

AGENDA ITEM # VIII.

Bryan Thiriot

From: Candace Powers [cpowers@utah.gov]
Sent: Tuesday, January 26, 2016 4:28 PM
To: Bryan Thiriot
Cc: Gary Zabriskie; Heaton, Keith
Subject: CIB Board Member Appointment - Five County AOG June 1 2016
Attachments: Renomination to Board Letter.docx

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Hello Brian,

In May 2014, Commissioner Jim Matson was selected to serve as a Permanent Community Impact Fund Board member for the remainder of Commissioner Denny Drake's term representing Five County AOG. That term will expire On July 1, 2016. This necessitates the process for determining a second term or selecting a new Board member to represent the Five County AOG starting July 1, 2016 which must be a locally elected official who resides in Beaver, Iron, Washington, Garfield, or Kane County.

http://le.utah.gov/xcode/Title35A/Chapter8/35A-8-S304.html?v=C35A-8-S304_1800010118000101

To reappoint Commissioner Matson for another term, please submit a letter similar to the template attached.

For a new Board member, the best and fastest way for your board appointment to be approved and processed is to apply online. If you accept a resume in MS Word format, it is really easy to cut and paste into the online form. Whether you have the applicant or someone in your office fill out the application, it doesn't matter.

Email Cherilyn Bradford cbradford@utah.gov the list of names that your agency recommends and copy me ~ cpowers@utah.gov .

[Members of the general public are able to apply for boards and unless you email Cherilyn, she doesn't know who has been recommended.]

When she receives your email, she will assume that those names submitted have already been vetted and approved through the executive director of your agency.

The division director can do the recruiting and vetting of the applicants.

The final names are then approved by the AOG executive director.

Email the recommended names that have been approved.

This will eliminate board appointments that the executive directors don't know about.

Breakdown of process:

- At least one-two months before the term expires have the applicants apply online www.boards.utah.gov
- Once applicants have applied online, agency/division directors can check to see who has applied by going to <https://gva1.utah.gov/reviewapplications/login.aspx>
Username: departments
Password: vacancies
- It is not necessary to copy Cherilyn on each phase of the process or from one division to another. Just an email once a decision has been made at the agency level.
- **Executive Director or designee emails Cherilyn with 2-3 names of agency recommendations to cbradford@utah.gov** (a first choice may be suggested)
- Cherilyn compiles list with names and resumes for Governor Herbert's approval
- For Senate confirmation: letter and resumes are sent to the President of the Senate 15 days before Interim Day

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- Once a decision is made from either the Governor or the Senate, Cherilyn will email the Executive Director to let them know the outcome.
- The Executive Director can pass that information along to the appropriate person
- Cherilyn will update the database/website
- Cherilyn will send thank you letters to outgoing board members
- Cherilyn will send appointment/reappointment letters and certificates to member's homes
- Agencies shall periodically check the website to make sure board information is current and accurate. www.boards.utah.gov

If you have any specific questions, please don't hesitate to contact Cherilyn Bradford.

Cherilyn Bradford

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Best Regards,

Candace Powers

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