

**MINUTES OF THE  
AD HOC COMMITTEE ON BOARDS & COMMISSIONS  
PROCEDURES**

**MONDAY, NOVEMBER 4, 2013**

At a meeting of the **Ad Hoc Committee on Boards & Commissions Procedures**, held Monday, November 4, 2013, in the Board Room, on the 9<sup>th</sup> Floor of the Administration Building, Mount Clemens, the following members were present:

Tocco-Chair, Vosburg-Vice-Chairman, Boyle, Brown, Miller and Flynn (ex-officio).

Other Commissioners Also Present: Carabelli.

There being a quorum of the committee present, Chair Tocco called the meeting to order at 1:23 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

**MOTION**

A motion was made by Miller, supported by Brown, to adopt the agenda, as presented.  
**The Motion Carried.**

**REVIEW/MAKE RECOMMENDATION REGARDING BOARDS & COMMISSIONS PROCEDURES**

Chair Tocco stated that the current Boards and Commissions Policy was provided as well as recommendations for updating the process. She noted that Patti Dib was present to answer questions because she is the staff person who oversees the appointment process.

Board Chair Flynn felt this is an opportunity to review the current policy due to the new form of government; make necessary changes and standardize the process for all appointments.

Committee began review of the current policy and the following changes were made:

**Announcement by the Chair (II A, B and C)**

This section would be retitled "Advertisement of Openings."

The following commissioners spoke: Brown, Miller, Vosburg, Flynn and Carabelli.

Committee concurred with deleting any references to the “Office of Public Affairs”, only issuing a 90 day posting, sending a press release to the media and including where to obtain an application and turn in application materials.

#### Announcement on the Web-Site

This section would be retitled “Boards/Commissions Web Page”.

Commissioner Miller suggested specifying that the website is inclusive of all digital media and that was concurred by committee.

#### Announcement by Public Affairs

This section would be deleted.

#### Revisions to the Application for Appointment

Chair Tocco moved to the next section while copies of the application were being made.

#### The Application Process

This section would be retitled “Application Procedure.”

The following commissioners spoke: Miller, Brown, Flynn, Vosburg, Carabelli and Boyle.

The following wording was agreed to: If application materials are received after the posted due date, the Board Chair and Government Operations Committee Chair reserve the right to consider acceptance of tardy applications.

#### Revisions to the Application for Appointment

This section would be retitled “Application Materials.”

A copy of the revised application was provided and Chair Tocco asked for any additional modifications. The following changes were agreed to by committee:

The application will be a pdf fillable form;

#1, delete telephone and cell phone and replace with “Preferred Phone”;

#5, include employer’s address, delete telephone and replace “title” with “position”;

#6, include “other relevant certification or endorsements”;

#10, include a notation directing them to the County Ethics Policy;

Delete the section at the bottom regarding "Chair Review for Compliance".

After discussion about the necessity for the Criminal Background Review form, it was agreed by committee to eliminate it.

Chair Tocco stated that the current process for appointments is to hold a "Meet and Greet" prior to the Government Operations Committee meeting, conduct the interview during the Government Operations Committee meeting and the appointment made at the Full Board meeting. Committee agreed to continue with the current process.

Commissioner Carabelli asked that geographical information be provided when an appointment is being made to include where the applicant resides, as well as the current members of that particular Board/Commission.

Chair Tocco said she will work with Ms. Dib on the final draft and forward it to the Full Board for approval.

#### **MOTION**

A motion was made by Miller, supported by Brown, to receive and file the information provided regarding the Boards/Commissions Procedures. **The Motion Carried.**

#### **ADJOURNMENT**

#### **MOTION**

A motion was made by Miller, supported by Boyle, to adjourn the meeting at 2:55 p.m. **The Motion Carried.**



---

**Corinne Bedard**  
**Committee Reporter**