

### CHECK LIST FOR ALDERMANIC SUBMISSIONS

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Cover Letter   |
| <input checked="" type="checkbox"/> | Order to Appoint/Reappoint                               |
| <input checked="" type="checkbox"/> | Prior Notification Form/Notice of Matter to be Submitted |
| <input checked="" type="checkbox"/> | Prior Notification Letter to Appointee/Re-appointee      |
| <input checked="" type="checkbox"/> | Application for City Boards/Commissions                  |
| <input checked="" type="checkbox"/> | Resumé/CV <u>or</u> personal statement of interest/bio   |

#### **Other:**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Attendance for past 12 months (*reappointments only) |
| <input type="checkbox"/> | Recommendations/support letters (optional)           |
| <input type="checkbox"/> | Annual Disclosure Form                               |

Date Submitted: January 24<sup>TH</sup>, 2024

Meeting Submitted For: February 5<sup>TH</sup>, 2024

Regular or Suspension Agenda: Regular

Submitted By: Barbara Montalvo, Legislative Liaison to the BOA

#### **Title of Legislation:**

ORDER OF THE NEW HAVEN BOARD OF ALDERS APPROVING THE APPOINTMENT OF JESSICA HOLZER TO THE COMMISSION ON YOUTH.

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Comments: LEGISTAR FILE ID: LM-2024-0061

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Coordinator's Signature: N/A

Controller's Signature (if grant): N/A

Mayor's Office Signature: \_\_\_\_\_

Call (203) 946-7670 or email [bmontalvo@newhavenct.gov](mailto:bmontalvo@newhavenct.gov) with any questions.

**\*\*PLEASE NOTE CLEARLY IF UC (UNANIMOUS CONSENT) IS REQUESTED\*\***