

6/15/11

PUBLIC INPUT SIGN UP SHEET

PUBLIC INPUT SHALL BE LIMITED TO
THREE (3) MINUTES PER PERSON.

EACH PERSON SHOULD:

- (1) STATE YOUR NAME
- (2) IN WHAT AREA OF THE COUNTY YOU LIVE
- (3) SPEAK IN A CLEAR AND COURTEOUS MANNER.

Please Print:

	<u>NAME</u>	<u>ADDRESS</u>	<u>ISSUE</u>
✓	Ruthie Self	813 5 th Ave W	Supplement/Ed.
✓	KAREN MATHIESEN	1616 ORLEANS	" "
✓	Dawn Summers	433 Holbert Cabin Ln	Supplement
✓	Lois Rhodes	102 Continental Dr.	Supplement/Ed
✓	Jim Barrett	440 S. Church St.	Pisgah Legal Services
✓	Elena Barnwell	5 B+D Drive Mills River	Supplement
✓	Cara Vaughn	614 Carolina Holly Way	Supplement
✓	Barbara Trk	712 Devonwood Ln	Supplement
✓	Amy Ramsey	156 Birdsong Lane	Supplement/Ed
✓	Alyce Wellman	1050 Indian Hill Rd	Supplement Increas
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____



2010 Accomplishments

HENDERSON COUNTY ACCOMPLISHMENTS:

PLS helped 1,742 low-income people in Henderson County to meet basic needs in 2010. (Includes all members of households in cases closed and pending.)

PLS closed 568 cases in Henderson County that helped children 1,798 times and adults 1,754 times through multiple, holistic outcomes in each case for each person in the household.

In these closed cases, PLS assisted 675 children and 729 adults with urgent needs.

PLS closed 186 cases to help Henderson County victims of domestic violence and their children.

PLS closed 155 cases to help low-income families and individuals resolve housing issues. Half of these households were families with children.

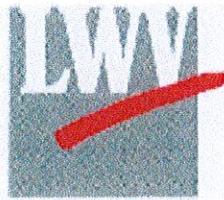
Through PLS' Mountain Area Volunteer Lawyer Program (MAVLP), private attorneys closed 134 cases to assist Henderson County clients. In these cases, the attorneys provided a total of 498 donated hours modestly valued at \$74,700.

ACCOMPLISHMENTS IN ALL COUNTIES:

PLS helped 10,122 low-income people to meet basic needs in 2010. (Includes all members of households in cases closed and pending)

- Altogether, MAVLP coordinated more than 300 volunteer attorneys who donated 3,528 professional hours helping PLS clients. These services are modestly valued at \$529,200.
- PLS secured more than \$29,677,614 in quantifiable benefits for clients.

On a budget of \$2,421,966 Pisgah Legal Services produced a return on investment of more than 12 to 1.



Advisory Committees in Henderson County:

**A Report of the Study and Survey of Selected Advisory
Committees, the Appointment Process,
and the Satisfaction of Citizens Who Serve.**

**League of Women Voters
of
Henderson County
May 2011**

Judy Katz read

PREFACE

The League of Women Voters, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy. Membership in the League is open to men and women.

The major public policy issues addressed in this report are related to the Sunshine Laws, Freedom of Information Act. The concept of transparency in government also serves the issues of the citizen's right to know and the citizen's obligation to participate in a democracy.

Special thanks is extended to the Henderson County Board of Commissioners, Advisory Committee Chairs and members who took time to complete the survey forms as well as County Staff who provided us with answers to an array of questions. Without the assistance of twenty League members who visited meetings of the County Board of Commissioners and eighteen Advisory Committees between October 2010, and February 2011, this study could not have been completed. Finally, the new publication (2010) by UNC School of Government, *"Creating and Maintaining Effective Local Government Citizen Advisory Committees,"* provided an excellent resource for guidance to citizens who serve, to the appointing and evaluating body, and to the general public who should be engaged in the democratic process.

INTRODUCTION

In May 2010, members of the League of Women Voters of Henderson County, at their Annual Meeting, adopted the local study for 2010-11, "Do Appointed Public Bodies in Henderson County Encourage Citizen Participation/Democracy?" In August 2010 a committee convened to begin work on the local study. Further meetings were planned for September, October, November and December.

What did we set out to learn? Expectations and Outcomes listed as the committee formulated the three distinct surveys and the consensus questions were:

- To elevate the awareness to the general public of the many opportunities to participate in our democracy;
- To learn more about the appointment process;
- To discern if citizens appointed to the various Boards sense a satisfaction and fulfillment to time spent;
- To learn if citizens who appear to present ideas to these public bodies sense a desire to continue to participate in our government once they have attended public meetings.

In addition to the surveys conducted, the League has completed research related to transparency. The Sunshine Laws Governing NC and the Freedom of Information Act are used by League members and the general citizenry to measure the principles and positions of the League in its expectation of public bodies in their decision making process. The committee also reviewed the Henderson County Code of Ethics, a document that applies to all public officials, staff and volunteers appointed to public bodies.

Democracy functions best when citizens know what government is doing. This requires access both to public record and to the public decision-making process. The people have

an unalienable right of participation in and access to the governments that they have instituted among themselves. It is important that citizens be acquainted with and knowledgeable about laws that govern transparency and openness in the decision-making process and voting outcomes.

RESOURCES

League's Position

The LWVUS believes democratic government depends upon informed and active participation at all levels of government. The League further believes that government bodies must protect the citizen's right to know by giving adequate notice of proposed actions, holding open meetings and making public records accessible. The LWVUS supported the 1976 Government in the Sunshine Law to enhance citizen access to information. In the 1980's the League supported broad public participation at every stage of the rule making process. In 2005 League launched "Openness in Government: Looking for the Sunshine" as accountability and transparency in government were under attack. The League of Women Voters of North Carolina is a member of the North Carolina Open Government Coalition.

Guiding Principles

The North Carolina Open Government Coalition (www.ncopengov.org) expects that governing bodies, government agencies and other public entities will:

- understand and effectively administer existing open meetings and public records laws, and err on the side of more openness, access and inclusion when matters of interpretation arise;
- view promotion of public participation and access as a central role of government, rather than as an added responsibility;
- provide the public with prompt, easy access to public records, and limit fees to highly unusual circumstances and then only to minimal cost-recovery;

- avoid declaring public information proprietary in order to limit or prevent public access;
- avoid using the trade secrets exemption in the public records law to withhold legitimately public information that is provided to the government by private entities;
- treat all documents produced with public funds as part of the public record, including e-mails and other electronic records;
- preserve public records in accessible formats, and ensure that electronic archives meet international digitization standards;
- ensure that electronic data storage systems provide prompt, easy access to the *information stored*;
- treat outsourced or privatized information services as governed by the same open access laws and regulations to which the government itself is subject.

Open Meeting Laws of NC (Sunshine Laws)

In order to function in compliance with NC Open Meeting laws, it is important that all members of public bodies receive an orientation about public record laws and open meeting laws. For more detailed information on transparency and Open Meetings Law application to specific boards see www.ncopengov.org. Three key points which members who serve should know are:

- 1. Which government meetings are open?** The law states that an official meeting is any gathering of a public body to discuss or decide public business. The act included *simultaneous communication via any electronic means in this definition of meeting*. The Oklahoma Court's decision in *Oklahoma Assn. of Municipal Attorneys vs. State (1978)* gives a clear statement of why open meetings are important: "If an informed citizenry is to meaningfully participate in government

or at least understand why government acts affecting their daily lives are taken, the process of decision making as well as the end results must be conducted in full view of the government.”

