City of Birmingham
A Walkable Community

MEMORANDUM

Office of the City Manager

DATE: **October 27, 2016**

TO: **Joseph A. Valentine, City Manager**

FROM: **Joellen Haines, Assistant to the City Manager**

SUBJECT: **BYA Expectations of City Commissioner Appointee**

At the May 9, 2016 City Commission meeting, there was a resolution to determine the appointment of a city commissioner to the Birmingham Youth Assistance (BYA) Committee. As a result of the discussion, there was a request for more information from the BYA regarding the volunteer requirements of a BYA board member. Subsequently, the City Manager's Office received the attached email on May 12, 2016 with the requested information.

At the May 23, 2016 City Commission meeting, the Commission determined that more information was needed to understand the capacity of the Commission's role, and to determine if the appointment should be as a voting or non-voting member. Attached is the October 3, 2016 letter from the BYA clarifying their expectations of a city commission appointee.

The Commission also discussed at the May 23, 2016 meeting, having the Ethics Board provide an advisory opinion regarding a potential conflict of interest with City Commissioners serving as board members for community-based organizations that rely on city funding. If the Commission wishes to pursue this, an additional resolution has been prepared

Three resolutions have been prepared regarding appointment of a city commissioner to the BYA.

SUGGESTED RESOLUTION:

To appoint _____ as a voting member of the Birmingham Youth Assistance General Citizens Committee,
OR

To appoint _____ as a non-voting member of the Birmingham Youth Assistance General Citizens Committee,
OR

To refer the following question to the Board of Ethics:

"Is there a conflict of interest with City Commissioners serving as board members for community-based organizations that rely on the City for funding, and what actions should be followed if they wish to serve on boards that make requests to the City Commission?"

Birmingham Youth Assistance
2436 West Lincoln, Ste. F102
Birmingham, MI 48009
(248) 203-4300 FAX: (248) 203-4301
office@birminghamyouthassistance.org
www.birminghamyouthassistance.org

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October 3, 2016

Mr. Joe Valentine, Manager
City of Birmingham
151 Martin
Birmingham, MI 48009

Dear Joe,

This letter will hopefully clarify BYA's expectations of a City Commissioner appointee to our General Citizens Committee (the GCC). There are three points to be made:

1. We hope that the Commissioner would attend as many of the nine GCC meetings per year as possible. The meetings, which are held at 8am on the second Thursday of months during which Birmingham schools are in session, generally last one hour.
2. As with all GCC members, we would hope that the appointed Commissioner would volunteer to participate in one or more of the many community outreach activities which BYA undertakes. We fully understand that such participation depends on the Commissioner's personal interests, available time and any potential conflict-of-interest considerations.
3. Consistent with the above point, we hope that the appointed Commissioner would support our fundraising activities. As with other BYA activities, such support is optional. However, we believe that fundraising is both a responsibility and a benefit to the community and it helps to publicize the work that BYA does.

We hope that this provides you and the Commission with the necessary information to proceed with the requested appointment.

Sincerely,

Reuben Myers
BYA Chair

Richard Stasys
BYA Treasurer

RM:RS:dmr

BIRMINGHAM
OCT 07 2016
CITY MANAGER'S OFFICE

City of Birmingham
A Walkable Community

MEMORANDUM

Office of the City Manager

DATE: **May 19, 2016**

TO: **Joseph A. Valentine, City Manager**

FROM: **Joellen Haines, Assistant to the City Manager**

SUBJECT: **Follow-up on volunteer requirements pursuant to appointment of City Commissioner to the Birmingham Youth Assistance (BYA) General Citizens Committee**

At the May 9, 2016 City Commission meeting, there was a resolution to determine the appointment of a city commissioner to the Birmingham Youth Assistance (BYA) Committee. As a result of the discussion, there was a request for more information from the BYA regarding the volunteer requirements of a BYA board member. Subsequently, the City Manager's Office received an email on May 12, 2016 with the requested information (see attached email).

The involvement of a Commissioner with the BYA committee may at some point pose a conflict given the nature of the decisions that come before the City Commission. To avoid a potential conflict of interest, the Commissioner would have to recuse him or herself from voting on matters relating to the BYA if he or she was appointed a voting member of the BYA General Citizens Committee, or if the Commissioner was appointed as a non-voting member of the committee, the Commissioner would identify him or herself as a non-voting member of the BYA General Citizens Committee, and decide accordingly to recuse or not recuse depending on the topic.

