AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Resolution; Establishing the Policy for Appointmen

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement:

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

Summary:

The current resolution that outlines the process for appointments to the Gunnison County Boards and Commissions was adopted in 2006. The attached updated resolution accounts for the use of tools that were previously unavailable or very limited in their abilities (i.e., automatic website

Fiscal Impact: None

Submitted by: Katherine Haase **Submitter's Email Address:** khaase@gunnisoncounty.org

Finance Review: ○ Required ◉ Not Required

Comments:

Reviewed by: Discharge Date:

County Attorney Review: ◉ Required ○ Not Required

Comments:
ok - gs

Reveiwed by: GUNCOUNTY1\gstuhr Discharge Date: 5/20/2016 Certificate of Insurance Required

Yes ○ No ◉

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 5/25/2016

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

Agenda Date: 6/7/2016

Revised April 2015

BOARD OF COUNTY COMMISSIONERS OF GUNNISON COUNTY
RESOLUTION #2016-_____

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

THIS RESOLUTION SUPERSEDES RESOLUTION #06-28

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. Board of Adjustments
b. Board of Appeals
c. Colorado River Water Conservation District Board
d. Commissioner of Deeds
e. Community Corrections Board
f. Environmental Health Board
g. Extension Advisory Committee
h. Gunnison Basin Sage-grouse Strategic Committee
i. Gunnison Cemetery District Board
j. Gunnison Sage-grouse Mitigation Committee
k. Gunnison Valley Hospital Board of Trustees
l. Gunnison Valley Housing Foundation Board
m. Gunnison Valley Observatory Board
n. Gunnison-Crested Butte Tourism Association Board
o. HB 1177 Roundtable
p. Historic Preservation Commission
q. Land Preservation Board
r. Library Board of Trustees
s. Medical Health Officer
t. Planning Commission
u. Region 10 Board
v. Trails Commission
w. Veterans Service Officer
x. Watershed Weed Commission
y. Western Regional EMS Council
z. 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, such as those dictated by statute or specific bylaws (see Section 7 below):

Annual Appointment Process:

1. Notification:
    a. Prior to or at the time of issuance of the annual vacancy notice, 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 issuance of the annual vacancy notice, persons whose terms are expiring will be informed of their term expiration, thanked for their service, and encouraged to reapply.

2. Vacancy Notices and Applications:
    a. Annual Board requests for applications for appointment shall be made via newspaper, the County website, and/or the County's social media outlets; and
    b. The vacancy notice shall be issued no later than December 1st with a response deadline of January 15th at 5:00 p.m., or the first business day thereafter.

3. Scheduling/Conducting Interviews and Making Appointments:
    a. Interviews shall not commence until after the response deadline. Notification of interview date and time will be made by letter, phone or email to applicants.
    b. 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. Re-notification:
    a. After the first round of appointments are made, the Board may opt to pursue a second round of appointments by following the same process as stated above, but for only three weeks for any specific board or commission vacancies remaining.

5. Recruitment:
    a. After two rounds of interviews and appointments, County staff members and/or the chairperson involved with each board or commission will be advised of remaining vacancies and asked to recruit applicants. If this process yields interested applicants, interviews and appointments will be scheduled.

6. Out-of-Cycle Applications and Vacancies:
    a. If a resignation and/or other creation of a vacancy occurs outside of the annual cycle outlined above, the Board may elect to create and follow a one-time recruitment and appointment schedule to fill that vacancy.

7. Special Circumstances Dictated by Bylaws and/or Statute:
    a. Colorado River Water Conservation District. In compliance with CRS 37-46-104, the Board shall make its regular appointment to the Colorado River Water Conservation District during its first meeting in January. The County Clerk or a Deputy County Clerk will administer the Oath of Office to the newly appointed (or

reappointed) person, and that appointee shall take office beginning on the third Tuesday in January.

b. Gunnison Valley Hospital Board of Trustees. In compliance with CRS 25-3-303 and the Gunnison Valley Hospital Board of Trustees bylaws, the Board shall make regular appointments to the Gunnison Valley Hospital Board of Trustees on or before the second Tuesday of January. The County Clerk or a Deputy County Clerk will administer the Oath of Office to the newly appointed (or reappointed) person within 10 days of appointment. The appointee shall take office beginning on the first day of February.

INTRODUCED by Commissioner _____, seconded by Commissioner _____ and adopted this _____ day of June, 2016.

