



## INTEROFFICE MEMO

November 2, 2023

**TO:** Mayor Jerry L. Demings  
- AND -  
County Commissioners

**FROM:** Lisa Snead, Assistant County Administrator  
County Administrator's Office

A handwritten signature in cursive script, appearing to read "Lisa Snead", is written over the typed name in the "FROM:" field.

**SUBJECT:** Discussion – November 14, 2023  
BCC Appointment Process for Certain  
Advisory Boards

At the Board of County Commissioners (Board) meeting on January 10, 2023, the BCC requested that County Administration investigate how other counties appoint certain members to advisory boards and to share their findings. Staff surveyed other jurisdictions to determine how appointment processes were handled for certain advisory boards and the information was shared with Commissioners individually. This Discussion item will recap those findings for consideration by the Board.

**ACTION REQUESTED:** Board direction to continue with current process or suggest an alternative process.

c: Byron W. Brooks, AICP, County Administrator  
Jeffrey J. Newton, County Attorney  
Whitney E. Evers, Senior Assistant County Attorney  
Carla Bell Johnson, AICP, Deputy County Administrator  
Cheryl Gillespie, Manager, Agenda Development