AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Scheduling; Annual Boards & Commissions Advertisement Schedule

Action Requested: Discussion

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:
Annual Boards & Commissions Advertisment Schedule for Upcoming Vacancies.

Fiscal Impact: n/a

Submitted by: B. Lucero **Submitter's Email Address:** blucero@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required

Yes ○ No ○

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\MBIRNIE Discharge Date: 11/8/2013

○ Consent Agenda ◉ Regular Agenda ○ Worksession Time Allotted: 5 Minutes

Agenda Date: 11/19/2013 Follow Up Agenda Date:

Revised April 2013

INTEROFFICE MEMORANDUM

TO: **BOARD OF COUNTY COMMISSIONERS**

FROM: BOBBIE LUCERO

SUBJECT: ANNUAL ADVERTISEMENT SCHEDULED FOR VACANCIES ON BOARDS & COMMISSIONS

DATE: 11/6/2013

As you are all aware, there are several Boards/Commission members that have terms expiring in February 2014. Please find attached a detailed list of expiring members and their terms. Here is a small summary of upcoming vacancies:

Board/Commission	Amount of Vacancies
7th Jusicial District Community Corrections Board	1
Cemetery Board	1
Environmental Health Board	3
Extension Advisory Committee	3
Historical Preservation Commission	1
Hospital Board of Trustees	2
Library Board	2
Medical Health Officer	1
Observatory Board	1
Planning Commission	3
Region 10	4
Sage-grouse Strategic Committee	4
Trails Commission	3
Watershed Weed Commission	2

I will be advertising shortly for these vacancies, following the Annual Appointment Process on Resolution 2006-28. Resolution 2006-28 is also attached for reference. Here is a summary of what the advertisement and interview schedule will look like:

- 12/2/13 - 1/6/2014 - Advertise in local papers
- 1/15/14 – Letter of Interest Deadline
- 2/4/14 – Interviews
- 2/18/14 - Appointments

BOARD/COMMISSION	NAME		TERM DETAILS				
	First Name	Last Name	When 1st Appointed	When current term Expires	Length of Term	When reappointed to term	Notes
7th Judicial District Community Corrections Board	Ann	Bertschy	9/11/2012	6/2014	two-year		
Cemetery Board	C.J.	Miller	09/1963	2/1/2014	six-year		
Environmental Health Board	Ed	Bavouset	3/2013	2/1/2014	one-year		Alternate Member
Environmental Health Board	Steve	Glazer		2/1/2014	one-year	4/2013	Alternate Member
Environmental Health Board	Lawrence	Parachini	02/2007	02/2014	three-year	02/2011	
Extension Advisory Committee	Shelly	Sabrowski	02/2012	02/2014	three-year	02/2012	
Extension Advisory Committee	Rhonda	Wenum	02/2008	02/2014	three-year	02/2011	
Extension Advisory Committee	Cindy	Kint	02/2008	02/2014	three-year	02/2011	
Historical Preservation Commission	Patti	Bippus	02/2011	02/2014	three-year		Regular
Hospital Board of Trustees	Bill	Matthews	3/2013	02/2014	five-year		
Hospital Board of Trustees	Fred	Haverly	02/2009	02/2014	five-year	02/2009	
Library Board of Trustees	Bruce	Bartleson	09/2004	2/1/2014	five-year	02/2009	part term 04/01-01/2005 1st full term 02/05-02/10; 2nd Term 2009-2014
Library Board of Trustees	Pat	Lazerus	02/2009	2/1/2014	five-year	02/2009	1st term 2009-2014
Medical Health Officer	John	Tarr, Jr., M.D.	10/2007	2/2014	two-year	2/2012	
Observatory Board	VACANT			2/1/2016	three-year		
Planning Commission	Thomas	Venard	2/2013	2/1/2014	one-year	2/2013	Alternate
Planning Commission	Jeremy	Rubingh	2/2012	2/1/2014	three-year	09/2013	Regular
Planning Commission	VACANT			02/2014	one year		Alternate
Region 10	Lyndsey	Ruehle	2/2012	2/2014	two-year		Business Loan Fund
Region 10	Tammy	Scott	2/2012	2/2014	two-year		
Region 10	Robert	Drexel	2/2012	2/2014	two-year		Business Loan Fund
Region 10	Gary	Pierson	2/2012	2/2014	two-year		
Sage-Grouse Strategic Committee	Lee	Spann	02/2012	02/2014	two-year	2/12	
Sage-Grouse Strategic Committee	David	Wiens	7/5/2011	02/2014	two-year	2/2012	At Large - Recreational Member

