

DRAFT MINUTES
BOARD OPERATIONS COMMITTEE MEETING
NOVEMBER 29, 2021

To Be Approved February 28, 2022

A meeting of the Board Operations Committee (BOC) was held on Monday, November 29, 2021. Voting members of the BOC participating in the meeting were Janet Evans, Virginia Thomas, Lakey Boyd, Tina Horn, and Andy Stack. Also present was CA Board member Dick Boulton; Senior Vice President, Administrative Services Susan Krabbe; General Counsel Michael W. Aniton; and Chief Staff Liaison Janet Loughran.

1. Call to Order

The meeting was called to order at 7:01 p.m. by the chair, Janet Evans. Ms. Evans read prepared remarks outlining how the meeting would be conducted, and proceeded with a roll call to verify the Directors participating as voting members of the BOC.

2. Approval of Agenda

Ms. Thomas moved to approve the agenda, seconded by Ms. Horn. Hearing no objections, the topic was approved unanimously.

3. Residents who wished to send comments to the BOC were asked to send them to Board.Members.FY22@ColumbiaAssociation.org.

4. Approval of Minutes – August 30, 2021

The minutes of the August 30, 2021 BOC meeting were approved by consent.

5. Finalize Proposed Topics for Inclusion on Upcoming Agendas for Board of Directors Work Sessions and Meetings

(a) Topics for Inclusion – December 9, 2021 Board of Directors Meeting

BOC members discussed the governance and standing topics listed, with proposed time allocations, which comprised the entire length of the meeting. The BOC made a single change to the list - the time allocation for the decision regarding key components to include in the FY 2023 draft budgets was increased from 45 to 60 minutes.

Action: Mr. Stack moved to approve the Topics for Inclusion on the December 9, 2021 Board of Directors meeting agenda, with the amended time allocation. Ms. Horn seconded the motion. Hearing no objections, the amended list of Topics for Inclusion on the December 9, 2021 BOD meeting agenda was approved unanimously.

(b) Topics for Inclusion – January 13, 2022 Board of Directors Work Session

BOC members discussed the governance and standing topics listed, noting the possible inclusion of a discussion on the draft of the HoCo by Design General Plan Update. Since it appears the draft will not be available until early spring 2022, it was decided to ask the Howard County Department of Planning and Zoning (DPZ) if it would make a presentation to CA's Board on elements of the draft. If the DPZ is unable to do so, the BOC suggested two

47 substitute topics for discussion – Advisory Committees and the Appointments Process, with a
48 time allocation of 30 minutes; and Board Training led by General Counsel Michael W. Aniton,
49 with a time allocation of 30 minutes. The BOC also increased the time allocations for the
50 updates from Community Programs and Services and Community Operations from 15 minutes
51 to 20 minutes each.

52
53 **Action:** Ms. Horn moved to approve the amended list of Topics for Inclusion on the
54 January 13, 2022 Board of Directors work session agenda, seconded by Mr. Stack. Hearing no
55 objections, the amended list of Topics for Inclusion on the January 13, 2022 BOD work session
56 agenda was approved unanimously.

57
58 **(c) Topics for Inclusion – January 20, 2022 Board of Directors Budget Work Session (if**
59 **necessary)**

60 The BOC reviewed the Topics for Inclusion list, noting that the final draft of the FY 2023 capital
61 and operating budgets will be published on Friday, January 21, 2022. It held a brief discussion
62 on staff’s recommendation that an additional work session on Thursday, January 20, 2022 was
63 not necessary.

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65 **Action:** Mr. Stack moved that the budget work session not be held, seconded by Ms. Horn.
66 Hearing no objections, the BOC decided unanimously not to hold the proposed budget work
67 session on January 20, 2022.

68
69 **(d) Topics for Inclusion – January 27, 2022 Board of Directors Meeting**

70 The BOC discussed the governance and standing topics listed, with proposed time allocations,
71 which comprised the entire length of the meeting. The BOC made a single change to the list -
72 the time allocation for the Human Resources Division Update was increased from 15 to 20
73 minutes.

74
75 **Action:** Mr. Stack moved to approve the Topics for Inclusion on the January 27, 2022 Board of
76 Directors meeting, with the amended time allocation. Ms. Thomas seconded the motion.
77 Hearing no objections, the amended list of Topics for Inclusion on the January 27, 2022 BOD
78 meeting agenda was approved unanimously.

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80 **(e) Topics for Inclusion – February 10, 2022 Board of Directors Work Session**

81 The BOC reviewed the governance and standing topics list. BOC members decided to add offer
82 February 10, 2022 to Howard County Department of Planning and Zoning as a second date on
83 which to give a presentation to CA’s Board of Directors on elements of the HoCo by Design
84 General Plan Update. If DPZ is unable to use the date, an update from CA’s team member
85 DE&I Committee will be given, with a time allocation of 30 minutes.

86
87 **Action:** Ms. Horn moved to approve the amended list of Topics for Inclusion on the
88 February 10, 2022 Board of Directors work session agenda. Ms. Thomas seconded the motion.
89 Hearing no objections, the amended list of Topics for Inclusion was approved unanimously.

92 **(f) Topics for Inclusion – February 24, 2022 Board of Directors Meeting**

93 The BOC reviewed the governance and standing topics list. Noting that time remained for
94 discussion topics, it added “Board Training” led by General Counsel Michael W. Aniton for 30
95 minutes and an update on “Community Engagement” for 20 minutes.

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97 **Action:** Mr. Stack moved to approve the amended list of Topics for Inclusion on the February
98 24, 2022 Board of Directors meeting agenda. Ms. Thomas seconded the motion. Hearing no
99 objections, the amended list of Topics for Inclusion on the February 24, 2022 BOD meeting
100 agenda was approved unanimously.

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102 **6. Administrative Items** – No items were discussed.

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104 **7. Talking Points:** The Talking Points were read by the Chief Staff Liaison.

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106 **8. Adjournment:** The meeting adjourned at 7:44 p.m.

107
108 Respectfully Submitted,

109
110 Janet F. Loughran

111 Chief Staff Liaison