2. Notice requirements: Most public bodies are required to maintain a schedule of regular meetings at their local and state office. Changes in this regular schedule require a 7-day notice prior to the first meeting of the new schedule. Meetings outside of these regular meetings require notice to be posted 48 hours prior to the meeting. Notice must be posted within the department’s local office and be provided to all new agencies and private individuals who have requested notice. Emergency meetings can be called with less than 48 hours notice, provided that notice is sent to the news media as soon as possible.

3. Meeting process: All public agencies are required to record detailed minutes of both open and closed meetings through either written or audio or video recording. The minutes of all open meetings are considered public records and must be made available to the public at their request. All voting must take place in the open and must be recorded within the minutes of the meeting. The public body may not prevent individuals or the media from recording the meeting, using either audio or video recording equipment.

CODE OF ETHICS OF HENDERSON COUNTY

LWVHC Summary of the Code of Ethics of Henderson County

In 2008, The Board of Commissioners of Henderson County (BOC) adopted a comprehensive Code of Ethics for the Commissioners, County Manager, County Attorney, Assistant County Manager, officials appointed by the Commissioners to other county boards and commissions, department heads and any employees involved in purchasing or acquiring goods and services for the county. Therefore, appointed public bodies as covered in this study would be subject to the Code.

Because the current local study is charged also with evaluating the transparency of decision-making in Henderson County's appointed boards and councils, it is important that these members keep the Code of Ethics in mind when conducting the county's business.

It is of interest to note that the North Carolina General Assembly passed legislation that requires local governing boards to adopt codes of ethics and requires board members to receive ethics training. It is commendable that Henderson County Commissioners adopted its Code three years prior to the state-mandated date of January 1, 2011 and that it has implemented its use for employees and appointees to boards and commissions.

As part of the BOC's application form for appointment to boards and commissions (See Appendix 2), a short summary of the Ethics Code is printed at the end of the form. It is not clear if appointees are given a complete copy of the Ethics Code to read before they sign the pledge to comply or if the condensed version on the application form is all that is required. Although the application form directs applicants to the county's website to view the complete Code, no text of the code could be found on the website.

In a copy of the complete Code of Ethics obtained at the BOC offices, definitions for Business Entity, Confidential Information, County Official (this includes appointees to

Boards and Commissions by the Commissioners pertaining to our study) Department Heads, and any Employees involved in Purchasing or Acquiring Goods and services for the county are specified. Also, definitions as to what Immediate Family, Monetary Interest or Business Entity means and to whom it pertains directly and indirectly, is included as well as a definition of what an Official Act or Action means.

Specific instances of what standards of conduct are expected are spelled out in Section 3 of the Ethics Code - such as awarding of contracts, use of official position, disclosure of information to be used for the purposes of advancing his or her interest, defining personal business entity, or involvement of a member of the immediate family in a business, and other financial interests.

More definitions and disclosure requirements are outlined in the code. Special treatment, service on an appellate board, and boards relating to a member's employment, and public disclosure of interest are other topics covered in depth. (See Appendix 1 for a complete copy of the adopted Code of Ethics.)

* * *

Good governance at the local level often depends upon gaining the trust and commitment of community stakeholders. Citizen advisory committees are one way that local governments can increase the transparency of their work and involve citizens directly in the democratic process.

from the UNC School of Government, Creating and Maintaining Effective Local Government Citizen Advisory Committees.

CRITERIA AND PROCESS USED IN CONDUCTING SURVEYS

Once this study was adopted at the LWVHC at the Annual meeting in May 2010, the following narrative outlines the process.

August 2010, -- Criteria were formulated for the selection of the Boards and Advisory Committees to be included in the survey. Consensus questions were determined the consensus questions to be brought to the League Board for approval in September.

September 2010, -- Consensus questions were approved by the LWVHC Board. Letters were sent to the County Board of Commissioners (Appendix 3) and to the Chairs of the Selected Boards and Advisory Committees (Appendix 4) to state the goals of the local study, request their cooperation, and outline the procedures and timeframe of the study.

October - December 2010 -- Surveys were completed by the County Board of Commissioners (Appendix 5) and members of the selected Advisory Committees (Appendix 6) completed the survey forms. Expectation was to interview at least 25% of each board membership.

Volunteers from the LWVHC Observer Corps and other interested League members participated in the survey process with teams of two assigned to each selected advisory board. From October through December League teams visited each selected Advisory Board and distributed surveys stressing the confidentiality of results. No names were required on the survey forms and forms could be returned in an envelope. After setting the criteria for boards and committees to be surveyed, the list included:

The study was designed to focus on those advisory boards or committees appointed by the BOC that meet monthly. Three distinct survey forms were constructed for: BOC (the Appointing Authority, Appendix 5); members of the Advisory Committees (Appendix 6), and for Citizens attending these public meetings (Appendix 7).

The booklet “*Citizen Participation in Henderson County*,” published by BOC, listing 48 boards whose membership is open to volunteers from the community, was used as a resource. This document lists the name of the Board, number of county appointments, whether or not certain specific requirements exist, term of an appointment, staff contact information, the purpose of the board, and its meeting day and time. This same information is also available online at www.hendersoncountync.org by clicking the heading for the Board of Commissioners and then selecting ‘Citizen Participation’ in the left column.

At this point it is important to discuss types of Boards and Committees. Counties must have certain boards by mandate. Those boards are the Board of Health and the Department of Social Services. In addition, local governments may create citizen advisory committees as they determine useful to serve the community. Some boards that are created or mandated require participants to fulfill certain requirements. For example, when dealing with appointments to some boards, there may be a residency requirement: service on the City of Hendersonville Planning Board is open only to a county resident who lives in the Extraterritorial Jurisdiction (ETJ) of the City of Hendersonville. Some members appointed to the Board of Health must have certain professional training to meet certain state requirements. Finally, some boards have term limits. Participants may only serve for a predetermined term. For example, appointees to the DSS Board may serve only two consecutive three year terms. Not all boards are required to follow all of these requirements. Each advisory board is open to most citizens and often has no term of service limit, or professional training requirements unless noted in the county’s information booklet.

Term of Service

There are no restrictions to renewing terms on the following boards/commissions: The Agricultural Advisory Bd, (5 positions – 4 yr. term); Cemetery Board (7 positions – 2 yr. term); Downtown Hendersonville (2 positions – 3 yr. term); JCPC (15 positions – 2 yr. term); Library Board (8 positions – 4 yr. term); Recreation Advisory Bd, (9 positions – 3

yr. term); SWAC (9 positions. – 3 yr. term); WCCA (2 appt. – 2 year term); Zoning Bd. of Adjustment (9 positions. – 3 yr. term); Planning Board (9 positions – 3 yr. term); Historic Resource Commission (8 positions – 3 yr. term). The citizen serving longest on any one Board, as quoted on the survey response, has served “off and on for 30 years.”

