

**CURRENT VACANCIES as of**  
***December 2020***  
**For COMMISSIONER-APPOINTED**  
**BOARDS, COMMITTEES & COMMISSIONS**

The Charles County Commissioners are seeking County residents to fill vacancies on the following Boards, Committees & Commissions:

- **Adult Public Guardianship Review Board**
- **Agricultural Land Preservation Board**
- **Alarm Review Board**
- **Animal Matters Hearing Board**
- **Area Council on Aging**
- **Board of Appeals**
- **Board of Social Services**
- **Board of License Commissioners (Liquor Board) *District 1***
- **Business Development Loan Fund for Women, Minorities and Veterans**
- **Commission for Veterans Affairs**
- **Commission for Women**
- **Commission of Future Leaders**
- **Commission on Individuals with Disabilities**
- **Disability Review Board (Charles County Pension/Sheriff Disability Pension)**
- **Drug and Alcohol Abuse Council (Charles County)**
- **Ethics Commission**
- **Gaming Permit Review Board**
- **Historic Preservation Commission**
- **Homeowner's Association Dispute Review Board**
- **Library Board of Trustees**
- **Mental Health Advisory Committee**
- **Nuisance Abatement Hearing Board**
- **Planning Commission**
- **Property Tax Assessment Appeal Board**
- **Tri-County Animal Shelter Advisory Committee**

Applications are available on the Charles County Government website at <http://www.charlescounty.org/apps/citizenadvisory/public/enterApplication.jsp> or by contacting Jesse Bungcayao, Commissioner Specialist at 301-645-0558 or e-mail [bungcayj@charlescountymd.gov](mailto:bungcayj@charlescountymd.gov). *A separate application must be submitted for each membership to which you wish to apply.*

## **POSITIONS REMAIN OPEN UNTIL FILLED**

### **Adult Public Guardianship Review Board**

- Doctor, Disability Professional
- Health Department Psychologist
- Social Service member

The Board provides impartial oversight of the care and services provided for the individuals under public guardianship; reviews the status of health and welfare of these persons; and makes recommendations as to whether guardianship should be continued as established, modified, or terminated. The Board meets twice a year and as needed for emergency situations. Members serve 4-year terms.

### **Animal Matters Hearing Board**

- A person who is knowledgeable of veterinarian practices
- Humane Society Representative

The task of the Animal Matters Hearing Board is to hear and decide upon receipt of a written complaint or request from a person receiving a violation notice, to conduct a public hearing after due notice to determine whether violations of these regulations have occurred and whether a person subject to an order of the Board has complied with that order. The Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 6:30 pm. Members serve 4-year terms.

### **Agricultural Land Preservation Advisory Board**

- Citizen Member

The Board advises the county governing body with respect to the establishment of agricultural districts and the approval of purchases of easements by the foundation with the county. The Board assists the county governing body in reviewing the status of agricultural districts and land under easement. The Board also advises the foundation concerning county priorities for agricultural preservation. The Board meets as needed. Members serve 4-year terms.

### **Area Council on Aging**

- Citizen Members

Citizen members from both the senior community over the age of 60 and citizens at large. The Council promotes the welfare and betterment of senior citizens of Charles County by working actively and cooperatively within the community; develops awareness and understanding of problems and concerns; and develops community support for programs designed to benefit and support the senior citizen population. The Council meets monthly on the second Thursday at 9:30 am. Members serve 4-year terms.

## **Board of Appeals**

- One citizen member

The Board of Appeals is made up 5 members and an alternate, appointed by the County Commissioners. Members are appointed for staggered terms of 4 years. The members are citizen planners as they are chosen from all walks of life and typically do not have any formal training prior to their appointment. The County Commissioners are given the authority to appoint the Board of Appeals by the Land Use Article of the Annotated Code of Maryland. This article also defines the role & responsibility for the Board. It specifies that the Board hears appeals of the zoning and land use decisions of the County Government, requests for approval of special exceptions, and requests for approval of variances. Meetings are the 2nd & 4th Tuesday of each month. Meetings are held in the Commissioners Meeting Room of the County Government Building. **All applicants must complete the State of Maryland online training course for Planning Commission/Board of Appeals members. You will find this online course at:**

**<http://planning.maryland.gov/YourPart/EducationWelcome.shtml> In order for your application to be considered you must complete this online course and send a copy of your certificate of completion, along with a completed application.**

## **Board of Social Services**

- Citizen members

The Board of Social Services is tasked with dealing with policies, programs, and problems of the local Department of Social Services and Public Assistance administration. This board meets the 3<sup>rd</sup> Monday of the month at 7:00 pm.

