



Kanawha County Commission

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Memo

To: W. Kent Carper, President

From: Jennifer Sayre, County Manager
Andrew Gunnoe, Deputy County Manager

Date: January 12, 2017

Re: Selection Process and Proposed Calendar for Selection of New Commissioner

Per your request, we met with staff and reviewed the calendar for the month of January and February to review all dates for the upcoming meetings for Board of Review and County Commission Meetings. We also reviewed the policy you had the commission pass in 2013 regarding filling vacancies for public county offices which requires a legal ad for publication of the announcement of acceptance for resumes.

Therefore, we propose the following schedule, based on the previous announcement that Commissioner Hardy will resign from his Commission position effective, Thursday, January 19, 2017 at midnight. Per state code, the Commission will have 30 days from the resignation to fill the vacancy:

- Legal Advertisement Publication - Friday, Jan. 20th & Wednesday, Jan. 25th
- Media Release, Website Posting and Social Media Postings with Information regarding the process during the week of January 16th and January 25th
- Accept Resumes until 5:00 p.m. on January 30th
- Announce a list of applicants at the BOR/Commission Meeting on January 31st at 8:30 a.m.
- Conduct Public Interviews on February 2nd at the BOR/Commission Meeting – We would propose starting the BOR/Commission Meeting at an earlier time and completing regular business first, then starting the interviews at 5:00, so the public can be part of the process as the Vacancy Policy states. The Commission could reserve the right to complete the process at the meeting on February 2nd and make the final selection at the Commission Meeting that evening depending on the number of candidates that apply. They could further reserve the right to continue the matter to the following day or to the following Tuesday, February 7th, which has already been noticed as a BOR/Commission Meeting

- The Commission meets again on February 7th, therefore, if a large number of resumes are received an interviews cannot be completed in one evening, the interviews could be carried over to the 7th and/or the final decision could be made the night of the 2nd or the morning of the 7th

The first day of the Legislative Session begins February 8th. This timeline allows for the new Commissioner to be selected prior to the start of the new Legislative Session. The timeline also allows for the new Commissioner to be selected prior to the budget process being finalized and budget hearings being completed with the Elected Officials.

Cc: Commissioner Henry C. Shores
Commissioner Dave Hardy
Marc Slotnick, County Attorney