Term limits have been set either statutorily or by the County Board of Commissioners for the following seven Boards/Commissions: Animal Services (9 positions – 2 -3 yr. terms); Environmental Advisory Committee (9 positions – 3 -3 yr. terms); Hospital Board (11 positions – 3 -3 yr. terms); Social Service Board (2 appt. – 2 -3 yr. terms); Board of Health (11 positions – 3- 3 yr. terms); Historic Courthouse Corporation (9 positions - 2 -3 yr. terms); Travel and Tourism (4 appt. – 5 -1 yr. terms). Of the seven Boards and Commissions listed above, the Social Service Board and the Board of Health, are mandated by the State to have fixed terms. Five of the sixteen boards over which the County Board sets the parameters of operation have limited terms.

Also available either in the Henderson County publication, or online, is an application form that citizens may submit to reflect their interest in serving on a citizen advisory panel.

Criteria for Selection of Boards/Committees

Of 48 boards, the committee narrowed its selection to 20 identified as meeting monthly, and divided those twenty into 3 categories: *Category 1*: Boards mandated by the State which receive substantial county funds (2)(Appendix 8); *Category 2*: Boards/committees that are open to all county residents and are staffed by county department employees (13)(Appendix 9); *Category 3*: Boards that receive tax money but hire their own executive directors who are not supervised by the county manager (5)(Appendix 10).

Category 1 (Mandated by the State and receive substantial county funds)

Social Services Board*

Board of Health

*Although the BOC appoints only two members of this Board all five members were surveyed.

Category 2 (Boards and committees open to all county residents and staffed by county department employees)

Agricultural Advisory Board

Animal Services Committee

Apple Country Greenway Commission*

Cemetery Advisory Committee

Community Child Protection Team **

Environmental Advisory Committee

Historic Resources Commission

Juvenile Crime Prevention Council (JCPC)

Library Board of Trustees

Henderson County Planning Board

Recreation Advisory Board

Solid Waste Advisory Committee***

Water Supply and Distribution Task Force ***

Zoning Board of Adjustment

*Apple Country Greenway Commission is currently inactive as there is no chair.

**Community Child Protection Team deals with confidential information related to children in DSS custody. Its recommendations are submitted to the staff of DSS not to the Board of Commissioners. This committee is not included in the survey even though it meets monthly.

***Since the publication of the booklet listing boards and committees indicating that Solid Waste Advisory Committee (SWAC) and the Water Supply and Distribution Committee meet monthly, the committees moved to bimonthly meetings. SWAC is included in the survey because their meeting coincided with the survey period. The Water Supply Committee did not meet during the survey period.

Category 3 (Committees that receive tax money but hire their own executive director who is not supervised by the county manager.)

Downtown Hendersonville, Inc. (DHI)*

Historic Courthouse Corporation (Heritage Museum Board)

Hospital Corporation Board of Directors (Pardee Hospital)

Travel and Tourism*

Western Carolina Community Action (WCCA)*

*The BOC only appoint some of the board members. Only those appointees were surveyed.

Synopsis of Responses

14 Citizens responded to the survey. They attended various meetings.

104 members of the 18 advisory boards or committees responded.

(7 responses from DHI were not used, because only 2 were appointed by BOC)

(1 response from WCCA was not used, only used 2 responses from the BOC appointees)

96 BOC appointees responded. This represents a majority of members from 17 of the 18 boards, far exceeding the 25% goal originally set.

Years of Service

- total years served by the respondents = 406.6
- 406.6 years/96 respondents = 4.25 average years of service

The longest serving appointee was “off and on for 30 years.” Two additional citizens have each served 18 years.

In addition to surveying members appointed to boards and committees, members of the study team also surveyed the BOC to gain additional information related to factors that influence appointments to advisory committees. All five commissioners (November 2010) responded to the survey.

Benefits of Citizen Advisory Boards

- Taps into the expertise of citizens as subject matter experts
- Engages citizens as partners in the process of governing
- Makes the government process more transparent
- Citizens learn about government and opportunities for future community leadership
- Improves communication between elected officials and the public

from the UNC School of Government, Creating and Maintaining Effective Local Government Citizen Advisory Committees.

KEY FINDINGS IN SURVEYS

Advisory Committee Members: The survey (Appendix 6) sought to determine if Henderson County utilized a consistent method in the appointing process. The following questions reveal:

Did you complete the application form prior to appointment? 74 Yes -18 No

Please check the factors you believe are considered (in your appointment):

53 replied active in community affairs;

58 replied professional background is related to the work of this advisory committee.

Although only three respondents indicated that their political affiliation was a factor in an appointment to an advisory board, 47 of the 96 BOC appointees who responded said they knew one or more of the appointing body. (Complete responses to survey see Appendix 11)

Several advisory board members surveyed expressed appreciation to League members who attended meetings, often stating that it was rare to have any citizen attend one of the advisory meetings.

Citizens Attending Meetings: Ten of the fourteen citizens surveyed (Appendix 7) indicated that they were recognized by the chair and thanked for attending. Many found information available at the meeting or had received it prior to the meeting. Ten respondents indicated that they had a sense that committee members appreciated their presence and presentation.

It is also important for each advisory group to operate in a manner that invites participation from other citizens interested in the issues. All boards must comply with

the 'Notification of Meeting' requirements. It was not apparent as to whether any or all boards published agendas ahead of the meeting for public review. Nor was it apparent whether any or all advisory boards placed 'Public Comment' as an agenda item for each meeting. However, the citizens surveyed indicated that they were welcomed to the meetings, offered information and listened to, if they made comment.

To the question: would you say your experience has been positive - 10 replied yes; 2, no. The final question asked citizen attendees was: If this was your first experience attending this advisory committee meeting are you favorably inclined to attend again? Those who identified themselves as first time attendees, all responded yes (6). (Complete responses to survey see Appendix 12.)

Board of Commissioners Responses The survey (Appendix 5) responses from the BOC can be viewed in Appendix 13. They reflect a thoughtful approach to meeting the needs of the committees with the applications available. Their answers mirror those of appointees in that only one commissioner indicated that political affiliation was at least a factor of medium importance. Only three appointees replied that political affiliation may have been a factor in their appointment. However, all five commissioners rate as medium importance, a personal knowledge of and acquaintance with the applicant.

Regarding the application process, commissioners' responses reflected the importance of the application. Four of five said they appoint those who have submitted an application. In addition, three indicated that information contained in the application was a high factor in influencing an appointment. Finally, commissioners replied that they consider a person's attendance when considering re-appointment to an advisory board. However, one commissioner noted that such information is not always available.

Advisory Committees/Boards in Henderson County and Transparency

Part of being an active participant in local government relies on a citizen taking responsibility for reading information and working within the schedules of his/her job and family responsibilities to stay informed. To support citizen interest in government action and to follow Sunshine Laws, it is required that local government make information easily available. To that end a brief online survey of information available to citizens was conducted for the 18 boards and committees studied. (See Appendix 14 for that summary.)

A review of the “Transparency Summary” suggests that some boards and committees that function under county staff support provide adequate information to help a citizen stay informed. The information available includes: minutes, meetings and membership. Adequate information is defined as:

Minutes are available electronically for meetings, sometimes for several years, reporting actions of the board or committee.

Meetings schedules were available on the website, including the meeting time and location, often with meeting schedules provided for the entire year.

Members of the board or committee were listed, usually with the chair and vice-chair identified. Some sites included contact information, term of appointment, and/or photos of the membership.

