

**AGENDA**  
**PERFORMANCE AND ENGAGEMENT COMMITTEE**  
**WEDNESDAY, SEPTEMBER 6, 2017**  
**MONARCH PASS CONFERENCE ROOM**  
**1290 Broadway**  
**→ 5:30 PM \* ←**

1. Call to Order
2. Summary of July 5, 2017 Performance and Engagement Committee meeting  
(Attachment A)

**INFORMATIONAL ITEMS**

3. Update on mentorship program  
(Attachment B) Steve Erickson, Director, Communications & Marketing
4. Denver Regional Visual Resources Focus Group  
(Attachment C) Brad Calvert, Director, Regional Planning & Development

**ADMINISTRATIVE ITEMS**

4. Report of the Chair
5. Report of the Executive Director
6. Other Matters by Members
7. Executive Session pursuant to C.R.S. §24-6-402(4)(b) and 24-6-402(4)(e), for conference with DRCOG counsel for legal advice on specific legal questions, and for determining positions, developing strategy and instructing negotiators relative to matters that may be subject to negotiation - Executive Director employment contract
8. **Next Meeting – October 4, 2017**
9. Adjournment

\* The Performance and Engagement Committee meeting will begin immediately following the Board work session; the time listed is approximate.

Persons in need of auxiliary aids or services, such as interpretation services or assisted listening devices, are asked to contact DRCOG at least 48 hours in advance of the meeting by calling (303) 480-6701.





SUMMARY  
PERFORMANCE AND ENGAGEMENT COMMITTEE  
Wednesday, July 5, 2017

Members Present:

Bob Fifer, Chair	Arvada
Eva Henry	Adams County
Bob Roth	Aurora
David Beacom	Broomfield
Robin Kniech	Denver
Steve Conklin	Edgewater
Phil Cernanec	Littleton
Dana Gutwein (Alternate)	Lakewood
Heidi Williams	Thornton
Herb Atchison	Westminster

Others present: Doug Rex, Acting Executive Director, Dan Cummings, EFL Associates; and DRCOG staff.

Chair Fifer called the meeting to order at 4:00 p.m. with a quorum present.

Summary of May 17, 2017 Performance and Engagement Committee meeting

The summary was accepted as presented.

Discussion of Board Collaborative Assessment

Jerry Stigall provided an overview of the assessment results. He noted scores on the subject of “authenticity” slipped a small amount from last year. The assessment will be included in the Board agenda as an informational item.

Update on onboarding activities

Steve Erickson discussed the revamped mentorship program. Suggestions for revisions were as follows:

- It was noted most Board members work outside of their elected duties, so the time commitment should be kept to a few hours.
- A mentor should be appointed to a new member as soon as possible.
- An initial phone call from the Executive Director welcoming the new member would be good, then a follow up from the mentor.
- A standardized list of topics for the mentor would be helpful.
- A suggestion was made that DRCOG should provide funds for one or two meals between mentors/mentees.
- Mentors should be selected by staff.

The updated information will be presented at the next meeting.

## Performance and Engagement Committee Meeting Summary

July 5, 2017

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### Update on executive director recruitment

Director Atchison and Roxie Ronsen provided an update on the executive director search. Members reviewed the materials included in the agenda, and provided comment on the project specifications as follows:

- The nondiscrimination clause should be updated.
- A suggestion was made to specify experience working with elected officials is desired.
- A list of recent agency accomplishments should be included.
- Some wording regarding budget management should be included.

Members were requested to provide any additional comments to Roxie Ronsen by end of the day Friday. It is anticipated interviews will occur approximately mid-September.

### Report of the Chair

No report was provided.

### Report of the Executive Director

No report was provided.

### Other Matters by Members

No other matters were discussed.

### Next Meeting

The next meeting is scheduled for August 2, 2017.

The meeting adjourned at 5:39 p.m.

# ATTACH B

To: Chair and Members of the Performance & Engagement Committee

From: Douglas W. Rex, Acting Executive Director  
303-480-6747 or [drex@drcog.org](mailto:drex@drcog.org)

Meeting Date	Agenda Category	Agenda Item #
September 6, 2017	Informational Item	3

**SUBJECT**

Capacity-building, mentorship program

**PROPOSED ACTION/RECOMMENDATIONS**

Review program and recommend steps for implementation.

**ACTION BY OTHERS**

N/A

**SUMMARY**

Late last year staff presented and received feedback from Performance and Engagement committee members on a plan for a new capacity-building process. One element, a mentorship program, was presented at the July meeting, and the committee requested staff redefine the program to make it simpler and less time-intensive.

Staff will present an overview of the revised plan, ask for feedback, and discuss implementation.

**PREVIOUS DISCUSSIONS/ACTIONS**

November 2016 – Performance and Engagement Committee discussed plan and program elements.

July 2017 – Performance and Engagement Committee discussed draft mentorship plan and requested changes

**PROPOSED MOTION**

N/A

**ATTACHMENT**

Draft Guide for DRCOG Board Mentorship

**ADDITIONAL INFORMATION**

Should you have any questions regarding this item, please contact Douglas W. Rex, Acting Executive Director, at 303-480-6747 or [drex@drcog.org](mailto:drex@drcog.org); or Steve Erickson, at 303-480-6716 or [serickson@drcog.org](mailto:serickson@drcog.org).

