitment Process**

Council discussed implementing an application and recruitment process for the City's boards and commissions, including posting vacancies on the City's website, creating an application for interested members, creating qualification guidelines for the various boards and commissions, continuing education for board and commission members, and structure for the comprehensive review of the boards and commissions.

**2. Rental Housing Needs Assessment Steering Committee**

Council discussed the composition of the Rental Housing Needs Assessment Steering Committee, the ability of the contractor to begin phase one of the study without a steering committee in place, the charge and purpose of the steering committee, and the communities represented on the steering committee. Council directed Ms. Houck to contact the consultant for the study so find out if they could proceed with phase one of the Rental Housing Needs Assessment without a finalized steering committee.

**3. Boards and Commissions Review Committee**

Council discussed the creation of qualifications for Review Committee members, using an application and recruitment process for members, defining the role of the Review Committee, including existing board and commission members in the review process, and creating a standardized review process to be applied across all of the boards and commissions. Council directed Ms. Bensley to research boards and commissions applications from other jurisdictions and prepare a memo for presentation at the April 28<sup>th</sup> Council meeting. Council also agreed to send Ms. Bensley qualifications that they would like to see for Review Committee members to be synthesized into a memo to be presented at the April 28<sup>th</sup> Council meeting.

**Meeting adjourned. Time 9:05 p.m.**

Renee K. Bensley  
City Secretary