



APPLICANTS – Please Read – Important!

Please fill out the attached application. The deadline is
October 16, 2023.

Along with filling out the application, you will need to fill out the “Boards and Commissions List” sign and date it also.

The next attachment is information on when the boards meet, a brief synopsis of what function that board provides and some requirements of the position should you be appointed.

The last page of the attachment is **only** for people applying to the Alpena County Veterans Affairs Board and needs to be completed by those applicants.

Please email, mail, or personally deliver to the Alpena County Commissioners Office as listed on the top of the application.

If you have any questions, please contact the Commissioner’s Office at 989-354-9500.

Thank you for your interest in applying!



COUNTY OF ALPENA
APPLICATION FOR BOARD OF COMMISSION APPOINTMENT

E-mail, mail or personally deliver to the Alpena County Commissioners Office,
720 W Chisholm Street, Suite 7, Alpena, Michigan 49707

Phone Number: 989-354-9500

commissionersoffice@alpenacounty.org

The Alpena County Board of Commissioners appoints individuals to numerous Boards and Commissions. Persons who wish to serve should complete the following information.

Name: _____

Address: _____ ZIP: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

RESIDENT OF ALPENA COUNTY: Yes _____ No _____ How Long? _____

Please fill out the attached sheet to indicate which Boards or Commissions you are interested in.

Community Activities/Civic Organizations/Boards/Commissions you have served on or are currently serving on (specify dates): Activity/Organizations Length of Membership Positions Held:

Current Employer or Retired from:

Position Employment Dates:

Education: (Highest academic achievement and name of institution)

Please indicate why you are requesting appointment to these Boards or Commissions:

Signature _____

Date _____



COUNTY OF ALPENA BOARDS AND COMMISSIONS LIST

THIS SHEET MUST BE ATTACHED TO YOUR APPLICATION

This is a list of boards and commissions positions that will be available starting January 1, 2024.

Please check the one or more you would like to apply for. Vacancies are advertised on the County website and in the Alpena News.

NAME: _____ DATE: _____

Please Print

- _____ **Alpena County Library Board** (5-year term)
- _____ **Department of Human Services Board** (3-year term)
- _____ **Planning Commission (Environment and Natural Resources)** (3-year term)
- _____ **Planning Commission (Tourism and Recreation)** (3-year term)
- _____ **Planning Commission (Arts, Culture, and Entertainment)** (3-year term)
- _____ **Planning Commission (Public Health and Human Services)** (3-year term)
- _____ **Alpena County Veterans Affairs Board** (4-year term)
- _____ **Alpena County Parks and Recreation Commission** (3-year term)

The following Boards are full, but vacancies can occur at any time. Please check any that you would be interested to fill if a vacancy occurred:

- _____ **Alpena County Older Persons Committee** (2-year term)
- _____ **Alpena County Youth and Recreation Committee** (2-year term)
- _____ **Northeast Michigan Community Mental Health Board** (3-year term)
- _____ **Alpena County Road Commission** (6-year term)
- _____ **Alpena County Central Dispatch** (2-year term)

I have read the descriptions regarding the Boards, Commissions and/or Committees to which I am applying for and agree to abide by the terms and requirements of attendance required to remain on the board if I am so appointed.

Signature

Date



ALPENa COUNTY VETERANS AFFAIRS BOARD

(Please fill out if applying for Veterans Affairs Board)

Requirements to Serve on the Board

- 1) Resident of Alpena County? ☐ YES ☐ NO
- 2) Have honorably served on active duty in the armed forces?
(Attach copy of DD214)

☐ YES ☐ NO

OR

Have served actively in a war in which the United States has been or is?

☐ YES ☐ NO

- 3) Which single war or conflict would you represent?

