



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

New Business - Miscellaneous

J.4.

5/21/2024

Subject:

Advisory Board Appointee Background Screening (BCC-__)

Fiscal Impact:

There are no expected costs to implement a policy on advisory board appointee background screening.

Dept/Office:

District 3 Commission Office

Requested Action:

It is requested that the Board of County Commissioners approve a new Board Policy (BCC-__) for background screening of individuals being appointed to a County advisory board.

Summary Explanation and Background:

A new Board Policy is being sought to ensure consistency over background screenings for individuals being appointed to County advisory boards. Members of these boards advise the Commission on various topics and issues, so it is important there are no serious charges that conflict with the board in which they serve.

The Honorable Rachel Sadoff has generously offered to perform these background checks through her office at no additional cost to the County.

The proposed policy is attached.

Clerk to the Board Instructions:



Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

May 22, 2024

M E M O R A N D U M

TO: Frank Abbate, County Manager

RE: Item J.4., Advisory Board Appointee Background Screening Policy

The Board of County Commissioners, in regular session on May 21, 2024, approved a new Board Policy for background screening of individuals being appointed to a County Advisory Board. Enclosed is the fully-executed Policy.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

for: Denna Scott
Kimberly Powell, Clerk to the Board

Encl. (1)

cc: Each Commissioner



BOARD OF COUNTY COMMISSIONERS

POLICY

Number: BCG-01
Cancels: NEW
Approved: 05/21/2024
Originator: Human Resources
Review: 05/21/2027

TITLE: ADVISORY BOARD APPOINTEE BACKGROUND SCREENING

I. Objective

To establish a policy on background checks for potential advisory board members.

II. Definitions and References

Article VI, Division 4, Sections 2-211 – 2-219, Brevard County Code of Ordinances.

III. Directives

Prior to formal appointment to a County advisory board as defined by Section 2-212 of the Brevard County Code of Ordinances, the County Manager, or designee, shall perform a background investigation of the appointee and report any findings to the appointing District Office.

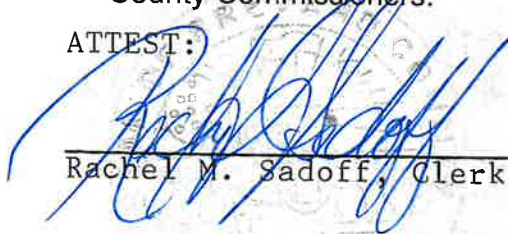
The background investigation should include, but is not limited to performing a search of publicly available court records for Brevard County, and/or any other Florida county.

The background investigation shall not require fingerprinting for criminal history record checks.

IV. Reservation of Authority

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

ATTEST:



Rachel M. Sadoff, Clerk



Jason Steele, Chair

Board of County Commissioners

As approved by the Board on **MAY 21 2024**