GUNNISON COUNTY BOARD OF
COUNTY COMMISSIONERS

_____
Paula Swenson, Chairperson

_____
Phil Chamberland, Chairperson

_____
Jonathan Houck, Chairperson

_____
Katherine Haase, Deputy County Clerk

BOARD OF COUNTY COMMISSIONERS
OF GUNNISON COUNTY
RESOLUTION ~~NO. 2006 - 28~~#2016-_____

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

THIS RESOLUTION SUPERSEDES RESOLUTION #~~04~~06-~~25~~28

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.~~a. Board of Adjustments
~~c.~~b. Board of Appeals
~~d. Cemetery Board~~
c. Colorado River Water Conservation District Board
~~e.~~d. Commissioner of Deeds
~~f.~~e. Community Corrections Board
~~g. Criminal Justice Advisory~~
~~h.~~f. Environmental Health Board
g. Extension Advisory Committee
h. Gunnison Basin Sage-grouse Strategic Committee
i. Gunnison Cemetery District Board
j. Gunnison Sage-grouse Mitigation Committee
k. Gunnison Valley Hospital Board of Trustees
l. Gunnison Valley Housing Foundation Board
m. Gunnison Valley Observatory Board
n. Gunnison-Crested Butte Tourism Association Board
~~i.~~o. HB 1177 Roundtable
~~j.~~p. Historic~~al~~ Preservation Commission
~~k. Hospital Board~~
~~l. Housing Administration~~
~~m.~~q. Land Preservation Board
r. Library Board of Trustees
~~n.~~s. Medical Health Officer
~~o.~~t. Planning Commission
~~p.~~u. Region 10 Board
~~q. Sage Grouse~~
~~r.~~v. Trails Commission
~~s.~~w. Veterans Service Officer
x. Watershed Weed Commission

t.y. Western Regional EMS Council

u.z. 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, such as those dictated by statute or specific bylaws (see Section 7 below):

A. Annual Appointment Process:

1. 1. Notification:
   a. Prior to or at the time of issuance of the annual vacancy the first week of advertisementnotice, 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 issuance of the annual the first week of advertisementvacancy notice, persons whose terms are expiring will be sent a letter advising theminformed of their term expiration, thanked for their service, and encouraged to reapply.

2. AdvertisementVacancy Notices and Applications:
   The Board requests for applications for appointment to vacancies:
   a. Annual Board requests for applications for appointment sShall be made, at a minimum, in a newspaper in Gunnison and in a newspaper in Crested Butte via newspaper, the County website, and/or the County's social media outlets; and
   b. The vacancy notice sShall be issued no later than December 1st with a have a date-certain response deadline;
   b. Shall be published once every other week for six weeks normally beginning the week of December 1st with a response deadline of January 15th at 5:00 p.m., or the first business day thereafter.
   c. ;
   d. Shall request the applicant to identify the specific position for which the application is made;

3. 3. InterviewsScheduling/Conducting Interviews and Making Appointments:
   a. Shall Interviews shall not commence until two weeks after the response deadline.
   b.a. Shall be scheduled for all applicants with nNotification of interview date and time will be made by letter, and phone or e-mail to applicants whenever possible.
   c.b. 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. ReadvertisementRe-notification:

a. After ~~appointments are made from the first round of advertisement~~the first round of appointments are made, the Board may opt to ~~readvertise,~~pursue a second round of appointments by following the same process as stated above, but ~~and~~ for only ~~four~~ three weeks ~~, alternate weeks in each paper, a request for applications~~ for any specific board or commission ~~for which~~ vacancies remaining.

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. If this process yields interested applicants, interviews and appointments will be scheduled.
   ~~b.~~

6. Out-of-Cycle Applications and Vacancies:
   a. ~~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.~~ If a resignation and/or other creation of a vacancy occurs outside of the annual cycle outlined above, the Board may elect to create and follow a one-time recruitment and appointment schedule to fill that vacancy.
   ~~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.~~

7. Special Circumstances Dictated by Bylaws and/or Statute:
   a. Colorado River Water Conservation District. In compliance with CRS 37-46-104, the Board shall make its regular appointment to the Colorado River Water Conservation District during its first meeting in January. The County Clerk or a Deputy County Clerk will administer the Oath of Office to the newly appointed (or reappointed) person, and that appointee shall take office beginning on the third Tuesday in January.
   ~~a.~~b. Gunnison Valley Hospital Board of Trustees. In compliance with CRS 25-3-303 and the Gunnison Valley Hospital Board of Trustees bylaws, the Board shall make regular appointments to the Gunnison Valley Hospital Board of Trustees on or before the second Tuesday of January. The County Clerk or a Deputy County Clerk will administer the Oath of Office to the newly appointed (or reappointed) person within 10 days of appointment. The appointee shall take office beginning on the first day of February.

~~B. 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 advertisement process listed above.~~

INTRODUCED by Commissioner ~~Swenson~~ _____, seconded by Commissioner ~~Channell~~ _____ and adopted this ~~18th~~ _____ day of ~~April~~June, ~~2006~~2016.

GUNNISON COUNTY BOARD OF
COUNTY COMMISSIONERS

_____
Paula Swenson, Chairperson

_____
Phil Chamberland, Chairperson

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Jonathan Houck, Chairperson

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Katherine Haase, Deputy County Clerk

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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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