



DATE: November 10, 2016

TO: Planning & Organization Committee/Recycling Board

FROM: Wendy Sommer, Executive Director

BY: Tom Padia, Deputy Executive Director

SUBJECT: Board Member Eligibility Verification Process

SUMMARY

Recycling Board members are appointed by the Waste Management Authority (5 members) and by the Board of Supervisors (6 members), subject to certain requirements contained in the County Charter (Subsection 64.130(D)). At the request of the Board of Supervisors, staff has developed a standardized screening tool to verify conformance/eligibility per the requirements of the Charter. The form (attached) will be used in the future prior to appointment to the Recycling Board, and current Board members are asked to fill it out as a means of documenting current qualifications.

DISCUSSION

To ensure consistency, Recycling Board and Board of Supervisors staff have developed a process to verify conformance of applicants with the eligibility requirements of their “slot” on the Board prior to appointment. The Charter requires residency in Alameda County for all Recycling Board members, and membership on the Waste Management Authority Board for the five WMA appointees. Of the six Board of Supervisors appointees, four are designated as “representatives” of specified industries, sectors or organizations, one is a “source reduction specialist with substantial experience as such,” and one is “an environmental educator employed as such on a full-time basis.” Additionally, the Charter prohibits more than one employee or representative of any for-profit corporation from serving on the Recycling Board at any one time. The screening form has been developed to provide a consistent means to assess conformance with these requirements.

Currently, when a vacancy occurs in one of the six slots appointed by the Board of Supervisors, StopWaste staff announces the vacancy to local media and stakeholders through its website and social media channels. All applications are directed to staff at the Board of Supervisors, as are all questions regarding the appointment process. StopWaste staff are available to answer applicants’ questions about the work performed by the Recycling Board, but not the selection or appointment process. For future vacancies, the verification form will be posted with the vacancy announcement and applicants will need to complete and submit it along with their cover letter and resume. Board of Supervisors staff will forward applications of top candidates to Recycling Board staff for review of qualifications and follow-up inquiry with candidates if necessary. Candidate interviews and selection remain at the sole discretion of the Board of Supervisors.

As this is an administrative process (jointly developed by the Board of Supervisors and StopWaste staff) it does not require a vote of the Recycling Board to move forward. Recycling Board members are requested to fill out and submit their completed forms at the November 10 meeting or by November 18, 2016. Recycling Board staff will review the completed forms and contact the WMA and Board of Supervisors if there are potential issues that require clarification.

RECOMMENDATION

This item is for information only.

Attachment A: Recycling Board Eligibility Verification Form



Alameda County Source Reduction and Recycling Board

BOARD QUALIFICATION FORM

| | |
|-----------------------------|---|
| Name: | |
| | |
| Representing: | <input type="checkbox"/> WMA: Primary Representative for: _____ (city/jurisdiction) |
| | <input type="checkbox"/> BOS Appointee: Categories (see reverse): <input type="checkbox"/> Environmental Educator <input type="checkbox"/> Environmental Organization <input type="checkbox"/> Recycling Materials Processing Industry <input type="checkbox"/> Recycling Programs <input type="checkbox"/> Solid Waste Industry Representative <input type="checkbox"/> Source Reduction Specialist |
| Resident of Alameda County: | <input type="checkbox"/> Yes <input type="checkbox"/> No If employee of for-profit corporation, please list name of company: _____ |
| For WMA Representative: | Date of Appointment: _____ Term: _____ |
| For BOS Appointee: | Please briefly describe your eligibility to serve as a Board member under section 64.130(D)(2), including a description of your organization and your connection to the organization: _____ _____ _____ _____ _____ |
| | <i>*Please attach supporting documentation that demonstrates your eligibility under section 64.130(D)(2).</i> |

_____ Signature

_____ Date

Subsection 64.130: Recycling Board

D. Members of the Recycling Board shall be appointed in accordance with the following:

1. The Authority may appoint five (5) of its members to sit on the Recycling Board.

....

2. The Board of Supervisors shall appoint six (6) Alameda County residents to the Recycling Board as follows:

- a. A representative of an organization engaged primarily in operating recycling programs within Alameda County;
- b. A source reduction specialist with substantial experience as such;
- c. A representative of the recyclable materials processing industry;
- d. A representative of the solid waste industry;
- e. A representative of an environmental organization with a significant membership active in recycling issues within Alameda County; and
- f. An environmental educator employed as such on a full-time basis.

3. The membership of the Recycling Board shall reflect expertise in the field of source reduction and recycling.

4. No for-profit corporation, including its divisions, affiliates, parents and subsidiaries, wholly or partially owned, may have more than one (1) employee or representative on the Recycling Board at any one (1) time.

5..... Members of the Recycling Board shall serve a term of two (2) years, and may be reappointed for one (1) successive term, ...

Should a Recycling Board member appointed by the Authority cease to be a member of the Authority, or if a Recycling Board member who is a member of the governing body of a municipality should cease to be a member of said governing body, or if a Recycling Board member ceases to be a resident of Alameda County, her or his seat on the Recycling Board shall be immediately deemed to be vacant.