## GUIDE FOR DRCOG BOARD MENTORING ACTIVITIES

Time Commitment: 5 hours over six months

Tasks identified **are recommendations designed to help both parties** get the most out of their mentoring opportunity. Mentors and mentees may outline a program and schedule that works best for them.

### Months one and two – one meeting and shadow and debrief at board meeting

**Goal: Mentor and Mentee get to know each other, acclimation to board meetings, overview of DRCOG, introduction to fellow directors and staff**

**First meeting - Introduction and overview** (in-person, preferably before first board meeting, one hour)

- Meet face-to-face and get to know each other
- Mentor shares previous board experiences
- Share expectations
- Mentor
  - Reviews basic information about DRCOG - mission and vision
  - Explains board meeting preparation – reading agenda packet, asking staff for clarification

Talks about what to expect at the first board meeting – high level Robert’s Rules, norms

### Board meeting, shadow and introductions, then debrief

#### Board meeting, debrief, and introductions

- New director may shadow Mentor at first board meeting
- Introduce new director to fellow directors, key staff
- Debrief after first board meeting – what areas need clarification or explanation?
- Check-in on materials – welcome packet, board handbook, board web portal
- Encourage new director to sign up for board orientation and short courses (suggest mentor attend as well if possible)

## **Month Three – two meetings**

**Goal: Gain understanding of DRCOG boards and committees, role of directors and staff, strategic initiatives, program inventory, funding and budget, Robert’s Rules, norms and codes of conduct**

**Second meeting** (in-person, one hour)

### **Board and committee contacts, roles and procedures**

- Discuss board’s responsibility to oversee programs and planning; board’s role vs. staff’s role
- Overview of meetings including board meetings, work sessions and committee meetings
- Outline committees of the board, identify key leadership positions and contacts
- Review Robert’s Rules, norms and codes of conduct, and structure and governance

**Third meeting** (in-person, one hour)

### **Strategic initiatives, funding and budget, program inventory**

- Strategic Initiatives - overview
- Budget and funding
- Overview of DRCOG programs, “Getting to Know Your Doctor, COG that is”, program inventory

## **Month Four – one meeting**

**Goal: Taking steps to become more involved, committees, check-in on learning curve**

**Fourth meeting** (in-person or on phone, half-hour)

### **Committees and other opportunities to serve on board**

- Discuss the committee that might be best suited to the mentee’s interests, skills and experience – invite mentee to attend a committee meeting
- Check-in on board orientation and short courses – answer questions
- Introduce other board activities – board workshop, awards celebration



## **Month Five – one meeting**

**Goal: Partnerships, current issues before the board, your jurisdiction and DRCOG**

**Fifth meeting** (online or on phone, one hour)

**Partnerships, key issues before the board, DRCOG and your jurisdiction,**

- Discuss DRCOG’s key regional partnerships in planning, allocating funding and delivering services
- Discuss current major issues before board in coming months – e.g. TIP, regional growth initiative
- Discuss how to leverage DRCOG services and expertise to benefit your community as well as the region

## **Month Six – one meeting**

**Goal: Review and wrap-up**

**Sixth meeting** (in-person or on phone, half-hour)

**Review mentorship process, introduce survey, check for understanding**

- Celebrate mentorship.
- Discussion of the mentorship process, what went well, what could be improved
- Mentor lets mentee know they’ll be receiving a survey
- Mentor checks for understanding in all key areas

# ATTACH C

To: Chair and Members of the Performance & Engagement Committee

From: Douglas W. Rex, Acting Executive Director  
303-480-6747 or [drex@drcog.org](mailto:drex@drcog.org)

Meeting Date	Agenda Category	Agenda Item #
September 6, 2017	Informational Item	4

**SUBJECT**

Request for feedback on DRCOG's strategy of telling data-driven stories via our web properties.

**PROPOSED ACTION/RECOMMENDATIONS**

No action is requested, this item is for information only.

**ACTION BY OTHERS**

N/A

**SUMMARY**

DRCOG has a strategic objective to provide data and information to our member governments to promote informed decision-making. Over the past few years, we have tried to shift focus toward online offerings and to present information in interactive and compelling ways that encourage data exploration by a variety of potential users, including the Board of Directors.

In the fall of 2015, DRCOG launched the [Denver Regional Visual Resources \(DRVR\)](#) site, which is a public repository of infographics and data stories that explain the state of the region. DRCOG is currently exploring a continuation of this work to include development of data-driven stories for each Metro Vision outcome, and putting that information on our new Metro Vision website.

Before we undertake more data-driven storytelling work, we would like feedback on the needs and wants of our users. DRCOG is working with an outreach consultant to solicit feedback from existing and potential users through surveys and interviews. DRCOG staff and consultant team will gather Board feedback during the September meeting of the Performance and Engagement Committee.

**PREVIOUS DISCUSSIONS/ACTIONS**

N/A

**PROPOSED MOTION**

N/A

**ATTACHMENTS**

N/A

**ADDITIONAL INFORMATION**

Should you have any questions regarding this item, please contact Douglas W. Rex, Acting Executive Director, at 303-480-6747 or [drex@drcog.org](mailto:drex@drcog.org); or Brad Calvert, Regional Planning and Development Director, at 303-480-6839 or [bcalvert@drcog.org](mailto:bcalvert@drcog.org).