



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586.469.5125 ~ Fax: 586.469.5993
www.macombBOC.com

AD HOC COMMITTEE ON BOARDS & COMMISSIONS PROCEDURES

MONDAY, NOVEMBER 4, 2013

FINAL AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda
4. Public Participation (five minutes maximum per speaker, or longer at the discretion of the Chairperson related only to issues contained on the agenda)
5. Review/Make Recommendation Re: Boards & Commissions Procedures (page 1) (attached)
6. New Business
7. Public Participation (five minutes maximum per speaker or longer at the discretion of the Chairperson)
8. Adjournment

MEMBERS: Tocco-Chair, Vosburg-Vice-Chair, Boyle, Brown, Miller and Flynn (ex-officio)

MACOMB COUNTY BOARD OF COMMISSIONERS

David J. Flynn – Board Chair

Kathy Tocco – Vice Chair

Mike Boyle – Sergeant-At-Arms

Toni Mocerì – District 1

Marvin Sauger – District 2

Veronica Klinefelt – District 3

Robert Mijac - District 5

James Carabelli – District 6

Don Brown – District 7

Kathy Vosburg – District 8

Fred Miller – District 9

Bob Smith – District 12

Joe Sabatini – District 13

Ad-Hoc Committee Recommendation to the Board of Commissioners Regarding Updating the Process for Appointment to Boards and Commissions.

- I. Objective: To update and streamline the process of appointment to the boards/commissions over which the Board of Commissioners or Board Chair has appointment authority.
 - a. See attachments
 - i. Board action dated 02-12-2009
 - ii. Corporation Counsel Opinion dated 06-13-13
- II. Advertisement of Openings
 - a. Upcoming vacancies for boards/commissions vacancies are posted 90 days in advance on the county website.
 - b. Notice of acceptance of applications for boards/commissions, when appropriate, shall be sent to the media.
 - c. Notice shall include description of function, membership requirements, any per diem paid, term of appointment, due date of application materials, dates of informal/formal interview opportunity, date the appointment will be made.
- III. Boards/Commissions Web Page
 - a. The Boards/Commissions web page is maintained by BOC staff.
 - b. Information included on the web page includes a complete list of boards/commissions over which the BOC has appointment authority.
 - c. Descriptive detail regarding function, origin, position descriptions, term length, term expiration, per diems, meeting frequency and schedule (if possible) and contact information is included for each board/commission.
- IV. Application Materials
 - a. See attachments
 - i. Current Application Form
 1. This form should be updated with a pdf, fill-able format application form to increase accessibility.
 2. Review suggested changes indicated on attachment.
 - ii. See attached, current Criminal History Check Form
 1. Review and suggest changes.
 - iii. Applicants should include any required documentation with the application submission as well as any non-mandatory additional items they wish to include such as resume, letter of intent, letters of reference.

- V. Application Procedure
 - a. The application and materials shall be submitted to the Board by a due date no later than one week prior to the committee which oversees appointments.
 - b. Application materials shall be included in the Agenda materials for the committee.
 - c. Candidates shall receive an invitation to attend the committee meeting for 1. An informal Meet and Greet session, and 2. Interview opportunity during the public meeting. These sessions shall not be mandatory, but are recommended.

- VI. Appointments
 - a. Appointments shall be made at a Full Board meeting following the committee meeting at which the interview opportunity is held.
 - b. All candidates will be notified of the outcome via a letter from the Board Chair.
 - c. Notice of the appointment will be provided to appropriate departmental or agency representatives via letter from the Board Chair. (a copy shall be placed in the Full Board file)

9h.



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Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

February 12, 2009

TO: BOARD OF COMMISSIONERS

FROM: KATHY TOCCO, CHAIR
AD HOC COMMITTEE TO ESTABLISH A PROCESS FOR APPOINTMENTS TO BOARDS AND COMMISSIONS

RE: RECOMMENDATIONS FROM MEETING OF FEBRUARY 12, 2009

At a meeting of the Ad Hoc Committee to Establish a Process for Appointments to Boards and Commissions, held Thursday, February 12, 2009, the following recommendations were made and are being forwarded to the Full Board for approval:

1. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)

A MOTION WAS MADE BY BRULEY, SUPPORTED BY SPRYS, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE PROPOSED PROCESS FOR APPOINTMENTS TO BOARDS AND COMMISSIONS, EFFECTIVE FEBRUARY 27, 2009. THE MOTION CARRIED.

2. COMMITTEE RECOMMENDATION – MOTION (SEE ATTACHED)

A MOTION WAS MADE BY BRULEY, SUPPORTED BY SPRYS, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE THAT ANY BOARD OR COMMISSION APPOINTMENT POSTPONED IN 2008 BE PLACED ON THE MARCH FULL BOARD MEETING AGENDA AND ANYONE WHO SUBMITTED AN APPLICATION, WHICH WAS NOT FOR REAPPOINTMENT, BE GIVEN THE NEW APPLICATION TO BE FILLED OUT AND SUBMITTED TO THE BOARD OFFICE TWO WEEKS BEFORE THE MARCH FULL BOARD MEETING AND THAT INTERVIEWS BE SCHEDULED FOR ALL CANDIDATES; ALSO, FOR ANY APPOINTMENTS THAT NEED TO BE MADE IN APRIL, THE 90 DAY NOTICE REQUIREMENT WILL BE WAIVED AND A 60 AND 30 DAY NOTICE WILL BE ISSUED. THE MOTION CARRIED.