- 4) Have you been recommended by a post of a chartered veterans' organization within the County? *(Please attach letter of recommendation)*

☐ YES ☐ NO

Signature

Date



ALPENA COUNTY APPOINTMENTS

BOARDS, COMMISSIONS, AND COMMITTEES

Meetings Dates/Times, Appointment Information and Synopses

The **Alpena County Library Board of Trustees** meets the third Wednesday of each month at 4 p.m. at the George N. Fletcher Public Library, 211 N. 1st Ave in Alpena. This is a five-member Commission appointed by the County Commissioners. Members of this Board shall be appointed to 5-year terms. This Board's mission is to provide library and information services that meet the needs of a diverse community. In order to accomplish this effectively, materials and programs for all ages, ethnic and racial groups, and political, ethical and social perspectives need to be considered. Their goal is to keep pace with changing technology, network with other library and non-library resources and accomplish all this with an organization that is responsive to our goal. Responsibilities of the Trustees include determining the mission of the library, setting the policy that governs the library, hiring and evaluating the library director and overseeing the general management of the library. According to Article 1, section 2 of the Revised April 2019 By-Laws, if a Board Member misses three (3) consecutive Board meetings, the Board shall request a letter from said Board Member as to his/her intentions of remaining on the Board. If no letter is received by the next meeting, the Board shall assume a vacancy has occurred and shall contact the County Board of Commissioners for the appointment of a replacement.

The **Northeast Michigan Community Mental Health Authority Board** meets the second Thursday of each month at 3:00 pm in the Board's Offices, 400 Johnson Street in Alpena. On July 24, 1998, the Alpena County Board of County Commissioners adopted a resolution creating the Northeast Michigan Community Mental Health Authority Board, a multi-county authority including Alcona, Alpena, Montmorency and Presque Isle Counties. Alpena County Commissioners appoint five members to this Board. Members of this Board shall be appointed to 3-year terms. Its mission is to provide comprehensive services and support that enable people to live and work independently. The job of the board is to represent the people in determining and ensuring appropriate organizational performance. To distinguish the board's own unique job from the jobs of its staff, the board will concentrate its efforts on the following job "products" or outputs:

1. The link between the organization and the people of Alpena, Alcona, Montmorency and Presque Isle counties.
2. Written governing policies which, at the broadest levels address:
 - a) Ends: Organizational products, impacts, benefits, outcomes, recipients, and the relative worth of these Ends or products (what good for which needs at what cost).
 - b) Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
 - c) Governance Process: Specification of how the board conceives, carries out and monitors its own task.
 - d) Board-CEO Relationship: How power is delegated, and its proper use monitored; the CEO role authority and accountability.
1. The assurance of CEO performance (as outlined in policy number 03-004 page 1 of 1, Monitoring Executive Performance 2A and 2B).

2. Maintain regular communication with the County Board of Commissioners in Alcona, Alpena, Montmorency and Presque Isle counties through regular reports with a copy maintained by the CEO.
3. Actively promote involvement of consumers, former consumers, family members and advocacy groups in planning, implementing and evaluating mental health services.
4. Actively participate in the planning of health and social services within its service area by involvement with local and regional health service agencies, school districts and pertinent members and groups of the community through regional coordinating councils and multi-purpose collaborative bodies.

The **Alpena County Road Commission Board** holds its regular meetings on the first Tuesday of each month at 3:00 p.m. at the offices of the Alpena County Road Commission, 1400 North Bagley Street in Alpena. Members of this Commission shall be appointed to 6-year terms. The Road Commission is responsible for the construction and maintenance of county roads and bridges, and the administration of funds allocated from gas and weights taxes. Its mission is to enhance the social and economic quality of life of our community by providing and maintaining, consistent with the financial resources available to the Commission, a safe and efficient system of county roads and streets for the citizens of Alpena County; and to continuously strive to improve the quality of the service we deliver. Commissioners' duties include building relationships in the community, ensuring a fiscally healthy budget, prioritizing projects and future strategic planning, authorizing major purchases, acting on bids and awarding contracts. Those applying to the Road Commission are encouraged to review the handbook for county road commissioners at micountyroads.org/Commissioners-Handbook. Alpena County expects year-round attendance by all road commissioners at all meetings.

