

**LUCAS COUNTY, OHIO
BOARD OF COMMISSIONERS**

NUMBER: 28c

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**TITLE: POLICY AND PROCESS
FOR APPOINTMENT TO
CERTAIN PUBLIC
BOARDS, COMMISSIONS,
AND COMMITTEES**

**PERSONNEL
ADMINISTRATIVE X**

**RESOLUTION
NO: 10-613**

**EFFECTIVE
DATE: July 20, 2010**

**TYPE:
POLICY X
PROCEDURE X**

**SUPERSEDES:
POLICY # 28b
PROCEDURE #**

The Board of County Commissioners has the responsibility to appoint persons to a number of public board directorships, members of committees and public commissions or public agency trusteeships (appointive boards) that serve a public function in Lucas County.

It is the policy of the Board of Lucas County Commissioners to appoint those persons to appointive boards who have demonstrated a personal interest in the appointment; have demonstrated a commitment to fulfill the obligations of membership on certain boards; have the personal, educational and life experience qualifications to actively participate in appointive board deliberations; have a demonstrated history of good citizenship and have no potential conflict of interest with any activities of the appointive board. The Board of Commissioners also recognizes the cultural, gender and racial diversity of our community.

In order to maintain an open and accountable system, the Commissioners require that applicants for appointment disclose political contributions made to members of the Board County Commissioners as well as any pertinent contract information upon application. In addition, appointees will be required to attend appropriate ethics training. Appointive board positions that are appointed pursuant to established appointive board by-laws or jurisdictionally due to the individual's elective office status or by virtue of membership on another appointive board are exempt from the application and ethics training process.

The Board of County Commissioners has established the following appointment process for certain appointive boards:

- A. The person interested in being considered for a specific appointive board vacancy must fill out the "Application for a Public Volunteer Committee, Commission, Board of Agency Appointment" form which is available from the Board of County Commissioner's office (One Government Center, Suite 800, Toledo, Ohio 43604) or on-line at <http://commissioners.co.lucas.oh.us>. A detailed resume must be enclosed with the application form. The application must be forwarded to the attention of the County Administrator at the mailing address noted above.
- B. The County Administrator will notify the Commissioners of the receipt of the application and place a copy of the application in the central appointment file.
- C. The Board of County Commissioners will review the applicants and will make an individual determination if an applicant will be considered for the vacancy and so notify the Administrator. The applicants that appear on the final consideration list may be interviewed for the vacancy, as determined by a Commissioner. The Administrator, or his designee, will coordinate the consideration list with the Commissioners.
- D. A resolution shall be prepared by the Administrator for consideration by the Commissioners when a specific name for an existing vacancy on an appointive board is forwarded to his attention by any two or more Commissioners.
- E. Upon appointment by resolution, the person so appointed shall be notified in writing.

All open board appointments will be advertised throughout the community. Applicants will be evaluated on their merit. Sitting members may reapply to the board. In considering an application to be reappointed to an appointive board, the Board of County Commissioners may take into account the applicant's board attendance and the time of service on the board.

Applications for appointive board positions will be retained for a period of 1 year from receipt.

This process shall apply to the following appointive boards:

- * Access Management Appeals Board
- * Area Office on Aging Proposal Review Committee
- * Children Services Board (CSB)
- * Citizen Corp Council (Lucas County) (certain positions)
- * Citizens Levy Review Committee
- * Community Corrections Planning Board (Lucas County) (certain positions)
- * Convention & Visitor's Bureau (Toledo/Lucas County)
- * Correction Center of Northwest Ohio Citizen Advisory Board
- * Developmental Disabilities Board (Lucas County)
- * Disability Commission (Lucas County)
- * Dog Warden Advisory Committee
- * Economic Opportunity Planning Association, Inc. (EOPA)
- * Family & Children First Council (Lucas County) (certain positions)
- * Family Services Planning Committee (Lucas County)
- * Housing Advisory Committee (HAC) (Lucas County)
- * Housing Fund, Inc. (Toledo/Lucas County)
- * Keep Toledo/Lucas County Beautiful Board
- * Lucas County/Maumee Valley Historical Society
- * Lucas Metropolitan Housing Authority (LMHA)
- * Mental Health & Recovery Services Board (Lucas County)
- * Plan Commission (Lucas County)
- * Port Authority (Toledo/Lucas County)
- * Public Library (Toledo/Lucas County)
- * Public Defender Commission (Lucas County)
- * Toledo Zoological Society
- * Workforce Investment Board (Lucas County)
- * Youth Council ((Workforce Investment Board, Lucas County)

The Board of County Commissioners may, from time-to-time, establish special or ad hoc committees or commissions to which this policy and procedure may apply, at the discretion of the Board of County Commissioners.

The County Administrator shall cause all pertinent upcoming appointive board vacancies to be posted on the county web site and distributed to local media outlets with instructions on how to apply for consideration. The Commissioners, at their discretion, may consider the pool of applicants on file who have applied for a particular board prior to the Administrator posting the vacancy. The County Administrator shall also establish a deadline for receipt of applications for a specific appointive board vacancy.

The County Administrator shall post appointive board information on the county's web site so potential applicants will understand the appointive board's mission and other pertinent information.

APPROVED BY:

DATE:

Birjette Kabat

7/20/2010