A MOTION TO ADOPT THE COMMITTEE REPORT WAS MADE BY BROWN, SUPPORTED BY BRULEY.

MACOMB COUNTY BOARD OF COMMISSIONERS

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|---------------------------------|---------------------------|----------------------------------|--|---|---|
| Andrey Duzyj - District 1 | Sue Rocca - District 7 | James L. Carabelli - District 12 | Paul Gielegern - District 19
Chairman | Kathy Tocco - District 20
Vice Chair | Joan Flynn - District 6
Sergeant-At-Arms |
| Marvin E. Sauger - District 2 | David Flynn - District 8 | Don Brown - District 13 | Ed Bruley - District 17 | Dana Camphous-Peterson - District 18 | William A. Crouchman - District 23 |
| Phillip A. DiMaria - District 3 | Robert Mijac - District 9 | Brian Brdak - District 14 | Irene M. Kepler - District 21 | Michael A. Boyle - District 24 | Kathy D. Vosburg - District 25 |
| Toni Mocerri - District 4 | Ken Lampar - District 10 | Keith Rengert - District 15 | | | |
| Susan J. DeBartolo - District 5 | | | | | |

Ad-Hoc Committees' Recommendation to the Board of Commissioners Regarding the Process for Appointment to Boards and Commissions.

I. Application

This recommendation applies only to appointments made by the Board of Commissioners and not to appointments made by the Chairman of the Board.

II. Announcement by the Chair

- A. The Chairman of the Board shall issue a 90, 60 and 30 day notice of the vacancy to all commissioners and the Office of Public Affairs.
- B. The notice shall be placed in the Commissioners and Public Affairs mailboxes.
- C. The notice shall include: descriptive information of the function, membership requirements, the per diem (if any), the meeting frequency and schedule, the term of the appointment and the date the appointment will be made.

III. Announcement on the Web-Site:

Development of a *Boards and Commissions Information* page on the Macomb County Commissioners web-page.

- A. The information page shall include:
 - 1. A complete list of all boards and commissions.
 - 2. A description of the responsibility of the board/commission.
 - 3. The length or term of the appointment.
 - 4. The date the appointment will be made.
 - 5. Whether the appointment will be made by the Board of Commissioners or the Chairman of the Board.
 - 6. Per diem information.
 - 7. Applicant qualifications for appointment, if any.
 - 8. Application deadline and place of submission.

9. Information on the meeting schedule and the location of the meeting.
10. The number of required members.

B. There shall be a down-loadable application on the web-site.

IV. Announcement by Public Affairs

A. Public Affairs shall issue a press release or obtain press coverage at no cost to the County.

V. Revisions to the Application for Appointment

A. Modify the application to add the following information:

1. home address and mailing address
2. whether the applicant is a registered voter
3. disclosure of a conflict of interest or a potential conflict of interest
4. disclosure of a family relationship to a county employee or elected official
5. disclosure of a criminal record
6. consent to the BOC conducting a criminal background check
7. Committee chair sign off after review
8. Notation that the application must be legibly printed or typed

B. Modify the application to remove the following:

1. Requirement that a Commissioner recommend applicant or sign the application.

C. A notation on the application that the following may be included but are not mandatory:

1. Letter(s) of reference

2. Letter of intent
3. Resume

VI. The application process:

- A. The application shall be submitted to the Board of Commissioners three weeks before the monthly meeting of the full board in which the appointment is made.
- B. All applications shall be first delivered to the Chairman of the Board and then forwarded to the Committee chairperson.
- C. The committee chairperson shall review the application to assure compliance with applicable statutes and BOC rules.
- D. The BOC staff shall review the Board schedule and the appointment schedule to select an evening in which applicants shall have the opportunity to appear/interview before the Commissioners to address the Board and/or respond to questions of any commissioner. The interview date shall be available to applicants on the due date of the application.

VII. Follow-up after appointment

- A. Removal of appointee: Any appointee who is absent from 30% or more of the scheduled meetings, during a single calendar year, shall automatically be removed from the board or commission.
- B. The chairman of the board or commission shall submit a quarterly written report to the BOC committee in which the board or commission reports.