The individual appointed to the Alpena County Road Commission Board is also a member of the Alpena County Parks Commission by statute. Please see Alpena County Parks & Recreation Commission for additional responsibilities. Road Commission Board members must attend a minimum of two years on the Parks Commission which includes monthly meetings along with all sub-committee meetings.

The **Alpena County Parks & Recreation Commission** meets the second Wednesday of each month at 6:00 p.m. at the Howard Male Conference Room in the Alpena County Courthouse Annex Building, 719 Chisholm Street, in Alpena. Members of this Commission shall be appointed to 3-year terms. The Parks Commission has custody, control and management of all real and personal property acquired by the County for public parks and recreational facilities which include Beaver Lake Park, Long Lake Park, Sunken Lake Park, and Manning Hill Roadside Park. The Parks Commission hires managers to implement the rules adopted by the Commission and to run the daily operation of the parks during the camping season. Rules and camping rates are reviewed, regulated, and adjusted as needed by the Parks and Recreation commission on an annual basis. Bills and budgets are reviewed and approved by the Parks Commission. The Alpena County Parks & Recreation Commission currently has three subcommittees (one for each park that has camping facilities) that meet monthly as well. Each Board Member is appointed to a subcommittee and regular attendance is required.

The **Alpena County Planning Commission** meets the 4th Thursday of the month at 4:30 p.m. at the Howard Male Conference Room in the Alpena County Courthouse Annex Building, 719 Chisholm Street in Alpena. This Commission shall consist of 11 members appointed by the Alpena County Board of

Commissioners. Members of the Planning Commission shall be appointed to 3-year terms. Members are appointed to represent important segments of the community and shall also, to the extent possible, be representative of the entire geography of the county and all of the townships, cities, and villages in the County. In accordance with the major interests as they exist in Alpena County, the important segments include but are not limited to:

- Tourism and Recreation
- Business and Industry
- Public Health and Human Services
- Community and Economic Development
- Arts, Culture and Entertainment
- Agriculture, Forestry, and Land Use
- Environment and Natural Resources
- Education
- Transportation, Public Works and Safety
- Government
- Citizen-at-Large

The Planning Commission is responsible for updating the County Master Plan and County Master Recreation Plan. Responsibilities also include reviewing all zoning ordinances and amendments along with Master Plans and Master Recreation Plans for townships in Alpena County.

The **Alpena County Veterans Affairs Board** meets every other month and at least quarterly (January, April, July, and October) on the second Monday of the month at 10 a.m. in the Howard Male Conference Room in the Annex Building. This Board shall consist of 7 veterans, appointed by the Alpena County Board of Commissioners. Board members shall be appointed to 4-year terms. Members appointed to the Board shall be residents of the county who have served honorably on active duty in the United States Armed Forces.

- (1) Board committee members appointed under subsection (1) shall include the following:
 - a) At least one member representing a congressionally chartered veterans' organization within the county, to be appointed upon the recommendation of the posts of each chartered veterans' organization within the county.
 - b) At least 1 independent member who may or may not be a member of a congressionally chartered veterans' organization within the county.
- (1) Each committee member appointed under this section shall have demonstrated knowledge, skills and experience in public service, business, or finance.
- (2) If an opening on a committee of veterans occurs, the county board of commissioners shall provide notice of that opening to 1 or more newspapers within the county and to veteran service organizations within the county
- (3) Notwithstanding the provisions of any law to the contrary, a member of the county board of commissioners of a county is eligible for appointment under this section.
- (4) Committee members appointed by the county board of commissioners under this section shall be appointed for a term of 4 years each. However, the terms for committee members first appointed shall be staggered so that not more than 2 vacancies are scheduled to occur in a single year. Vacancies shall be filled in the same manner as original appointments for the unexpired terms.

