

Consulting Proposal for the City of Venice
Submitted by Betsy Steiner, Consultant
January 13, 2017

Background

Venice City Council (Council) relies on numerous advisory boards for information, recommendations, and decisions relating to city business. Council is committed to ensuring that advisory board chairs and board members are informed of best practices in governance, and have access to current information regarding the City. This proposal addresses the desire for board enrichment sessions to inform and update advisory board members.

The City provided board enrichment sessions approximately five years ago in 2012-2013. Post-session evaluations revealed that participants found the sessions valuable as they learned about City policies and practices, as well as resources available to board members. Board chairs reported that the tools and techniques for meeting management and conflict resolution were particularly valuable.

Scope of Work

The scope of this consulting engagement includes:

- Holding a planning meeting with key City officials to affirm session agendas and establish desired outcomes for the advisory board enrichment sessions;
- Observing one to three advisory boards to gain an understanding of their current practices, and any unique challenges (optional);
- Planning and conducting a two-hour session for advisory board members, to be offered once in March and once April. The objective is to educate advisory board members on best practices in governance to ensure that board members are prepared for their roles and responsibilities in supporting the City Council. Topics include, but are not limited to: board protocol, meeting preparedness, effective communication, mission focus, group decision-making and problem solving, and promoting collaboration;
- Planning and conducting one two-hour session for advisory board chairs, to be offered at a time mutually convenient for the majority of board chairs. Prospective board chairs will also be encouraged to attend. The session will focus on responsibilities and challenges unique to the board chairs including, but not limited to: meeting design, time management, conflict management, conflict resolution, effective communication techniques, and meeting evaluation;
- Producing materials for both advisory board members and chairs to be used during the sessions and for reference during board service;
- Conducting a post-session participant survey to evaluate the sessions and identify any opportunities for future improvement; and

- Drafting a summary report of session outcomes and participant survey data (optional).

Deliverables

1. Two advisory board member enrichment sessions, to be presented in March and/or April.
2. One advisory board chair enrichment session, to be presented in March or April.
3. Meeting agendas and participant reference materials.
4. Summary report of session outcomes including the participant survey.

Expected Outcomes

1. Increased productivity and effectiveness of advisory boards.
2. Increased satisfaction of members serving on advisory boards.
3. Increased pool of potential advisory board members trained in board “best practices.”

Qualifications

Betsy Steiner is a consultant, facilitator, and trainer. She has over twenty years of experience working with government entities, nonprofits, and businesses throughout the United States, designing and implementing initiatives for organizational growth and advancement. Betsy counsels and trains executives and boards on topics ranging from governance, visioning, and planning. She has specialized training and experience in board governance, leadership, and organizational restructuring. Clients include Gulf Coast Community Foundation, The Patterson Foundation, the U.S. Small Business Administration, Guardian Life Insurance Company, and the City of Venice, among others.

Terms

City of Venice staff will provide the meeting sites, printed copies of participant materials, any beverage/food service, and will coordinate participant registration. Consultant Betsy Steiner will perform all other work described in this proposal for a fee up to \$4,500.00. The City will only be billed for time dedicated to the project at an hourly rate of \$125.00. The schedule for this work will be determined mutually, however, is expected to begin in January and conclude in May 2017.

Authorization

Authorization to proceed with this proposal may be indicated by responding via email or by signing this proposal.

Respectfully submitted,
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Accepted By:

Signature:_____ Date:_____

Title:_____