## **Board of License Commissioners - Liquor Board**

- One District 1 Representative.

The task of this Board is to review and approve the issuance and renewal of liquor licenses in Charles County, and establish penalties for violations. The Board meets the 2nd Thursday of each month at 10:00 a.m. in the County Government Building. Members serve four-year terms.

## **Business Development Loan Fund for Women, Minorities and Veterans**

- Private sector experience and/or expertise in marketing
- Private sector experience and/or expertise finance/banking

The task of the Committee is to serve as an advisory review body for the purpose of reviewing and approving loans to eligible businesses under the procedures of the Disadvantaged Loan Fund. Members serve two-year terms.

## **Commission for Veterans Affairs**

- Members are sought from but not limited to:
- American Former POW

- American Legion
- AMVETS
- Catholic War Veterans
- Disabled American Veterans
- Fleet Reserve Association
- Gulf War Veteran
- Iraq/Afghanistan Veteran
- Jewish War Veterans
- Korean War Veterans
- Marine Corps League
- Military Officers Association of America
- National Association of Black Veterans
- Order of the Purple Heart
- Paralyzed Veterans of America
- Polish American Veterans
- Retired Enlisted Association
- Veterans of Foreign Wars
- Vietnam Veterans Association
- Women Veterans; or
- Any other organization that affiliates with and/or supports Veterans organizations

This 13-member Commission will establish a consistent avenue of communication for our veteran community so Charles County can better understand and address their needs. Members will be sought from our county veterans, various veteran organizations and any organizations affiliated with and/or supporting veteran's needs.

### **Commission for Women**

- Citizen Members

The Commissioners established the Charles County Commission for Women to better define and identify services needed for women in the county. The Commission for Women works to raise awareness of issues affecting women and families by serving as a conduit between women and existing services and advocating for programs, education, and legislation. Members are appointed by the Charles County Commissioners for 4-year terms. Meetings are held on the second Thursday of each month at 7:00 p.m.

### **Commission of Future Leaders**

- High School Students
- College Students
- Recent College Graduates who have received their degree within the last five (5) years

This Commission has been formed to identify programs and services needed for youth in Charles County; to raise awareness of issues effecting young and emerging adults; to serve as a conduit between County Government and the Community; to advocate for programs, education and legislation that directly affect young and emerging adults; and to serve as active leaders in their community focusing on research, community meetings, surveys, etc. This Commission will meet once a month and, in accordance with applicable law, utilize technology to support meeting dates and times so that meetings may occur in alternate forums besides the County Government Building. Members will serve two-year terms (staggered

terms during the initial formation).

### **Commission on Individuals with Disabilities**

- A Citizen member.

The board provides the Charles County Commissioners with advice, information and assistance with the Americans with Disabilities Act, to increase social acceptance and ensure full participation of individuals with disabilities in the many facets of County life. Members will serve four-year terms.

### **Disability Review Boards**

- Two Citizen members
- One doctor
- One Attorney

These Boards are tasked with accepting and reviewing applications in accordance with the Charles County Pension Plan and the Sheriff Disability Pension Plan and deciding as to the extent of disability and benefit payment in accordance with the Plan. The Board meets only when applications are received. Members serve four-year terms.

### **Drug and Alcohol Abuse Council (Charles County) for**

- Members who work in the area of substance abuse, prevention and treatment

The Council establishes and implement plans, strategies and priorities for alcohol and drug abuse evaluation, prevention and treatment services in Charles County.

### **Ethics Commission**

- Alternate members

The responsibilities of this Board are to devise, receive and maintain all forms generated by the Charles County Code, Chapter 170, Code of Ethics; to provide published advisory opinions to persons subject to the aforementioned code as to the applicability of the provisions; to investigate, process and make determinations as to complaints filed alleging violation of the aforementioned code; and to conduct a public information program regarding the purpose and application of the aforementioned code. The Board meets at least quarterly and currently monthly at 7:00 pm in the County Government Building. Members serve four-year terms.

