

Appendix 1  
County Code of Ethics

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 Actions<sup>1</sup>**

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

*Teresa L. Wilson*

<sup>1</sup> 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.

# Appendix 2 Application Form

## 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 that four people have appointed positions on any given Board, the League member will seek to reach at least four of the members.

The Leagues 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 Luebbe  
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 Luebbe, 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  
BOC 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
<b>Board of Health</b>	11 positions	2nd Tues, 6 PM	3yrs/3 terms	yes	Tom Bridges - 692-4223
<b>DSS</b>	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
<b>Agri Adv Bd</b>	5 positions	4th Wed, 12 Noon	4yrs	no	J. Wallin - 697-4949
<b>Animal Service</b>	9 positions	2nd Thur, 5:30 PM	3yrs/2 terms	no	Brad Rayfield - 697-4723
<b>Apple Greenways</b>	12 positions	2nd Wed, 4:30 PM	3 yrs	no	Anthony Starr - 697-4819
<b>Cemetery Com</b>	7 positions	3rd Mon, 6 PM	2 yrs	no	T. Linville - 697-4857
<b>Child Protec Team</b>	6 positions	2nd Thur, 12:30 PM	1 yr	no	S. Allison - 697-4870
<b>Envir Adv Com</b>	9 positions	1st Thur, 3:30 PM	2yrs/2 terms	no	Alexis Baker - 694-6524
<b>Historic Resources</b>	8 positions	3rd Wed, 4 PM	3 yrs	no	Parker Sloan - 697-4819
<b>JCPC</b>	26 positions	3rd Thur, 8:30 AM	2 yrs	yes	Kathy Nash - 697-4919
<b>Library Bd</b>	8 positions	2nd Thur, 9 AM	4 yrs	no	Wm. Snyder - 697-4725
<b>Nursing/Adultcare</b>	23 positions	2nd Wed, 2:30 PM	1 yr then 3 yrs	yes	J. Kilcullen - 891-9226
<b>Planning Bd</b>	9 positions	3rd Thur, 5:30 PM	3 yrs	no	Anthony Starr - 697-4819
<b>Recreation Bd</b>	9 positions	3rd Tues, 12:30 PM	3 yrs	no	Tim Hopkin - 697-4884
<b>Solid Waste</b>	9 positions	3rd Mon, 4 PM	3 yrs	no	Alexis Baker - 694-6524
<b>Water supply</b>	15 positions	2nd Tues, 3 PM	undefined	no	Bill Moyer - 697-4808
<b>Zoning Board</b>	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
Travel/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 11  
Committee member Survey Responses

**SURVEY: MEMBERS OF ADVISORY BOARDS**

Name of Committee/Board **96 ResponsesTally Sheet**

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? \_\_\_\_\_25\_Yes\_69\_No  
If yes, on which other Boards do you serve?  
\_\_\_\_\_
3. Did you complete the application form prior to your appointment? \_\_\_\_\_74\_Yes\_18\_No
4. Did anyone interview you before your appointment? \_\_\_\_\_40\_Yes\_54\_No
5. Please check below those factors you believe were considered.  
 \_\_\_\_\_51\_\_\_\_\_ Recruited for this appointment  
 \_\_\_\_\_35\_\_\_\_\_ Initiated own application  
 \_\_\_\_\_47\_\_\_\_\_ Knew one or more on the appointing body  
 \_\_\_\_\_53\_\_\_\_\_ Active in community affairs  
 \_\_\_\_\_58\_\_\_\_\_ Professional background is related to this Advisory Board  
 \_\_\_\_\_3\_\_\_\_\_ Political affiliation
6. When there are differing opinions, is dialogue encouraged? \_\_\_\_\_91\_Yes\_1\_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)  
 \_\_\_\_\_51\_\_\_\_\_ very    \_\_\_\_\_31\_\_\_\_\_ somewhat    \_\_\_\_\_4\_\_\_\_\_ somewhat not    \_\_\_\_\_3\_\_\_\_\_ often not.

Please use other side for comments.



APPENDIX 12  
Citizen Responses

**SURVEY: CITIZENS ATTENDING PUBLIC ADVISORY BOARD MEETINGS**

Name of Committee 14 Responses received

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? \_10\_ Yes \_4\_ No
2. Did all the speakers use a microphone? \_2\_ Yes \_10\_ No
3. Were the acoustics in the meeting room good enough for you to hear the discussion? \_13\_ Yes \_1\_ No
- 4a. Were agendas available to citizens prior to attending the meeting? \_7\_ Yes \_4\_ No
- 4b. If not, were they made available to you at the meeting? \_7\_ Yes \_2\_ No
5. If you spoke at the meeting, were you advised in advance of the general protocol for speaking? \_5\_ Yes \_2\_ No
6. Did you get a sense that members of the Advisory Board/Committee appreciated your coming and speaking? \_10\_ Yes \_3\_ No
7. If you presented a public statement or comment, did anyone ask you a question or make a comment afterward? \_6\_ Yes \_2\_ No
8. Overall, if you have attended several times, would you say your experience has been positive? \_10\_ Yes \_2\_ No
9. If this was your first experience to attend this Advisory Committee/Board meeting, are you favorably inclined to attend again? \_6\_ Yes \_\_\_ No

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



APPENDIX 13  
BOC 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.	___	___	_4_	1_
b. Diversity (age, gender, profession, race)	___	___	_4_	1_
c. Ability to articulate ideas and thoughts	___	___	_3_	2_
d. Skill to raise difficult and sensitive questions in a civil manner	___	___	_3_	2_
e. Infusion of new members on a given Board/Committee	___	___	_3_	1_
f. Political party affiliation	_3_	1_	1_	___
g. Personal knowledge of and acquaintance with the applicant	___	___	_5_	___
h. Information contained in application	___	_1_	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:



# TRANSPARENCY SUMMARY

## APPENDIX 14 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				
Library Board		x	x	No information found on county website
Planning Board	x	x	x	Limited information on county website
Recreation Board				
Solid Waste Adv. Com	x	x	x	No information found on county website
Water Supply				
Zoning Board	x	x	x	No information found on county website
DH				Limited information on DH website
Travel and Tourism			x	No information on website
Historic Courthouse/Heritage Museum			x	Limited information on website
WCCA			x	Limited information on website
Pandee Hospital			x	Minutes available for 2009 only

## APPENDIX 15 Anecdotal Summary

### LWV Study - 2010

#### Comments taken from Citizen and Members Survey

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##### 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