

**From:** Roger Stancil  
**Sent:** Monday, January 29, 2018 11:00 PM  
**To:** Allen Buansi; Donna Bell; Hongbin Gu; Jeanne Brown; Jess Anderson; Karen Stegman; Town Council; Michael Parker; Nancy Oates; Pam Hemminger; Rachel Schaevitz; Roger Stancil; Ross Tompkins  
**Cc:** Amy Harvey; Beth Vazquez; Carolyn Worsley; Catherine Lazorko; Christina Strauch; Dwight Bassett; Flo Miller; Mary Jane Nirdlinger; Rae Buckley; Ralph Karpinos; Ran Northam; Roger Stancil; Sabrina Oliver  
**Subject:** Council Questions: Item 12 and 13: Appointments

**Council Question:** Is it possible to require/request Boards to provide a brief written summary of why they made the decisions they did about applicants (especially when they are selecting out of multiple applications)? Or even better, could we provide a tool/job aid for the Board to use when considering applicants that states the Town's diversity goals for our board membership, and any other guidance we want to provide, so that our priorities are top of mind when they are in the process of making recommendations on new members? The tool could include a space for the chair to provide the written summary explaining their decisions.

**Staff Response:** *Board chairs are currently asked to include the board's rationale in recommending a particular candidate, however chairs do not consistently provide this information in their memos. We can certainly look at redesigning the memo template or creating a new tool to prompt chairs to facilitate discussion with their boards about why it is recommending a particular candidate and reflect that rationale in the recommendation memo to Council.*