### **Gaming Permit Review Board**

- Members with experience in area of fundraising

The Gaming Permit Review Board accepts and reviews applications for permits for gaming events in Charles County and recommends approval or disapproval to the County Commissioners. The Board meets quarterly before the quarter begins. Members serve four-year terms.

**Historic Preservation Commission for a**

- Citizen member

The Commission will recommend properties for local historic landmark designation, review exterior changes to locally designated landmarks, and support documentation of historic resources throughout Charles County. Applicant must possess interest or training in history, architectural history, archeology, historic preservation, landscape design, or related field. The Board meets quarterly. Members serve three-year terms. Commission meets in the evenings.

**Homeowner's Association Dispute Review Board**

- one vacancy for a person involved in housing development and real estate sales
- one vacancy for a person who is a member of profession associated with common ownership communities (such as attorneys who represent associations, developers, housing management or tenants) or investor-owners of units in common ownership communities, including at least one person who is a professional community association manager
- One vacancy for a Member at Large who is not a member of previously listed classes.

The primary purpose of this Board is to help resolve conflicts between property owners and their governing Homeowner's Associations. As Outlined in Bill 2004-05, (adopted 5/16/05) the Board is authorized to address only certain types of conflicts. Members serve three-year terms.

**Mental Health Advisory Committee**

- Citizen members

The task of the Mental Health Advisory Committee is to review and make recommendations regarding services and facilities for mental health programs in Charles County. The Mental Health Advisory Committee is responsible for reviewing and recommending services and facilities for mental health programs in the County. Members serve three-year terms. Meetings are held on the third Wednesday of each month at 9 a.m. at the Charles County Department of Health, White Plains.

**Library Board of Trustees**

- Citizen members

The task of the Board is to deal with all aspects of the library, including services, staff, rules and regulations and other functions for the proper delivery of library services. The Board meets on the first Thursday of each month at 5:00 p.m. Members serve four-year terms

**Nuisance Abatement Hearing Board**

- Citizen members

The task of the Nuisance Abatement Hearing Board is to hear citizen complaints regarding unsightly accumulation of paper, junk, vehicle parts, trash, garbage, leaves, etc. and if more than 1 foot high, grass, weeds, uncultivated vegetable growth, briars, bush and plants on private property. Member serve four-year

terms.

### **Planning Commission**

- A citizen member

The members are "citizen planners" as they are chosen from all walks of life. As such, formal planning experience or training is not required. Members serve 4-year terms. The Planning Commission is involved in the drafting and implementation of the Comprehensive Plan, makes recommendations on re-zoning requests and is the approval authority for subdivision of property in the County. Board members receive a stipend. Meetings are held twice monthly on Monday evenings at 6:00 pm. ***All applicants must complete the State of Maryland online training course for Planning Commission/Board of Appeals members. You will find this online course at:***

<https://planning.maryland.gov/Pages/YourPart/EducationWelcome.aspx>

At the bottom on this page under the Course Materials heading, click on the first link "Log into Education Site". You will be asked to enter your email address and password as a new user. It's free. **For your application to be considered you must complete this online course and send a copy of your certificate of completion, along with a completed application.**

### **The Governor's Property Tax Assessment Appeal Board**

The Commissioners nominate citizens for the Governor's consideration. The Board hears appeals from Charles County property owners who disagree with the values assessed by the State Department of Assessments and Taxation, and appeals concerning local tax credits, local taxes, and other local tax matters. The Board meets approximately 1 to 2 times per month on Wednesdays. Terms are 5 years. In addition to completing a Charles County online Application, you must complete a Governor' online application: <https://governor.maryland.gov/wp-content/uploads/2015/10/Application-Form.pdf>.

### **Tri-County Animal Shelter Advisory Committee**

- Citizen member

The Committee advises the Board of Commissioners relative to the service rendered by the Tri-Co Animal Shelter to the citizens of the Charles, Calvert and St. Mary's counties. This Committee is advisory only and does not have any policy making or regulatory powers. The Committee meets three (3) times per year and more as needed.