



BOARD OF COUNTY COMMISSIONERS

DATE: October 21, 2014

AGENDA ITEM NO. 36

Consent Agenda ☐

Regular Agenda ☒

Public Hearing ☐

 County Administrator's Signature

Subject:

Resolution Amending Resolution No. 13-25 Relating to Citizens' Service on County Boards, Councils and Committees.

Department:

Communications

Staff Member Responsible:

Tim Closterman, Director

Recommended Action:

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) ADOPT THE RESOLUTION AMENDING THE APPOINTMENT PROCESS AND OPERATING PROCEDURES OF CITIZENS' SERVICE ON COUNTY BOARDS, COUNCILS AND COMMITTEES.

Summary Explanation/Background:

Resolution No. 13-25 was adopted on March 19, 2013 for the purpose of standardizing operating procedures relating to citizens' service on Pinellas County boards, councils and committees. Since the adoption of the ordinance, vacancies have been advertised in a method that has increased the number of potential appointees for Board review and selection. Based on a recent Board discussion related to an appointment, staff was requested to determine if additional submittal information in the form of self reporting may assist in the screening process of appointees to a board, council or committee.

In order to develop the current board, council and committee application policy, staff conducted research on the policies, best practices, application processes, advertisement procedures and new appointee orientations of counties and cities throughout Florida. The adoption of the current process was an improvement, providing standardization and furnishing ample information about the applicant so that the Board may affect an informed decision. The recommendation to amend the current process with the addition of self reporting questions designed to screen applicants will further assist the Board in selecting the most qualified applicants, experience and other factors considered and further enhance public confidence in the application process.

The recommendation presented to amend the current application process involved staff research of other counties in Florida to determine the background and screening process they utilize for appointees to a board, council or committee. An overview of this research is attached.

All applications will be maintained by the departmental liaison responsible for securing this record.

Fiscal Impact/Cost/Revenue Summary:

N/A

Exhibits/Attachments Attached:

Attachment 1: Boards, Councils and Committees Current Application
Attachment 2: Boards, Councils and Committees Revised Application
Attachment 3: Research
Resolution

Attachment 1: Boards, Councils and Committees Current Application

This application applies to citizens who wish to be appointed to boards, councils or committees under the purview of the Board of County Commissioners by individual county commissioners or the County Commission as a whole.

Please read the **Important Information** section at the end of this application. If you agree to the terms, you may fill out the form electronically, print the hard copy form and submit with your signature and date. You may also submit by email to committees@pinellascounty.org

I am applying for membership

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Home Fax: _____

Home Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Are you currently a Pinellas County resident? Yes _____ No _____ If yes, for how long?

Are you registered to vote in Pinellas County? Yes _____ No _____

Occupation: _____

Title: _____

Name of Business: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Business Fax: _____

Business Email: _____

State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee:

Are you currently serving on any Pinellas County boards, councils or committees?

Yes ___ No ___ If yes, please name:

Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County?

Yes _____ No _____ If yes, please explain:

Do you serve on any state, regional or local government boards, councils or committees?

Yes _____ No _____ If yes, please explain:

The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:

Important Information Be advised that:

1. Membership on certain boards, councils or committees may have specific membership requirements, require an invoice of financial disclosure and/or require the submission of other information.
2. This application form, when completed and filed with Pinellas County, is a public record under Chapter 119, Florida Statutes and is open to public inspection.
3. Resumes may be included, but the application must be completed in order to be considered. You may use additional pages if necessary. The applicant is responsible for keeping information on the applicant current.

I understand the responsibilities and commitment of time associated with an appointment to a Pinellas County board, council or committee.

By clicking and submitting by email you have electronically signed this application and confirmed that the information provided is true and factual. If printing and mailing, please sign and date the application.

Signature _____ **Date** _____

Thank you for your interest in serving on a board, council or committee for Pinellas County government. All board, council and committee meetings are open to the public. You are encouraged to attend a meeting to learn more about the duties of a member or the work of the board, council or committee in which you are interested. If you have any questions regarding the completion and submission of this application or the duties and scope of responsibilities of the specific board, council or committee in which you are interested, contact the staff representative mentioned in the advertisement or listed in the committee listing.

Attachment 2: Boards, Councils and Committees Revised Application

This application applies to citizens who wish to be appointed to boards, councils or committees under the purview of the Board of County Commissioners by individual county commissioners or the County Commission as a whole.

Please read the **Important Information** section at the end of this application. If you agree to the terms, you may fill out the form electronically, print the hard copy form and submit with your signature and date. You may also submit by email to committees@pinellascounty.org

I am applying for membership

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Home Fax: _____

Home Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Are you currently a Pinellas County resident? Yes _____ No _____ If yes, for how long?

Are you registered to vote in Pinellas County? Yes _____ No _____

Occupation: _____

Title: _____

Name of Business: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Business Fax: _____

Business Email: _____

State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee:

Are you currently serving on any Pinellas County boards, councils or committees?
Yes ___ No ___ If yes, please name:

Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County?
Yes _____ No _____ If yes, please explain:

Do you serve on any state, regional or local government boards, councils or committees?
Yes _____ No _____ If yes, please explain:

Are you current with all taxes and any other financial obligations?

