



## **PROCESS TO SELECT COMMISSIONERS**

The following process will be employed to recruit candidates for appointment to the First 5 Lake County Commission. The Commission is composed of nine (9) members. Four members are designated by the enabling Lake County Ordinance No. 2591:

1. A Member of the Board of Supervisors, appointed from time to time by the Board
2. The Director of the Lake County Health Services Dept, or designee
3. The Director of the Lake County Social Services Dept, or designee
4. The Lake County Superintendent of Schools, or designee

Replacement of the four designated Commissioners will occur via appointment through each of the four designated units. The remaining five members will be known as “at-large” members, with priority given to geographical representation, and will be considered by application and appointment of the Board of Supervisors from any of the following categories:

1. Recipients of project services included in the First 5 Lake Strategic Plan;
2. Educators specializing in early childhood development;
3. Representatives of a local Child Care Resource or Referral agency or a local Child Care Coordinating Council;
4. Representatives of a local organization for prevention or early intervention for families at risk;
5. Representatives of community-based organizations that have a goal of promoting early childhood development;
6. Representatives of local school districts; and
7. Representatives of local medical, pediatric or obstetric agencies, associations or societies.

Replacement of the five at-large Commissioners will be in accordance with the following steps:

- An open recruitment period of not less than four weeks will take place. Recruiting will occur via notices published in all the local media outlets, announcements sent to all First 5 grantees and partners, and through personal contacts made by the staff and Commissioners.

- In the event there is only one application submitted for each noticed vacancy, the Executive Director and one Commissioner appointed by the Chair will interview the applicant and make a recommendation to the Commission.
- In the event there are two or more applicants for each noticed vacancy, the Chair will appoint an ad hoc committee of three Commissioners to interview all candidates and prepare a recommendation to the Commission.
- In preparing a recommendation to appoint, the committee will take into consideration the at-large requirements set forth in the enabling ordinance, i.e. geographical representation and professional experience. In addition, the Committee shall consider the candidates references and the Commission's ethnic and cultural composition with a view toward sustaining a mix that is representative of Lake County.
- Candidates will be asked to attend at least one Commission meeting prior to the Commission receiving a recommendation.
- The Commission, at its discretion, may elect to interview all candidates prior to acting on the committee recommendation.
- The Commission's recommendation shall be forwarded to the Board of Supervisors for final approval of the appointment.
- The appointed Commissioner shall take his/her seat at the first Commission meeting following the Board's confirmation of appointment.