Transparency Analysis

In Category 1, both the Board of Health and Department of Social Services offered all relevant information regarding their governing boards.

Of the 12 boards or committees with county staff support (Category 2), information on meetings, membership and minutes were available for 5. Two boards offered limited information on the county website, and no information was available on the county website regarding 5 appointed bodies.

In Category 3, it was necessary to seek governing board information at website locations not linked to the Henderson County site. Results of the survey indicate that four of the five boards in this group offered limited information, and one board has no presence on its organization's website.

Resource Guides for Citizen Advisory Committees

Based on the 2010 UNC publication, "*Creating and Maintaining Effective Local Government Citizen Advisory Committees*," the experience of citizens in public problem solving creates a wide 'ownership' of solutions and builds capacities of individuals. Citizen engagement leads to people being better informed, better able to collaborate with others, and more active in addressing issues that affect them. Democracy enables citizens to challenge and participate in a dialogue and civil discourse that cultivates more widespread engagement. This participation results in a broad ownership of the solutions that eventually emerge from the civic involvement, especially if the membership on committees is diverse.

"*Journal of Community Development, July 1, 2005*," has an article by Ester Prins which states that "participants are more likely to be better educated, higher income, white, and more politically active and not at all representative of the wider public. To ensure productive, effective Citizen Advisory Committees, those involved in the selection process need to treat appointment decisions as personnel decisions and with the same interest and concerns used to hire full-time staff." (See Appendix 15, Anecdotal Comments from Surveys)

Tips for Successfully Recruiting and Selecting Citizen Advisory Committee (CAC) members

The UNC publication "*Creating and Maintaining Effective Local Government Citizen Advisory Committees*" gives these recommendations for an inclusive selection process as

a vital part of creating a successful CAC. The following strategies are associated with successful CAC:

- *Having a fair and transparent formula for balancing community representation on the CAC (race, age, socioeconomic status, geographic location, etc.)* Publicize criteria for membership so the community knows who will be represented.
- *Creating a “culture of welcome” so that all participants feel accepted.* Make sure the neighborhood resident feels as respected and important to the CAC as the business leader.
- *Selecting members who are trusted to represent the interests of others in their communities and networks.* Sometimes the first people to volunteer for a CAC have a personal stake in an issue that differs from what members of the larger community want. Selecting people who are trusted members of the community will increase the likelihood that a wide range of citizens will accept the CAC’s process and the outcome.
- *Clarifying the CAC’s purpose and the limits to its authority.*
- *Building CAC members’ skills to enable them to interact effectively with other members of the group.*
- *Engaging participants in such a way that they bring credible and relevant information to the process.*
- *Developing a standard application for CAC membership.* Provide applicants with a brief description of the CAC’s purpose and goals along with the application and include a statement of expectations for CAC members so that people understand what they are signing up for.
- *Reviewing vacancies and expiring terms on a monthly basis.* Track vacancies to determine how long seats remain open. When seats remain open for extended periods of time, consider redesigning the membership and goals of the CAC or eliminating it if it is no longer useful.
- *Distributing information about CACs and vacancies widely in the community.* Invite citizens to join CACs through local newspapers, listserves, government websites, local radio and television public service announcements, and community events.

FINDINGS AND RECOMMENDATIONS

After the consensus meeting and discussion League members support the following conclusions:

Serving Transparency and Democracy

The Board of Commissioners keeps citizens relatively informed on action of advisory boards. Those boards monitored by county staff are more likely to have a web presence with minutes, meeting times and membership available online to all citizens interested.

Appointment Process

There is a public perception that advisory boards are not valuable, but in reality these advisory boards are doing very significant work for local government. It is important for average citizens to understand that the opportunity to serve on advisory boards is open to all citizens. The application process is available to any citizen interested through the county website or through the county publication.

Citizen Participation

During this process it became apparent that many boards and committees operate appropriately under the open meetings law, but the public does not attend meetings. Over the course of our study twenty-two League members attended eighteen meetings and outnumbered private citizens in attendance. Several board members remarked that Leaguers were the first citizens to ever attend a meeting during their term of service.

The League members who participated in this study believe that advisory board participants are enthusiastic and committed volunteers who generally reflect the League's guiding principles of Open Government.

Recommendations to the BOC:

Improve and standardize access to information of advisory boards by making advisory board information available through the BOC website. This information should include meeting time, agendas, minutes of prior meetings and advisory board membership.

Standardize agendas of advisory board meetings, especially to include an opportunity for Public Comment

Review method of publicizing meetings. Notices may need to have wider distribution.

Review issue of term limits on advisory boards.

Advisory board members should be appointed on staggered terms so that board historic knowledge is not lost. There are no restrictions to renewing terms on eleven boards/commissions, while seven advisory boards either by state or local policy or statute have term limits. However, it is acknowledged that often there are no citizens available to replace advisory board members whose terms are completed.

As a result of this study, League members will be working to inform all citizens of the opportunities to serve in local government by encouraging our own members and supporters to apply for service and by public presentations to civic groups. Presenting our report to you today is the first step in our strategy to elevate public awareness of these opportunities.

In addition, League will continue to have an active Observer Corps attending a variety of public meetings, supporting transparency in democracy.

CLOSING COMMENTS

The task of organizing, operating and summarizing this study could not have been completed without cooperation from many sources. The League members who participated in this study believe that advisory board participants are enthusiastic and *committed volunteers* who generally reflect the League's *guiding principles of Open Government*.

Credit should be given to county government for the organization and management of 48 citizen committees, creating participation opportunities for many interested citizens.

Today, just as the days when the League of Women Voters organization was founded 91 years ago, League continues to work to encourage citizens to become actively involved in every community nationwide. The League continues to work to make a good system better by striving to ensure that every voice is heard in a civil way and that every vote cast is counted. One of the League's goals in conducting this study was to elevate the awareness to the general public of the many opportunities available to participate in democracy., and to encourage citizen apply for and/or attend advisory committee meetings.

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ACKNOWLEDGMENTS

The LWV of Henderson County acknowledges with gratitude the many volunteers who cooperated in this effort to complete the study of selected Advisory Committees in Henderson County.

Besides the full cooperation of the Board of Commissioners, the County staff who work with Advisory Committees, and Executive Directors of Advisory Committees, the League appreciates the excellent participation of the chairs and members of the selected Advisory Committees as well as the citizens attending the meetings who made time to complete the survey forms.

Twenty-one League members also participated in this effort. They are: Kathy Baluha, Barbara Barnett, Sharon Burlingame, Jeannette Cannon, Carol Cleveland; Judy Deller, Nancy Glowacki, Marion Huffman, Judy Katz, Melinda Lowrance, Lee Luebbe, Joan McFadden, Linda Miller, Miriam Plexico, Martha Sachs, Carolyn Schmalz, Rudi Simko, Roberta Swanson, Iris Vanek, Carol Ward, and Helen Wright.

Kudos to all for their commitment and tenacity to complete this effort in a relatively short time interval.

This project was truly an example of democracy and transparency in action.

