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CLERK OF THE BOARD OF SUPERVISORS

September 12, 2012

To: Honorable Members, Board of Supervisors
From: Michael Allen, Chief Deputy Clerk of the Board
Re: Item A-12, September 18, 2012 Agenda

Members of the Board,

Item A-12 on the September 18, 2012 agenda concerns the appointment of Special District Board Members in Lieu of Election. In the first instance, reflected in recommendation A of the Board Letter, the Board is asked to appoint members who have filed the required nomination documents and qualified to be appointed in lieu of election.

In the second instance, reflected in recommendation B of the Board Letter, the Board is asked to initiate a process to fill those positions in which there are vacancies and no candidates have filed. The board letter requests that the Board initiate a process to identify and appoint qualified individuals to these vacant positions prior to December 7, 2012. The County Executive Office has developed a process enabling the Clerk of the Board to assist the Board of Supervisors and the identified special districts in this effort. Previously, this process has included the following:

- a) Outreach to the individual districts in order to ascertain if currently serving district members or district staff are aware of any qualified individuals who would be interested in serving;
- b) Publication, in the newspaper(s) appropriate to the geographical boundaries of the district, of advertising seeking qualified individuals for the positions;
- c) Working with the appropriate Board Office(s) to identify individuals who may be interested in serving; and
- d) Additional outreach that could include targeted advertising, electronic or print, designed to reach individuals within the special districts.

Given that the appointments to these Special District Boards must be made prior to December 7, 2012, the last opportunity that the Board of Supervisors will have to make these appointments at a regular meeting will be Tuesday, December 4, 2012. Given this timeframe, staff would propose that all advertising and outreach activities include a deadline for the submission of applications sometime in the middle of November. This will allow staff enough time to forward the applications to the Board for review and to place the appointments on the agenda for consideration.

This process has worked successfully in the past and without objection staff would move forward with this basic structure. Any additional direction from the Board will be incorporated into our process. Please feel free to contact me should you have any questions or concerns.