Two resolutions have been prepared to offer the options listed above.

SUGGESTED RESOLUTION:

To appoint _____ as a voting member of the Birmingham Youth Assistance General Citizens Committee, or

To appoint _____ as a non-voting member of the Birmingham Youth Assistance General Citizens Committee.

City of Birmingham
A Walkable Community

Joe Valentine <jvalentine@bhamgov.org>

City Commissioner volunteer for BYA

Birmingham Youth Assistance <office@birminghamyouthassistance.org> Thu, May 12, 2016 at 1:45 PM
To: Joe Valentine <jvalentine@bhamgov.org>
Cc: Chris Gannon <cgannon104@gmail.com>, Dick Stasys <rstasys@hotmail.com>, Jill Fill <jf02bps@birmingham.k12.mi.us>, Nikki Keller <kellerfox@gmail.com>, Reuben Myers <myersreuben@yahoo.com>, Shelley Taub <shelleytaub@comcast.net>

Hi Joe,
Sorry I haven't gotten back to you but I wanted to make sure that I had all correct information to give to you to take back to the commission for their next meeting. Our committee meets once a month, September thru June. Our meetings are usually scheduled for the second Thursday of the month (sometimes due to holidays and school vacations it may fall on a different Thursday). The meetings usually last about an hour, sometimes less. We meet in the BPS Administration Building next to Groves High School on 13 Mile & Cranbrook. Meetings start at 8:00 a.m.
As to additional service, we do ask they join one of our event committees. The commitment hours for that can vary depending on which committee it is.
The third thing that we ask is that our volunteers support our fundraising efforts, i.e. our RedRaisers.
Please let me know if you have any further questions.

Have a great weekend,
Diedra

[Quoted text hidden]

City of Birmingham
A Walkable Community

MEMORANDUM

Office of the City Manager

DATE: **May 4, 2016**

TO: **Joseph A. Valentine, City Manager**

FROM: **Joellen Haines, Assistant to the City Manager**

SUBJECT: **Appointment of City Commissioner to the Birmingham Youth Assistance (BYA) General Citizens Committee**

The City Manager's Office received a letter on April 11, 2016 from the Birmingham Youth Assistance (BYA) organization requesting that the City of Birmingham Commission appoint a representative for the Birmingham Youth Assistance (BYA) General Citizens Committee.

We recognize that the involvement of a Commissioner with this committee may at some point pose a conflict given the nature of the decisions that come before the City Commission. To avoid a potential conflict of interest, the Commissioner would have to recuse him or herself from voting on matters relating to the BYA if he or she was appointed a voting member of the BYA General Citizens Committee, or if the Commissioner was appointed as a non-voting member of the committee, the Commissioner would identify him or herself as a non-voting member of the BYA General Citizens Committee, and decide accordingly to recuse or not recuse depending on the topic.

Two resolutions have been prepared to offer the options listed above.

SUGGESTED RESOLUTION:

To appoint _____ as a voting member of the Birmingham Youth Assistance General Citizens Committee, or

To appoint _____ as a non-voting member of the Birmingham Youth Assistance General Citizens Committee.

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Rachel Rotger
Anne Van Dyke

April 7, 2016

Mr. Joe Valentine, Manager
City of Birmingham
151 Martin
Birmingham, MI 48009

Dear Joe,

We are writing to request that the City of Birmingham Commission appoint a representative for the Birmingham Youth Assistance General Citizens Committee. Andy Harris has recently expressed an interest in BYA and we would be delighted to have him.

If that has changed, we would welcome whomever the Commission selects. As you know, we value our partnership with the city and we feel that by having an active member from the Commission on our board, we can work positively together and build on a great relationship.

If you or the commissioners have any questions, please contact our office at 249.203.4300 or by email office@birminghamyouthassistance.org.

Sincerely,

Reuben Myers

Reuben Myers
BYA Chair

RM:dmr

BIRMINGHAM
APR 11 2016
CITY MANAGER'S OFFICE

We are BYA! You are BYA!

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