BOARDS AND COMMISSIONS 2011*

***CORRECTED @ 06-13-13 Full Board Meeting**

	<u>Name</u>	<u>Appointed By</u>	<u>Approved By</u>
1	Area Agency on Aging	Chair of Commission	Commission
2	Board of Canvassers	Commissioners as recommended by two political parties	Commission
3	Brownfield Redevelopment Auth.	Executive	Commission
4	Building Authority	Chair of Commission	Commission
5	Civil Service Commission (Sheriff)	Executive (two members, third voted by Sheriff's Office)	Commission
6	Community Corrections Advisory Board	Executive (non-statutory members)	No
7	Community Mental Health Services	Executive	Commission
8	Criminal Justice Building Authority	Chair of Commission	Commission
9	Detroit Regional Convention Facility Authority	Executive	No
10	Detroit Regional Convention Facility Authority Advisory Board	Executive (1 member) Commission (1 member)	No Commission
11	Economic Development Corporation	Executive	Commission
12	Friend of Court Advisory Committee	Executive	Commission
13	Health Department Hearing Board	Commissioners	Commission
14	Historical Commission	Executive	No
15	Hospital Finance Authority Board	Chair of Commission	Commission
16	Huron Clinton Metro Authority	Executive	Commission
17	Jury Commission	Recommended by Circuit Judges	Commission
18	Juvenile Justice Advisory Board	Executive	No
19	Local Emerg. Planning Committee	Executive	State Council On Emergency Management
20	Macomb Community Action Advisory Board	Executive	No

21	Macomb Orchard Trail Commission	Executive	Commission
22	Macomb/St. Clair Workforce Dev.	Executive	No
23	Parks & Recreation Commission	Executive	Commission
24	Retiree Health Care Board	Commissioners	Commission
25	Retirement Commission	Membership Established by Charter	No
26	SEMCOG	Executive	Commission
27	SMART Board	Executive	No
28	Social Services Board	Commission	Commission
29	Solid Waste Planning Committee	Executive	Commission
30	Substance Abuse Advisory Council	Recommended by CMH Board	Commission
31	Veterans Affairs Committee	Recommended by Veterans Appointed by Executive	Commission
32	Water Quality Board	Executive	No
33	Women's Commission	Executive	No
34	Zoological Authority	Executive	Commission

**APPLICATION FOR APPOINTMENT
MACOMB COUNTY BOARD OR COMMISSION**
(Please note only legible applications can be considered)

I, _____, hereby make application for appointment to _____
Name
_____ for _____ from _____
Name of Board or Commission Number of years Exact Dates of Appointment
to _____.

TO THE MACOMB COUNTY BOARD OF COMMISSIONERS:

STATE OF MICHIGAN)
)ss
COUNTY OF MACOMB)

1. I reside at _____
Street City Zip
_____ and have since _____
County

Mailing address if different than above: _____

Telephone: _____ Cell Phone: _____

Email: _____

2. I am at least 18 years of age: Yes No

3. I am currently registered to vote: Yes No

4. Citizen of _____
Country

5. Employer: _____

Telephone: _____

a. Indicate nature of your work: _____

b. Title: _____

6. Educational level and degrees received: _____

7. I presently hold the following appointments and elected positions:

Title	Appointment or Election Date
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Title	Appointment or Election Date
-------	------------------------------

Title	Appointment or Election Date
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8. Previously held appointments and/or elected positions:

Title	Dates Served
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Title	Dates Served
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Title	Dates Served
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9. Have you even been convicted of a felony? If yes, list each, giving date, nature of offense or violation, name and location of court, the penalty imposed, if any, or the disposition of the case. A conviction will not automatically bar you from an appointment.

10. Do you have a conflict of interest or a potential conflict of interest such as a financial or business interest in any contracts, grants, permits, etc. with Macomb County? If so, list the interest (except where required for the appointment).

11. List any family members who are or have been employed by Macomb County or are or have been elected to County offices.

12. Is this an application for reappointment? Yes No

If yes, how many years have you served on this board? _____

Please indicate your attendance record for the term(s) served _____ / _____
No. of meetings attended No. of meetings held

Comments/Clarification (only if necessary) _____

13. Briefly indicate your qualifications for appointment to this specific board and why you believe your appointment will benefit Macomb County.

I hereby apply for appointment to _____ and do swear or affirm
Board or Commission
that (1) if appointed, I will comply with all statutory and other requirements and obligations of my appointment; (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; and (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking.

Signature

Name (Print or Type)

Subscribed and sworn to before me this
_____ day of _____, 20__ .

Notary Public
Macomb County, Michigan

My commission expires: _____

Note: Applicants may – but it is not required – attach additional information pertaining to this Application for Appointment if attachments do not exceed the maximum for each item listed below:

- Resume – up to one page
- Letter of Reference – up to two pages
- Letter of Intent – up to one page

The following is for Board Office use only:

Overseeing Committee: _____

Chair Review for Compliance: _____
(Commissioner Sign-off)

(revised 02/09 pd)

THE COUNTY OF MACOMB

CRIMINAL BACKGROUND REVIEW

As part of my application for an appointment to a Board or Commission of Macomb County and as part of the screening process, I authorize the review of criminal history using the information provided below.

Name: _____
 Last First Middle

Maiden name/name previously used: _____

Birth Date: _____ Race: _____ Gender: _____

I understand the above information is required by the Central Records Division of the Michigan State Police, Lansing Michigan. I authorize the County of Macomb to utilize the above information for the sole purpose of obtaining a conviction only criminal history file search. All information received will be sent directly to and maintained in the Office of the Board of Commissioners.

 Printed Name

 Signature

 Date

Please return to:

Macomb County Board of Commissioners
 Attention: Patti Dib
 One S. Main Street, 9th Floor
 Mt. Clemens, MI 48043