Advisory Committees in Henderson County 2011 LWVHC Study

Appendix List

1. Henderson County Code of Ethics
2. Application Form to Boards and Committees
3. Letter to BOC
4. Letter to Chair of Board/Committee
5. BOC Survey
6. Advisory Committee Survey
7. Citizen Survey
8. Boards in Category 1
9. Boards in Category 2
10. Boards in Category 3
11. Committee Member Survey Responses
12. Citizen Survey Responses
13. BOC Responses
14. Transparency Summary
15. Anecdotal Comments from Surveys

ETHICS CODE

Section 1. Declaration of Policy

(a) The Proper Operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy be made publicly; that public offices not be used for personal gain; and that the public maintain confidence in the integrity of its government.

(b) In recognition of these goals, a code of ethics for Henderson County officials is hereby adopted. The purpose of this policy statement is to set forth guidelines for ethical standards of conduct for all such officials by setting forth acts or actions that are incompatible with the best interests of Henderson County.

Section 2. Definitions

As used in this article, the following terms shall have the meaning indicated:

Business Entity means any business, proprietorship, firm, partnership, person in representative or fiduciary capacity, association, venture, trust or corporations which is organized for financial gain or profit.

Confidential Information means any information or knowledge which has not been made public through the regular affairs of government. Information that has become public knowledge, whether or not through the regular affairs of government, is not considered confidential information.

County Official means the County Manager, County Attorney, Assistant County manager, County Commissioners, officials appointed by the County Commissioners to other county boards and commissions, department heads, and any employees involved in purchasing or acquiring goods and services for the county.

Immediate Family means the County Official, his/her spouse, and minor children (including stepchildren and foster children).

Interest means direct or indirect pecuniary or material benefit, as a result of an official act, a contract, or transaction with Henderson County, accruing to:

- (i) A County Official;
- (ii) Any person in a County Official's Immediate Family;
- (iii) Any business entity in which the County Official, member of the County Official's Immediate Family, or is about to be, an officer or director;
- (iv) Any business entity in which an excess of ten (10) percent of the stock, or legal or beneficial ownership of, is controlled or owned directly or indirectly by the County Official, or the County Official's Immediate Family member; or
- (v) The primary employer (other than Henderson County) of any County Official.

For the purposes this Code, a County Official is presumed to have knowledge of the financial affairs of the County Official's Immediate Family members and primary employer. For the purpose of this policy, the County Official only has an Interest in the affairs of other Immediate Family members if the County Official has knowledge of or should have known of the Interest of the family member.

Official Act Or Action means any legislative, administrative, appointive, or discretionary act of any County Official.

Section 3. Standards of Conduct

All County Officials as defined in this article shall be subject to and abide by the following standards of conduct.

(a) Interest in contract or agreement. No County Official shall participate in selection or award of a contract if the contract involves the County Official's interest or the Official is prohibited from voting pursuant to N.C. Gen. Stat. § 14-234.

(b) Use of official position. No County Official shall use his/her official position or the county's facilities for his/her private gain, or for the benefit of his interest, or for the benefit of any individual, which benefit would not be available to any other member of the public in the same or similar circumstance. No County Official shall represent any other private person, group or interest before any department, committee, or board of the county of which they are a member except in matters of purely civic or public concern. The provisions of this paragraph are not intended to prohibit a County Official from speaking before neighborhood groups and other nonprofit organizations.

(c) Disclosure of information. No County Official shall use or disclose confidential information gained in the course of or by reason of his/her official position with the county for purposes of advancing:

- (i) His/her interest;
- (ii) The Interest of a business entity of which the County Official or an Immediate Family member has an Interest;
- (iii) The financial or personal interest of a member of his/her Immediate Family;
- (iv) The financial interest of the employer of the County Official; or
- (v) The financial or personal interest of any citizen beyond that which is available to every other citizen.

(d) Incompatible service. No County Official shall engage in, or accept private employment or render service for private interest, when such employment or service for private interest, when such employment or service is incompatible with the proper discharge of his/her official duties with the county or would tend to impair his/her independent judgment or action in the performance of his/her official duties with the county, unless otherwise permitted by law and unless disclosure is made as provided in this policy.

(e) Gifts. No County Official shall directly or indirectly solicit any gift, or accept or receive any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which a reasonable person would believe that the gift was intended to influence him/her in the performance of his/her official duties, or was intended as a reward for any official action on his/her part. Legitimate political contributions to County Officials shall not be considered as gifts under the provisions of this paragraph.

Exempted from the prohibition are reasonable honorariums for participating in meetings, advertising items or souvenirs of nominal value or meals furnished at banquets. County Officials must report in writing to the Clerk to the Board of County Commissioners all honorariums, and all gifts and favors from friends and relatives if made by a covered contractor, subcontractor, or supplier. There is no prohibition on gifts if the circumstances make it clear that it is the personal relationship, rather than the business or the persons concerned, which is the motivating factor and where the value of the gift, entertainment, or favor is appropriate to the circumstance and consistent with the long-standing relationship. If such a gift, entertainment, or favor exceeds \$100 in value, the County Official must disclose the nature and value of the gift, entertainment, or favor in a letter to the Clerk to the Board of County Commissioners.

It shall not be a violation of this policy for any Public Official to solicit donations, contributions or support for any charitable activity which does not result in direct pecuniary benefit to the Public Official, a member of his Immediate Family, or Business Entity with which he is associated.

(f) County Attorney to Advise. In any case where the value of a gift is in question, or when the circumstances make it unclear as to whether a thing constitutes a "gift" within the meaning of this provision, any individual may consult with the County Attorney for an opinion.

(g) Special Treatment. No County Official shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

(h) Service on Appellate Board. No County Official may serve on a board or committee of the County which acts in an appellate capacity reviewing the acts of the County Official, or any other board or committee on which the County Official serves. As by virtue of their primary office members of the Board of Commissioners are required to serve in an *ex officio* capacity on many boards and committees of the County, this prohibition shall not apply to members of the Board of Commissioners. This provision 3(h) shall become effective one (1) month from the date of adoption.

(i) Service on Board related to Member's Employment. No person may serve as a member of a board or committee of the County, or as an appointee of the County on any board or committee, where such board or committee recommends or awards any funding to any employer of such person, or to any entity upon whose governing or advisory board the person serves.

Section 4. Disclosure of Interest in Legislative Actions¹

Any County Official who has an interest in any business before the Board of County Commissioners shall publicly disclose on the record of the Board the nature and extent of such interest, and shall withdraw from any discussion, deliberation or decision regarding said matter. It shall be a violation of this policy for a County Official who has an Interest in some business before the County Commission to advocate, whether publicly or privately, that Interest to other County Officials.

Section 5. Advisory Opinions

When any County Official has a doubt as to the applicability of any provision of this policy to a particular situation involving that County Official, or as to the definition of terms used in this article, he/she may apply to the County Attorney for an advisory opinion. The County Official shall have the opportunity to present the County Official's interpretation of the facts at issue and of the applicability of provisions of this policy before such advisory opinion is made.

APPROVED

9/3/08

Theresa L. Williams

¹ In addition to this document, the Board's Rules of Procedure deals with conflicts of interest in quasi-judicial hearings, including those not held before the Board of Commissioners.

APPLICATION FOR APPOINTMENT TO HENDERSON COUNTY BOARDS & COMMITTEES

The Henderson County Board of Commissioners invites all Henderson County residents to participate in governmental decision making by serving as a member of a Board or Committee. The Clerk to the Board of Commissioners maintains a current list of County appointment opportunities in the Henderson County Offices. All applications are provided to the Board of Commissioners and every possible effort is made by the Commissioners to appoint appropriately and for the best benefit of every citizen.

