

RESOLUTION

NO: 2020-04-129

LIVINGSTON COUNTY

DATE: April 27, 2020

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**Resolution Authorizing a Background Check Process for Board Appointments to Committees or Boards – Human Resources**

**WHEREAS,** each year the Livingston County Board of Commissioners makes dozens of appointments to various committees and boards; and

**WHEREAS,** there is a need for the creation of a consistent and uniform approach to background checks for these appointments that is also sensitive to the variety of appointments and population representation requirements on some committees; and

**WHEREAS,** Human Resources has worked with civil counsel to develop background check guidelines for Board of Commissioner appointments to committees and boards.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the following guidelines for background checks for Board appointments to committees and boards.

- A. Candidates for Board or Committee membership (whether paid or unpaid) appointed directly by or within the sole authority of the Livingston County Board of Commissioners may be required to undertake background checks (which may include, but is not limited to criminal background and DHHS Child Registry) where:
  - i. Such background checks are required either expressly or by implication by law, regulation, licensing, performance standards, or applicable grant documents; or
  - ii. As otherwise required, in its discretion, by the Board of Commissioners and/or authorized County Elected Officials.
- B. To be considered, all candidates shall be required to authorize the County to secure, at minimum, a criminal conviction history and DHHS Child Registry history from the appropriate law enforcement or other appropriate agency, should the County determine it is required or appropriate to undertake a background check.
- C. Unless required by section (a)(1) or otherwise directed in the discretion of the Board of Commissioners, background checks will normally not be required to be undertaken for Board or Committee candidates or members who are:
  - i. elected officials; or
  - ii. municipal board members or public officials, or

- iii. a representative of a public benefit or charitable non-profit corporation;
- iv. where the candidate's inclusion (or representation of a population to be served) on the Board/Committee is required by law, regulation, municipal agreement or grant document in a representational capacity for a specified elected official/municipal entity/non-profit/or population to be served.

D. The Board retains discretion to permit or require a background check for any and all seats, offices, appointments or candidates for appointment subject to Board approval.

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**MOVED: G. Childs**

**SECONDED: D. Helzerman**

**CARRIED: Roll Call Vote: Yes (8): C. Griffith, K. Lawrence, W. Green, D. Helzerman, R. Bezotte, G. Childs, W. Nakagiri, and J. Gross; No (0): None; Absent (0): None**