

THE BOARD APPOINTMENT PROCESS

A process was created to review County Commission agenda items appointing or nominating an individual to a Broward County board to ensure the applicant is qualified to serve in that particular position. There is a difference between an appointment and a nomination. Appointments are made by each individual Commissioner while nominations are made by one Commissioner and appointed by the County Commission.

Agenda items to nominate or appoint an advisory board member are normally prepared by each Commissioner's Aide and emailed to the Boards Administrator (OIAPS) with a resume which must include the name, home address, phone number and email address (if applicable) of the applicant.

The Boards Administrator reviews the agenda item using the Board Book program. After this preliminary review, the Boards Administrator completes a Board Appointment Review Form. This form is sent to the County Attorney's Office along with the agenda item and resume of the applicant for review. The County Attorney responsible for advisory board appointments reviews the agenda item and resume to verify that there is no legislative prohibition and the applicant is qualified for appointment to this board (i.e. registered voter; resides in Broward County).

The County Attorney's Office (CAO) will email the memo of qualification to the appointing Commissioner's office. It is the appointing Commissioner's responsibility to deliver the agenda item and the CAO memo to County Administration.

The Homeless Continuum of Care Board's (HCB) new composition provides for 27 voting members from various categories and two non-voting ex-officio members, one from the Central Homeless Assistance Center and one from either the North or South Homeless Assistance Center. In order to appoint members to the 27 specific voting categories, conducting a Board approved categorical draw was necessary.

Once categories are selected, appointments to fill those positions will be handled as follows:

1. Where a member currently occupies a position, commissioners will be able to reappoint or appoint such member to the assigned category using the board appointment process outlined above.
2. Where the position is shown to be vacant and the Commissioner requires assistance in identifying an individual to serve on the HCB, the Human Services Department will provide the necessary support. Once the individual has been identified, the commissioner will be able to appoint the individual to the assigned category using the board appointment process outlined above.

As a point of clarification, the organizations described above do not appoint or nominate individuals to the HCB. The Commissioners are required to select individuals from these categories or organizations as described in the Resolution.

Should commissioners require assistance in identifying an individual to serve on the HCB; the Human Services Department will provide the necessary support.

3. The two ex-officio members from the Homeless Assistance Centers require a separate agenda item. The agenda item will be brought by the Human Services Department as a "Motion to Nominate" for approval by the Board.