Full Name: _____ E-Mail: _____

Complete Street Address (Street Name if PO Box) _____

Complete Mailing Address (if different) _____

Home Phone: _____ Work Phone _____ Cell Phone _____

Do you live within a Municipality? Yes No If yes, which one? _____

Do you currently serve on a County Board or Committee? Yes No If yes, which one(s)? _____

Please list any appointed positions you currently hold in Henderson County or any municipal government _____

Place of Employment: _____ Position/Title: _____

If retired, former Place of Employment and Position/Title: _____

Please indicate your educational background, special qualifications, related work experience, etc. _____

Which Boards and/or Committees are you interested in? Please list in order of preference.

1. _____
2. _____
3. _____

Note: If you are applying for the **Home & Community Care Block Grant Committee**, are you 60+ years of age? Yes No
 If you are applying for the **Nursing Home Adult Care Advisory Committee**: (1) Do you or someone in your immediate family have a Financial interest in a nursing home located in Henderson County? Yes No (2) Is someone in your immediate family A resident in a nursing home located in Henderson County? Yes No

References: Please list the name and telephone number of three Henderson County Residents.

1. Name: _____ Telephone No. _____
2. Name: _____ Telephone No. _____
3. Name: _____ Telephone No. _____

CONFLICT OF INTEREST DISCLOSURE

Full Name of Spouse (if married): _____

Spouse's Place of Employment or Business Affiliation: _____

Spouse's Position/Title: _____

Please list all entities (including corporations, partnerships, associations, or other private, public, and nonprofit organizations) of which you or your spouse are an officer, director, trustee, partner or employee, or have at least a five percent (5%) ownership interest, and describe your affiliation with such entity (if there are none, state "None"):

Do you (or your spouse, employer, or business entity with which you are at least a five percent (5%) beneficial owner or an officer or employee) stand to have a financial interest resultant from your participation on a Henderson County Board and/or Committee? (Financial interests could include contractual arrangements, grants, vendor/ contractual arrangements, etc.). If your answer is yes, please describe.

In your experience as a Board and/or Committee member, are there potential conflicts you think Henderson County should be mindful of? _____

By submitting this Application for Appointment, I pledge that, if appointed, I agree by my signature below that all of the information above is complete and accurate to the best of my knowledge and I pledge to comply with the following ethics guidelines as fully set forth in the Code of Ethics. The full text of the Code of Ethics as adopted by the Board of Commissioners may be found by visiting Henderson County's website ([://www.hendersoncountync.org/board/boards.](http://www.hendersoncountync.org/board/boards))

I. Declaration of Policy

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, a Code of Ethics for county officials was adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all officials and to set forth actions that are compatible with the best interests of the County.

II. Applicability of Ethics Policy

The provisions of this policy shall apply to all elected and appointed county officials, members of County Boards and Committees appointed by the County Commissioners and other County employees.

III. Financial and Personal Disclosure

Any County official or employee who must officially consider any public matter involving his financial or personal interests or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

IV. Gifts and Favors

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value (less than \$100), or legitimate political contributions shall not be included in this policy.

V. Appointment, Employment, or Contract Award of Relatives or Business Partners

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage or business interest who is being considered for appointment, employment, or contract award by that authority.

Applicant's Signature*

Date

***By typing your name you are signing this document**

Please return Application to:

Terry Wilson, Clerk to the Board
1 Historic Courthouse Square, Suite 1
Hendersonville, North Carolina 28792
Telephone: (828) 697-4808 / (828) 694-5025
Office Hours: 8:30 a.m. to 5:00 p.m.

Application expires (3) three years from date of Application.

Upon appointment to a Board/Committee, the information contained herein becomes a matter of public record per North Carolina Statute 132-1

For Office Use Only:

Applicant ID _____

Scanned

Copied to BOC

APPENDIX 3
Letter to BOC

The LWV of the United States believes democratic government depends upon informed and active participation at all levels of government.

To measure the extent that citizens of Henderson County participate in their local government and the degree of satisfaction they receive in that service, the local league is undertaking ONE piece of the participatory role open to citizens, i.e., Advisory Boards and Committees.

At the annual meeting of the League of Women Voters last May, the members voted a new local study of advisory boards in Henderson County related to transparency and democracy. The subject of this one year study is "P". This study will include an evaluation component related to the transparency of decision-making in Henderson County's appointed boards. The Sunshine Laws of NC and League principles will serve to guide the committee in developing the interview format.

Three different sets of interview questions have been developed: one for the members of the Advisory Committees, one for citizens attending the meetings of the Advisory Committees, and one for the current County Board. Only members of your Board who have been appointed by the County Board in an open appointment process will be interviewed. If more than four people have appointed positions on any given Board, the League member will seek to reach at least four of the members.

The League's criteria for the selection of the advisory boards to be included in the study are: monthly meetings, County Board makes some appointments to these Boards, and receives recommendations relative to either policy and/or budget. To make the study manageable and yet credible, the study will encompass three different categories:

1. Those Boards which have significant budget requests. i.e., the Social Service Board (2 positions) and the Board of Health (11 positions);
2. Those Advisory Boards that meet monthly, receive some \$\$\$ from the County, and are staffed by a County staff person. (11 Bds.)
3. Those Advisory Boards that meet monthly, receive tax money and are staffed by executive directors who are not supervised by the County. (5 Boards)

Depending on time constraints of the volunteers who will carry out this research project, the League members anticipate completing the interviews throughout December, 2010. Be assured that no county staff will be interviewed -- only citizens who attend the public meetings of the advisory boards, members of the advisory boards and the County Board of Commissioners.

Among the objectives of this study, League will publish the general results of the interviews (no names identified), conduct a consensus process among League members in April, 2011, make the study available to the public. the League believes this study will generally raise awareness to the role Advisory Boards hold for citizen input for both policy and budget.

It is League's policy when conducting research interviews to always have two members present when an interview of this nature is conducted. The interview should take no more than fifteen minutes. Fourteen League members have volunteered to conduct the interviews between October 1 and December 15.

All responses are **confidential**. There are no names attached to any of the interview/survey forms.

On behalf of the League, we thank you for your cooperation in this research project

Sincerely,

Nancy Glowacki
President, LWV of Henderson County

Lee Luebke
Chair, Local Advisory Committee Study

APPENDIX 4
Letter to Chairs of Select Boards

To: Chairs of Selected Advisory Committees in Henderson County

From: League of Women Voters (LWV)
Nancy Glowacki, President; Lee Luebke, Chair of Local Study

RE: LWV of Henderson County Adopted New Study

The LWV of the United States believes democratic government depends upon informed and active participation at all levels of government.

To measure the extent that citizens of Henderson County participate in their local government and the degree of satisfaction they receive in that service, the local league is undertaking ONE piece of the participatory role open to citizens, i.e., Advisory Boards and Committees.

Please give this message to members of the Advisory Committee/Board at your next meeting.

At the annual meeting of the League of Women Voters last May, the members voted a new local study of advisory boards in Henderson County related to transparency and democracy. The subject of this one year study is "Do Appointed Public Bodies in Henderson County Encourage Citizen Participation/Democracy?" This study will include an evaluation component related to the transparency of decision-making in Henderson County's appointed boards. The Sunshine Laws of NC and League principles will serve to guide the committee in developing the interview format.

