



**MINUTES
APPOINTMENT REVIEW COMMITTEE
AUGUST 8, 2011, 4:30 P.M.
CITY MANAGER'S CONFERENCE ROOM
CITY HALL
100 STATE STREET
BELOIT, WI 53511**

Chair Henry Clement called the regular meeting of the Appointment Review Committee to order at 4:30 p.m.

1. Roll Call:

Committee Members Present: Henry Clement, Kurt Reynolds, Doris Forbes, Louise Reidenbach, Jane Threinen, Marlene Erickson, Merlin Kenitzer, Jim Van De Bogart

Committee Members Absent: Kevin Leavy

Guest: Tom Casper, City Attorney

Staff: Pamela Lathrop

New members, Merlin Kenitzer and Marlene Erickson, were welcomed to the Appointment Review Committee.

2. Minutes:

Minutes of the July 11, 2011 meeting were approved on a motion by Doris Forbes, seconded by Louise Reidenbach. Motion carried.

3. Explanation of Appointment Review Committee Function – Tom Casper, City Attorney

At the request of the Appointment Review Committee, Tom Casper attended the meeting to explain the general function of the committee, as well as answer any questions committee members had regarding their duties on the committee.

Mr. Casper explained that it's common for cities to have a committee such as Appointment Review, although he did not believe it was mandated by the State of Wisconsin. The purpose is to give City Council some idea of the applicants, their qualifications and whether that person is an appropriate "fit" for a committee vacancy.

Merlin Kenitzer noted that he was a member of the original Appointment Review Committee created by Everett Haskell. The concern at that time was that Councilors were making appointments based on favoritism.

The question was asked if there's any reason the Appointment Review Committee could decline to appoint a citizen to a particular committee. Mr. Casper replied that some things are not specifically addressed in the Municipal Code, but the ARC's "rules of procedure" are more specific. Examples were cited as to why a person may not be appointed to a specific committee. Perhaps an applicant is brand new to the community; perhaps the committee is looking for diversity or a certain cross section of the community, or it is felt there may be a conflict of interest. It was suggested that Appointment Review Committee could ask an applicant to appear in person or have a phone

interview if they were to have specific questions to address. The ARC procedure manual gives discretion to lay over selections if the committee desires more information on a candidate.

Mr. Casper related that he knows the City Council appreciates the work of all committees.

4. Review of applicants for the following vacancies with recommendations to City Council:

Municipal Library Committee

Kristi Howe, Library Director, reviewed the one application that Appointment Review Committee had on file to fill the vacancy of Jorge Hernandez. Ms. Howe indicated to the ARC that the Library Board is recruiting candidates and trying to maintain diversity on their board. She asked if the ARC would be willing to delay appointment until there were more applications to consider.

Jane Threinen moved to allow the request of the Library Board to hold over ~~for one month~~ the appointment to fill the vacant position. Louise Reidenbach seconded and the motion carried.

Discussion ensued, with the City Attorney still available to answer questions created by the Appointment Review Committee members. The Library Board provided ARC with a letter that was written to Mr. Hernandez in July, 2011. He missed three Board meetings in a row, they were unable to reach him by email or telephone, both of which have been disconnected, and he did not respond to their letter. He turned in his ID badge to staff at the Library on April 9, 2011. The Appointment Review Committee wondered if they had to have a hearing to remove Mr. Hernandez, but it was felt that he had effectively resigned, due to his inaction to the Library Board's request to attend their July meeting or otherwise communicate with them.

Merlin Kenitzer asked that the above motion be reworded to remove the "one month" designation. Motion called and carried with removal of "one month," giving the Library time to recruit diverse applicants for the vacancy on the Municipal Library Board.

Alcohol Beverage License Control Committee

No applications on file.

Board of Appeals

There is a vacancy for a First Alternate. No applications were on file.

Board of Ethics

No applications on file to fill the vacancy of a former City Councilor.

Board of Review

No applications on file.

Disabled Parking Enforcement Assistance Council

No applications on file.

Kurt Reynolds asked about the ARC's recommendation last month that the Disabled Parking Committee be "sunsetting." Mr. Casper feels the committee could be valuable with more input from the Police Department. Jim Van De Bogart explained that interest in the Disabled Parking Committee seems cyclical, and right now the interest has faded. He will see if the City Council can discuss the recommendation at a future Council meeting when they have a light agenda.

Equal Opportunities and Human Relations Commission

No applications on file.

Municipal Golf Committee

No applications on file for a youth.

5. **Member Participation**

None

6. **Citizen Participation**

None

7. **Adjournment**

Henry Clement adjourned the meeting at 5:15 p.m.

Henry Clement, Chairperson

Date

Louise Reidenbach, Vice-Chairperson

Date

Minutes are not official until approved by the Appointment Review Committee