

Board Appointments (in just 317 easy steps!)



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The 30 Boards (Commissions, Committees and New Community Authorities) We Appoint To:

Board of Building Appeals

Board of Developmental Disabilities

Board of Zoning Appeals

Bridges Community Action Partnership

Community Corrections Planning Committee

Convention and Visitors Bureau

Delaware City Airport Commission

Delaware County District Library Board

Delaware County Transit Board

Delaware-Knox-Marion-Morrow Solid Waste District Policy Committee

Delaware-Morrow Mental Health & Recovery Services Board



The 30 Boards (Commissions, Committees and New Community Authorities) We Appoint To:

Finance Authority

Job & Family Services Community Planning Committee

Law Library

Metropolitan Housing Authority

Mid-Ohio Regional Planning Commission

Ohio Children's Trust Fund

Public Defender Commission

Rural Zoning Commission

Transportation Improvement District

Volunteer Peace Officers' Dependents Fund Board

West Central Community Facility Governing Board



The 30 Boards (Commissions, Committees and New Community Authorities) We Appoint To:

Delaware County Community Authorities:

Berkshire Landing

Berlin Meadows

Concord-Scioto

Evans Farm

Liberty Grand

Millstone

Northstar

Sunbury Meadow



The System We Had in Early 2016:

- Applications on paper
- Very few interviews
- Many vacancies
- Terms that had expired but appointees were still serving
- Under-performing boards with a lack of diversity in skill sets



Board Challenges:

- An executive director who controlled the board and the organization was not functioning effectively
- The board didn't have an executive director and it wasn't functioning effectively
- The executive director was retiring
(opportunity for change)
- New boards to be created



What is the Value of a Board to Your Community?



**Q: How Do You Strengthen the
Boards You Have?**

**Our A:
Get the Board of
Commissioners more involved
and hands-on with making
appointments**



Q: Why Is It Important?

- Enables the BOC to set a clear, consistent tone for policy & vision
- Makes it clear to the appointees that they must be accountable
- Helps develop future candidates for public office



OUR PROCESS

- We post for single vacancies, instead of maintaining an open pool of applicants who are matched to openings when they occur.
- Yes, it's more work up front but it seems to pay off with finding qualified candidates for boards with specific needs
- High-quality candidates have specific interests



STEP 1: CLEAN UP THE FILES!

- Most of our challenges were the result of poor record-keeping.
- Had to identify expired terms and vacancies.
- Had to create a better filing system (hard copy and digital)



STEP 2: POST TO FILL THOSE VACANCIES

- Started with identifying high-priority vacancies and skill-set gaps.
- How we post: standard press release, social media, website, email list, staff contact, recruitment at the State of the County event



STEP 3: COLLECT THE APPLICATIONS

- Switched to an online system (though can accept paper if needed)
- Redesigned the application: The "why?" statement and references very important
- Staff processes applications, provide executive summary to the Commissioners



STEP 4: INTERVIEWS

- Have identified skill gaps ahead of time
- Clerks help set up interviews: usually on Mondays and Thursdays after open session
- Each one is 20–30 minutes long



STEP 5: APPOINTMENTS

- Done in open session
- Many jurisdictions have staff handle everything up to this point, but we're still at a size where the Commissioners can be this involved.



STEP 6: ON-BOARDING

- Another step we've made the choice to get more involved with based on appointee feedback
- Recently created a handbook that allows us to educate and prepare our appointees better for the responsibilities ahead of them



SOME WRAP-UP THOUGHTS:

- What makes a great board member?
- Be involved but don't micro-manage
- Maintenance mode: many reappointments now but also fewer postings as we actively recruit
- Still a complicated and labor-intensive process with many records to keep, but....



IT'S WORTH THE EFFORT!

- Benefits to community outweigh time and energy
- Stronger boards advance the community's interests, helping us attract residents and investment
- Better appointees = better executive directors, better use of taxpayer money, better services



To download our handbook:



Or email: jhawes@co.delaware.oh.us



**Any questions or
comments to share?**