Three different sets of interview questions have been developed: one for the members of the Advisory Committees, one for citizens attending the meetings of the Advisory Committees, and one for the current County Board. Only members of your Board who have been appointed by the County Board in an open appointment process will be interviewed. If more than four people have appointed positions on any given Board, the League member will seek to reach at least four of the members.

The League's criteria for the selection of the advisory boards to be included in the study are: monthly meetings, County Board makes some appointments to these Boards, and receives recommendations relative to either policy and/or budget. To make the study manageable and yet credible, the study will encompass three different categories:

1. Those Boards which have significant budget requests. i.e., the Social Service Board (2 positions) and the Board of Health (11 positions);
2. Those Advisory Boards that meet monthly, receive some \$\$\$ from the County, and are staffed by a County staff person. (13 Boards)
3. Those Advisory Boards that meet monthly, receive tax money and are staffed by executive directors who are not supervised by the County. (5 Boards)

Depending on time constraints of the volunteers who will carry out this research project, the League members anticipate completing the interviews throughout December, 2010. Be assured that no county staff will be interviewed -- only citizens who attend the public meetings of the advisory boards, members of the advisory boards and the County Board of Commissioners.

Among the objectives of this study, League will publish the general results of the interviews (no names identified), conduct a consensus process among League members in April, 2011, and make the study available to the public. The League believes this study will raise awareness to the role Advisory Boards hold for citizen input for both policy and budget.

It is League's policy when conducting research interviews to always have two members present when an interview of this nature is conducted. The interview should take no more than fifteen minutes. Fourteen League members have volunteered to conduct the interviews between October 1 and December 15. All responses are confidential. There are no names attached to any of the interview/survey forms.

On behalf of the League, we thank you for your cooperation in this research project.



APPENDIX 5
Board of Commissioners' Survey

SURVEY: COUNTY BOARD OF COMMISSIONERS

Date _____

As you know the The League of Women Voters is conducting a survey/interview type research project related to transparency in the decision-making of the Advisory Boards in Henderson County and the appointment procedures of the County. The citizens of the County who attend public meetings of these advisory boards are also included in this study.

Confidentiality regarding your responses is guaranteed. Only general summary of comments and specific responses will be published. Thank You for your participation.

1. How heavily do the following factors influence your appointments to Advisory Boards?

	None	Low	Medium	High
a. Involvement in the community.	___	___	___	___
b. Diversity (age, gender, profession, race)	___	___	___	___
c. Ability to articulate ideas and thoughts	___	___	___	___
d. Skill to raise difficult and sensitive questions in a civil manner	___	___	___	___
e. Infusion of new members on a given Board/Committee	___	___	___	___
f. Political party affiliation	___	___	___	___
g. Personal knowledge of and acquaintance with the applicant	___	___	___	___
h. Information contained in application	___	___	___	___

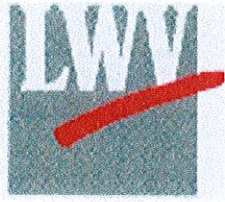
2. Before you vote on an appointment to advisory committees, do you interview the person(s) who have applied? __ Yes __ No

3. Have you appointed someone who has NOT completed the County application form? __ Yes __ No

Comments:

4. In your reappointment of a member to an Advisory Board/Committee, do you consider their record of meeting attendance and participation? __ Yes __ No

Additional Comments:



APPENDIX 6
Advisory Committee Survey

SURVEY: MEMBERS OF ADVISORY BOARDS

Name of Committee/Board _____

Date: _____

The League of Women Voters of Henderson County is conducting a survey/interview of a sample of citizens who currently serve on Advisory Committees/Boards of Henderson County. One of the many objectives of this study is to raise awareness of the appointment process as well as learn whether proceedings of the governmental body are consistent with the Freedom of Information Act/ Sunshine Laws and principles of representative government.

Your participation will not in any way be identified in the published survey. The information will be compiled in a general way to give the citizens of Henderson County a summary of the appointment process, the decision-making process, and whether the citizens who serve find their commitment meaningful. THANK YOU!

1. How many years have you served on this Advisory Board? _____

2. Do you serve on other Advisory Boards? _____ Yes ___ No
If yes, on which other Boards do you serve?

3. Did you complete the application form prior to your appointment? _____ Yes ___ No

4. Did anyone interview you before your appointment? _____ Yes ___ No

5. Please check below those factors you believe were considered.

- _____ Recruited for this appointment
- _____ Initiated own application
- _____ Knew one or more on the appointing body
- _____ Active in community affairs
- _____ Professional background is related to this Advisory Board
- _____ Political affiliation

6. When there are differing opinions, is dialogue encouraged? _____ Yes ___ No

7. To what extent do you believe the recommendations of your Advisory Committee are seriously considered by the County Board of Commissioners? (check one)

_____ very _____ somewhat _____ somewhat not _____ often not.

Please use other side for comments.



APPENDIX 7
Citizen Survey

SURVEY: CITIZENS ATTENDING PUBLIC ADVISORY BOARD MEETINGS

Name of Committee _____

Date: _____

The League of Women Voters of Henderson County is conducting a survey interview of citizens who care enough to attend advisory committee/board meetings in Henderson County. This information will be one part of the research topic League is conducted. Only Advisory Boards/Committees that meet monthly will be included in this study.

Your participation will not in any way be identified in the published survey. The information will be compiled in a general way to give the citizens of Henderson County a summary of the appointment process, the decision-making process, and whether citizens who attend the public meetings are encouraged or discouraged when they take the time to attend.

1. Did the Chair or any member of the Advisory Board/Committee recognize your presence, i.e., greet you or thank you for attending? Yes No
2. Did all the speakers use a microphone? Yes No
3. Were the acoustics in the meeting room good enough for you to hear the discussion? Yes No
- 4a. Were agendas available to citizens prior to attending the meeting? Yes No
- 4b. If not, were they made available to you at the meeting? Yes No
5. If you spoke at the meeting, were you advised in advance of the general protocol for speaking? Yes No
6. Did you get a sense that members of the Advisory Board/Committee appreciated your coming and speaking? Yes No
7. If you presented a public statement or comment, did anyone ask you a question or make a comment afterward? Yes No
8. Overall, if you have attended several times, would you say your experience has been positive? Yes No
9. If this was your first experience to attend this Advisory Committee/Board meeting, are you favorably inclined to attend again? Yes No

Please add additional comments on this experience to the other side.
Thank you!