Yes _____ No _____ If yes, please explain: _____

Have you been convicted of a Public Entity Crime¹?

Yes _____ No _____ If yes, please explain: _____

Have you been convicted of a financial felony?

Yes _____ No _____ If yes, please explain: _____

Have you ever been convicted of a crime against children or seniors?

Yes _____ No _____ If yes, please explain: _____

Are you currently, or have you ever sued Pinellas County?

Yes _____ No _____ If yes, please explain: _____

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid.)

Yes _____ No _____ If yes, please explain: _____

The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:

Important Information Be advised that:

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Signature _____ **Date** _____

Thank you for your interest in serving on a board, council or committee for Pinellas County government. All board, council and committee meetings are open to the public. You are encouraged to attend a meeting to learn more about the duties of a member or the work of the board, council or committee in which you are interested.

If you have any questions regarding the completion and submission of this application or the duties and scope of responsibilities of the specific board, council or committee in which you are interested, contact the staff representative mentioned in the advertisement or listed in the committee listing.

Rev 9/26/14

Attachment 3: Boards, Councils and Committees Policy Research

- **Orange County:**
 - No background check for Advisory Board members
- **Sarasota County:**
 - No formal background check.
 - Verification that candidates are county resident.
- **Miami-Dade County:**
 - Must be a permanent resident and elector of the county, unless the BCC waives this requirement by two-thirds (2/3) vote.
 - List of qualifications and demographic background.
 - Background check regarding criminal history.
 - Not eligible if the candidate has filed a lawsuit against the county that is pending at the time of appointment, unless the BCC votes by two-thirds (2/3) to waive this.
- **Broward County:**
 - Certain financial disclosures required by state law are required for prospective board members in the county, but the county has no additional requirements.
 - No criminal background checks are required.
 - Prospective appointees must be Broward County residents registered to vote in the county, and provide a resume.
 - Certain councils related to the county but administered by different entities may have more rigorous policies.
 - The county has at times discussed adding potential policies such as background checks, but there are no imminent plans to do so.
- **Hillsborough County:**
 - Candidates must submit legal information and professional qualifications.
 - All applicants must be registered voters in Hillsborough County, or for specific boards, registered to vote in the county in which they reside.
 - Applicants for certain boards/councils must undergo background checks and/or be residents of the unincorporated area of Hillsborough County.
 - All applicants must be residents of the state of Florida.

- **Seminole County:**

- Candidates must submit a resume with professional qualifications and education.
- Submit title, issue date and issuing authority of any professional or businesses licenses or certificates that are currently held or have been held in the past.
- Candidate application states that "Florida law requires that members of certain boards file a detailed financial disclosure form."
- Residency and registered voter information required.
- History of whether candidate has served on a board in the past.
- Demographic Information & References

RESOLUTION NO. 14-

A RESOLUTION AMENDING RESOLUTION NO. 13-25 OF THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA RELATING TO CITIZEN'S SERVICE ON COUNTY BOARDS, COUNCILS AND COMMITTEES; ADOPTING THE BOARDS, COUNCILS AND COMMITTEES POLICY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, a variety of Pinellas County boards, councils, or committees support the County's efforts to successfully fulfill the mission of Pinellas County government; and

WHEREAS, many of the board, council, or committee members that support Pinellas County government are comprised of citizens that volunteer their time to serve their community, and their service on these boards, councils, and committees is critical to the ability of Pinellas County Government to deliver quality services to its citizens and visitors; and

WHEREAS, the Board desires to more formalize the appointment process and operating procedures of those boards, councils, and committees as provided herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, THAT:

Section 1. All citizens seeking to serve on any board, council or committee shall complete an application which shall be kept on file.

Section 2. The Board may ask all citizens seeking to serve on any board, council or committee to answer the following questions in addition to others that appear on the application:

1. Are you current with all taxes and any other financial obligations?
Yes _____ No _____ If yes, please explain:
2. Have you been convicted of a Public Entity Crime?
Yes _____ No _____ If yes, please explain:
3. Have you been convicted of a financial felony?
Yes _____ No _____ If yes, please explain:
4. Have you ever been convicted of a crime against children or seniors?
Yes _____ No _____ If yes, please explain:

5. Are you currently, or have you ever sued Pinellas County?

Yes _____ No _____ If yes, please explain:

6. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid.)

Yes _____ No _____ If yes, please explain:

Section 3. This Resolution shall take effect immediately upon its adoption.

In a regular meeting duly assembled on the _____ day of _____, 2014,
Commissioner _____ offered the foregoing Resolution and moved its adoption, which
was seconded by Commissioner _____, and upon roll call the vote was:

AYES:

NAYS:

Absent and not voting:

**APPROVED AS TO FORM
OFFICE OF COUNTY ATTORNEY**
By Michelle Walker
Attorney