The **Alpena County Older Persons Committee** meets the second Wednesday of the month at 3:00 p.m. (or as needed) at the Howard Male Conference Room in the Alpena County Courthouse Annex Building, 719 Chisholm Street in Alpena. The Committee consists of one representative from each of the districts of the Alpena County Board of Commissioners. Terms of office for representatives from the County Commissioners districts are established to be the same as the elected members of the Board of Commissioners districts, which is a 2-year term. P.A. 1976, No. 39 is an act that authorizes County government to appropriate funds for the purposes of providing activities and services to older persons. The Act defines improvement of social, legal, health, housing, educational, emotional, nutritional, recreational, or mobility status of older persons. The Older Persons Commission shall be responsible for the purpose of planning, coordinating, evaluating, and recommending services to older persons in Alpena County to the County Board and the Public and that the State of Michigan Region IX-Commission on Aging be notified of such action. Some of the responsibilities of the Older Persons Committee include the following:

- Report annually to the County Board of Commissioners the status of programming and needs for Older Persons Services. This report shall reflect an updated five-year plan for services.
- By August 10th of each year, shall recommend allocations for services to be funded by the Board of Commissioners annually from the Older Persons Fund
- Recommend vendor contracts by September 10th for a start date of October 1st of each year or by December 10th of each year for January 1st of each year.
- Recommend any proposed millage rate and term to be placed on the ballot to the County Board of Commissioners
- Hold meetings in accordance with P.A. 267, the Open Meetings Act, and shall receive a per-diem for these meetings in accordance with County of Alpena policies
- Be active in working with all elements of the Community in making Alpena a quality place to live for Older Persons

The **Alpena County Central Dispatch Committee** meets quarterly (March, July, September & December) on the second Tuesday at 2 p.m. in the Howard Male Conference Room in the Alpena County Courthouse Annex Building, 719 Chisholm Street in Alpena. Members of this Committee serve a 2-year term.

The Alpena County Central Dispatch Committee is charged with the responsibility of administering a Public Safety Answering Point under the Alpena County Emergency Telephone Service Plan, and Central Dispatch System for participating public and private safety agencies in Alpena County. It is the desire of the participating agencies and departments to centralize the dispatching of all law enforcement, fire, and ambulance services within Alpena County. This centralizing of dispatching service shall be to the mutual and general benefit of the public and to the safety, health, and welfare of the citizens. The Central Dispatch Committee is also established to consider and recommend dispatch policy and procedure to the Alpena County Board of Commissioners.

The **Alpena County Youth and Recreation Committee** meets the first Thursday of each month at 6:00 p.m. at the Howard Male Conference Room in the Alpena County Courthouse Annex Building, 719 Chisholm Street in Alpena. Additional meetings are scheduled to hear presentations from numerous groups on funding applications. The Committee consists of one representative from each of the districts of the Alpena County Board of Commissioners. Terms of office for representatives from the County

Commissioners districts are established to be the same as the elected members of the Board of Commissioners districts, which is a 2-year term. This Commission serves as an advocate for the citizens of the County. The Committee is charged with the sole purpose of providing recreational activities for youth and recreation for Alpena County residents, as well as recreational service and improvement or development of recreational sites. The Committee is also responsible for recommending to the County Board of Commissioners, hereinafter referred to as "Commissioners", the prudent spending of public funds to promote youth and recreational opportunities to Alpena County citizens.

The Alpena County **DHHS Department of Human Services Board** meets the third Tuesday of each month at 9:30 a.m. at the Department of Health and Human Services Mother's Room, 711 West Chisholm in Alpena. Members of this Board shall be appointed to 3-year terms. The mission of the Health and Human Services is to enhance the health and well-being of all Alpena County citizens, by providing for effective health and human services especially for those who are least able to help themselves and to provide high quality, effective and responsive programs through coordinated efforts of the Department and its community partners. The Board was established by Public Act 280 of 1939, as amended. The Board duties are outlined in this act and consist of supervising and being responsible for the operations of the department and any social services functions financed by the county as well as the oversight of the County Department of Human Services and involved in the selection and evaluation of the county DHS Director.