APPENDIX 8
Boards in Category 1

Category 1- Receive substantial amount of money from the county

Committee	Size	Meeting Time	Term	Membership Requirements	Contact Person
Board of Health	11 positions	2nd Tues, 6 PM	3yrs/3 terms	yes	Tom Bridges - 692-4223
DSS	2 positions	3rd Tues, 2 PM	3yrs/2 terms	no	Shannon Allison - 694-6308

Notes:

A Board that receive substantial funds from county:

BRCC - meets odd-numbered months; term is four years and the county appoints 4 members

Contact: Dr. Molly Parkhill - 694-1700

APPENDIX 9
Boards in Category 2

Category 2- Appointment open to all county residents; staffed by county departments

Committee	Size	Meeting Time	Term	Membership Requirements	Contact Person
Agri Adv Bd	5 positions	4th Wed, 12 Noon	4yrs	no	J. Wallin - 697-4949
Animal Service	9 positions	2nd Thur, 5:30 PM	3yrs/2 terms	no	Brad Rayfield - 697-4723
Apple Greenways	12 positions	2nd Wed, 4:30 PM	3 yrs	no	Anthony Starr - 697-4819
Cemetery Com	7 positions	3rd Mon, 6 PM	2 yrs	no	T. Linville - 697-4857
Child Protec Team	6 positions	2nd Thur, 12:30 PM	1 yr	no	S. Allison - 697-4870
Envir Adv Com	9 positions	1st Thur, 3:30 PM	2yrs/2 terms	no	Alexis Baker - 694-6524
Historic Resources	8 positions	3rd Wed, 4 PM	3 yrs	no	Parker Sloan - 697-4819
JCPC	26 positions	3rd Thur, 8:30 AM	2 yrs	yes	Kathy Nash - 697-4919
Library Bd	8 positions	2nd Thur, 9 AM	4 yrs	no	Wm. Snyder - 697-4725
Nursing/Adultcare	23 positions	2nd Wed, 2:30 PM	1 yr then 3 yrs	yes	J. Kilcullen - 891-9226
Planning Bd	9 positions	3rd Thur, 5:30 PM	3 yrs	no	Anthony Starr - 697-4819
Recreation Bd	9 positions	3rd Tues, 12:30 PM	3 yrs	no	Tim Hopkin - 697-4884
Solid Waste	9 positions	3rd Mon, 4 PM	3 yrs	no	Alexis Baker - 694-6524
Water supply	15 positions	2nd Tues, 3 PM	undefined	no	Bill Moyer - 697-4808
Zoning Board	9 positions	last Wed, 4 PM	3 yrs	no	T. Linville - 697-4857

Notes: Although some boards may have certain membership requirements, there are slots available for a category called 'community member.'

JCPC is Juvenile Crime Prevention Council

APPENDIX 10
Boards in Category 3

Category 3- Receive tax money from county; ex dir is not supervised by county

Committee	Size	Meeting Time	Term	Membership Requirements	Contact Person
DHI	2 positions	last Wed, 8:30 AM	3yrs	yes	K. Shirlin - 697-2022
Hist. Courthouse	9 positions	4th Mon,, 2 PM	3yrs/2 terms	yes	Tom Orr - 697-4808
Hospital Corp	11 positions	last Wed, 3:00 PM	3yrs/3 terms	yes	D. Crowder - 696-4660
Trav/Tourism	4 positions	4th Thur,12 Noon	1yr/5terms	no	M. Heltman - 693-9708
WCCA	2 positions	2nd Thur,6:45 PM	2 yrs	no	T. McLeod - 884-3271

Notes:

DHI - Downtown Hendersonville, Inc.

Hospital Corp: Although receives no county funds is owned by county; county carries some liability

WCCA - Western Carolina Community Action

Travel and Tourism - only Board not organized as a non-profit

Partnership for Economic Development - receives county economic development funds; county has no jurisdiction over operation or appointments; not listed above



APPENDIX 13
Board of Commissioner Responses

SURVEY: COUNTY BOARD OF COMMISSIONERS

5 Responses Received Date _____

As you know the The League of Women Voters is conducting a survey/interview type research project related to transparency in the decision-making of the Advisory Boards in Henderson County and the appointment procedures of the County. The citizens of the County who attend public meetings of these advisory boards are also included in this study.

Confidentiality regarding your responses is guaranteed. Only general summary of comments and specific responses will be published. Thank You for your participation.

1. How heavily do the following factors influence your appointments to Advisory Boards?

	None	Low	Medium	High
a. Involvement in the community.	___	___	<u>4</u>	1__
b. Diversity (age, gender, profession, race)	___	___	<u>4</u>	1__
c. Ability to articulate ideas and thoughts	___	___	<u>3</u>	2__
d. Skill to raise difficult and sensitive questions in a civil manner	___	___	<u>3</u>	2__
e. Infusion of new members on a given Board/Committee	___	___	<u>3</u>	1__
f. Political party affiliation	<u>3</u>	1__	1__	___
g. Personal knowledge of and acquaintance with the applicant	___	___	<u>5</u>	___
h. Information contained in application	___	<u>1</u>	1__	3__

2. Before you vote on an appointment to advisory committees, do you interview the person(s) who have applied?
 ___ Yes 3 No 2
 sometimes

3. Have you appointed someone who has NOT completed the County application form?
1 Yes 4 No

Comments:

4. In your reappointment of a member to an Advisory Board/Committee, do you consider their record of meeting attendance and participation?
5 Yes ___ No

when information is available

Additional Comments:

APPENDIX 14
Transparency Summary

TRANSPARENCY SUMMARY

Committee	Minutes	Meetings	Membership	Comments
Board of Health	x	x	x	
Social Services (DSS)	x	x	x	
Agricultural Adv. Bd	x			Limited information on county website
Animal Services				No information found on County website
Cemetery Committee				No information found on county website
Environmental Adv. Com	x	x	x	
Historic Resources	x	x	x	
JCPC				No information found on county website
Library Board		x	x	Limited information on county website
Planning Board	x	x	x	
Recreation Board				No information found on county website
Solid Waste Adv. Com	x	x	x	
Water Supply				No information found on county website
Zoning Board	x	x	x	
DHI			x	Limited information on DHI website
Travel and Tourism				No information on website
Historic Courthouse/Heritage Museum			x	Limited information on website
WCCA			x	Limited Information on website
Pardee Hospital			x	Minutes available for 2009 only

APPENDIX 15 Anecdotal Summary

LWV Study - 2010

Comments taken from Citizen and Members Survey

DSS

The League reps were the second time since I've been on the (DSS) Board that we've had citizens request time (to speak).

(DSS Board) not really an advisory board - actually has decision making authority

For fifteen years or so I have served on a variety of advisory committees in Henderson County. In each case, I served with groups that operated in the interest of the community at large. Politics and political affiliation were never issues.

Conversely, all government sponsored committees operate within the local governmental system. That system is run by elected officials who have overall responsibility to the general public. Those officials are elected by the local public, which means that all or almost all officials are of one political party. I personally support public elections and accept their outcome. Any change to the political landscape must come from the public, and not through a bureaucratic effort to over ride the political will of the populace. (DSS appointments come from 3 sources and does not reflect the above. It is the best way to ensure a balanced perspective.)

Environmental Advisory Board

Too new to know, but I'm hopeful - (response to question 7) As you know, it's the makeup of the Board that influences what does and doesn't get approved or even addressed.

JCPC

This council is mandated by general statute and deals directly by legal -----

Heritage Museum

It's important that the Commissioners match appointments with skills needed by the board/organization and monitor the fit with the board.

Cemetery Adv. Board

This board has made significant contributions to save historically important sites.

SWAC

From citizen attendee: Staff didn't furnish copies of stats and other information that supported what the SWAC committee was describing and discussing. And this is information that includes all of us.

BOC only listens when it doesn't cost them money or raise taxes

Historic Resources Commission

Several members did not comment on question seven. have ideas or recommendations come from this committee in the past?

Board of Commissioner Comments

Appointments are always conditioned on the completion of the form

In response to question 4 - if we have that information