

## Planning Council Appointment Process

Membership is an open and ongoing process. Planning Council (PC) seating is limited, and applicants must fill one of several federally mandated categories to ensure the PC is compliant with federal grant requirements. Upon receipt of an application, the PC support staff determines whether the applicant fills any vacant categories. If not, the applicant is notified by phone or email that they don't currently fulfill a PC need, and their application is kept on file for future consideration. Applicants who do fulfill a Council need will be referred to the Executive Committee, which meets as necessary to review applications and interview candidates for potential membership to the PC. Executive Committee interviews may be conducted by phone, Zoom, or in-person, depending on what is convenient for the parties. The Executive Committee then determines whether to make a recommendation to the Office of the CEO for membership consideration. If the applicant is not recommended, the PC support staff will notify the applicant either by phone or email. If the Executive Committee recommends the applicant to the Office of the CEO, the application is forwarded to the Office of the CEO where a final interview is conducted. This interview may also be conducted by phone, Zoom, or in-person, depending on what is convenient for the parties. A team in the CEO's office then approves the applicant or notifies them that they will be kept on file for future consideration. Once approved, the new member will be sworn in by the CEO and onboarded by the PC Support Staff.

