

## BOARDS & COMMITTEES

**RECOMMENDATION:** Administrative process for Board Vacancies be moved from County Commissioners Office.

**BACKGROUND:** In 2012, BCC directed County staff to review & research citizen appointment procedures. Communications Department took the lead for this project. They worked with multiple other departments, including County Attorney Office, BTS, and County Administrator Office. Resolution 13-25 was adopted and formalized the citizen appointment process in the attached Policy & Procedures. These procedures are listed on the County website on the Boards, Councils & Committees webpage.

**PROCEDURES:** The procedures require a liaison to be the responsible department representative who provides support to the board, council or committee. In Section II, the liaison's duties are specifically listed. In part, the liaison's duties related to appointments are:

- Advertise a Vacancy
- Track Appointments
- Assist in Filling Vacancies
  - Take calls from potential applicants
  - Collect & review applications for conflicts of interest & specific requirements
  - Prepare the Agenda Packet
  - Respond to all Inquiries

However, the above duties have become a responsibility of the County Commissioners Office.

**JUSTIFICATION:**

- The folks who are most knowledgeable of the Board should be handling these vacancy procedures. The department liaison knows firsthand when there is a vacancy or need for appointment, and know their board details.
- There is confusion when BCC Aides talk with candidates about vacancies; they question if this is an individual appointment by a commissioner.
- Perception is there is a political connection when BCC Aide handles the vacancy process, as we are an extension of the commissioner.
- Similarly, when commissioner is on the specific board, and that BCC Aide is handling the vacancy process, it may be construed as a Sunshine violation.
- BCC Aides could be a 4 year employment, theoretically; this function could be switched every 4 years. Who is going to train the new BCC Aide.
- The learning curve of boards/committee appointments is lengthy because of the unique details of each board/committee/council, and to learn Granicus and Legistar.
- Department liaison is not acting on behalf of County Commissioners.
- 2 Departments are handling their appointments: EMS & Economic Development

BCC Front Desk position:

- Training: BCC Aide would need to stay knowledgeable of the procedures, board details, agenda package software, etc.
- Turnover: This is an entry level position, and anticipate turnover.
- Distractions: These procedures require concentration and uninterrupted time while processing the package through Granicus and Legistar.

**OUTCOMES:**

One central repository for boards/committee data.

No duplication of board rosters between the department level & the 5<sup>th</sup> floor, which eliminates the potential for error.

BCC Agenda is a county administrator function. Departments prepare agenda packages routinely through Legistar system, and work with Agenda Coordinator.

Departments work with Assistant County Attorney assigned to Department.

**ATTACHMENTS:**

Resolution 13-25

Boards Procedures

List of Boards

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