Sage-Grouse Strategic Committee	Perry	Anderson	4/3/2012	02/2014	two-year		At Large - Development Community (ALT)
Sage-Grouse Strategic Committee	Polly	Oberosler	2/1/2013	02/2014	two-year	2/1/2013	At Large - Recreational Member (ALT)
Trails Commission	Andrew	Spann	02/2011	02/2014	three-year		
Trails Commission	Polly	Oberosler	3/2013	02/2014	three-year		
Trails Commission	Don	Graham	01/2000	02/2014	three-year	02/2011	
Watershed Weed Commission	Cathy	Frank	2008	02/2014	three-year	02/2011	
Watershed Weed Commission	Lorraine	Rup	02/2011	02/2014	three-year		

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BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY RESOLUTION NO. 2006 - 28

A RESOLUTION ESTABLISHING THE POLICY FOR APPOINTMENTS TO GUNNISON COUNTY BOARDS AND COMMISSIONS

THIS RESOLUTION SUPERSEDES RESOLUTION #04-25

WHEREAS, the Board of County Commissioners of Gunnison County, Colorado has the authority to appoint members to various Gunnison County boards and commissions; and

WHEREAS, the Board desires to establish a policy to ensure that the appointment process:

- Will be timely;
- Will foster applications for open positions;
- Will be open to public scrutiny;
- Will comply with applicable legal requirements; and
- Will result in appointments that are in the best interests of Gunnison County;

WHEREAS, the appointment process established by this Resolution shall apply to appointments to the following boards and commissions:

a. Beautification and Scenic Corridors Committee
b. Board of Adjustments
c. Board of Appeals
d. Cemetery Board
e. Colorado River Water Conservation District
f. Community Corrections
g. Criminal Justice Advisory
h. Environmental Health
i. Extension Advisory
j. Historical Preservation
k. Hospital Board
l. Housing Administration
m. Land Preservation
n. Library Board
o. Planning Commission
p. Region 10
q. Sage Grouse
r. Trails Commission
s. Veterans Service Officer
t. Weed Commission
u. Other boards and commissions as identified from time to time by the Board of County Commissioners

WHEREAS, the appointment process established by this Resolution shall be followed unless the process is in conflict with a specific requirement of an applicable ordinance, statute, established resolution of the Board, or other legal requirement.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Gunnison County, Colorado that the procedure for advertisement, interview, and appointment

of persons to vacancies on boards and commissions shall occur by the following process except in unusual circumstances:

A. Annual Appointment Process:

1. **Notification:**
   a. Prior to or at the time of the first week of advertisement, County staff members and/or the chairperson involved with each board or commission will be advised of upcoming vacancies and asked to encourage citizens to apply who have the appropriate interest, commitment, and skills .
   b. Prior to or at the time of the first week of advertisement, persons whose terms are expiring will be sent a letter advising them of their term expiration, thanked for their service, and encouraged to reapply.

2. **Advertisement:**
   The Board requests for applications for appointment to vacancies:
   a. Shall be made, at a minimum, in a newspaper in Gunnison and in a newspaper in Crested Butte;
   b. Shall have a date-certain response deadline;
   c. Shall be published once every other week for six weeks normally beginning the week of December 1st with a response deadline of January 15 at 5:00 p.m., or the first business day thereafter;
   d. Shall request the applicant to identify the specific position for which the application is made;

3. **Interviews:**
   a. Shall not commence until two weeks after the response deadline.
   b. Shall be scheduled for all applicants with notification by letter and phone or e-mail whenever possible.
   c. Incumbent applicants will be advised that the interview is conducted for both an interview and opportunity for the applicant to update the Board on activities of that board or commission.

4. **Readvertisement:**
   a. After appointments are made from the first round of advertisement, the Board may readvertise, by the same process and for four weeks, alternate weeks in each paper, a request for applications for any specific board or commission for which vacancies remain.

5. **Recruitment:**
   a. After two rounds of advertisement, interviews, and appointments, no further advertisement will take place. County staff members and/or the chairperson involved with each board or commission will be advised of remaining vacancies and asked to recruit applicants.
   b. Applicants will be scheduled for interview and considered for appointment to remaining vacancies only through September of each year. Applications received later than September for a board or commission with an existing vacancy will be held for the annual appointment process.

c. Any applications which come in during the year for a board or commission without a vacancy will be returned to the applicant with a letter asking them to reapply during the annual process.

B. Mid-Year Resignations

1. If a resignation and/or other creation of a vacancy occurs during the year the Board will determine whether advertisement will occur.
2. If advertisement occurs, it shall be done according to the readvertisement process listed above.

INTRODUCED by Commissioner Swenson, seconded by Commissioner Channell and adopted this 18th day of April, 2006.

GUNNISON COUNTY BOARD OF COUNTY COMMISSIONERS

Jim Starr, Chairperson

Hap Channell, Commissioner

Paula Swenson, Commissioner

GUNNISON COUNTY SEAL COLORADO

Attest:

Deputy County Clerk

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