



MEMORANDUM

TO: Clackamas County Board of County Commissioners
FROM: Gary Schmidt, County Administrator
RE: Position 4 Commissioner Recruitment
DATE: April 10, 2025

REQUEST: Staff is seeking approval of a timeline for the Board of Commissioners Position 4 appointment.

BACKGROUND: On March 11, 2025, Chair Roberts announced a vacancy on the Clackamas County Board of Commissioners, Position 4, as a result of Commissioner Fireside's resignation. On March 18, staff presented the Board with options on the recruitment process for consideration and direction. Today, staff is presenting two versions of potential timelines for the appointment process for Board consideration and approval:

- Version 1 – Public interviews on Tuesday, April 22
- Version 2 – Public interviews on Friday, May 16

RECOMMENDATION: Staff requests that the BCC give direction on a preferred timeline.

Attachments:

#1: Version 1

#2: Version 2

Commissioner Position 4 Candidate Review Timeline

April 2025

****Version 1****

- **Wednesday, April 9** – Application period closes
- **Thursday, April 10** – Clerk review
- **Friday, April 11** - Clerk review
- **Monday, April 14** – Full packet available for BCC
 - BCC will have 3 days (Monday, Tuesday and Wednesday) to review materials
- **Thursday, April 17** – BCC discussion to narrow down the poll to the Top 5 candidates
 - Staff to contact top 5 to invite them to interviews on **Tuesday, April 22**
- **Tuesday, April 22** – Public interviews
 - Each candidate will participate in a 45-minute for each of the interviewees (3 in the morning, 2 in the afternoon)
 - Interviews will be held in the BCC Hearing Room
 - Interviews will be open to the public for observation via in person and Zoom
 - Public comment will be accepted in written form, via BCCMail, up until 6p on April 22
- **Thursday, April 24** – BCC deliberation and final decision during Business Meeting

Commissioner Position 4 Candidate Review Timeline

May 2025

****Version 2****

- **Wednesday, April 9** – Application period closes
- **Thursday, April 10** – Clerk review
- **Friday, April 11** - Clerk review
- **Monday, April 14** – Full packet available for BCC
 - BCC will have 2 weeks to review materials
- **Thursday, April 24** – BCC discussion to narrow down the poll to the Top 5 candidates
 - Staff to contact top 5 to invite them to interviews on **Friday, May 16**
- **Friday, May 16** – Public interviews
 - Each candidate will participate in a 45-minute for each of the interviewees (3 in the morning, 2 in the afternoon)
 - Interviews will be held in the BCC Hearing Room
 - Interviews will be open to the public for observation via in person and Zoom
 - Public comment will be accepted in written form, via BCCMail, up until 6p on May 16
- **Monday, May 19** – BCC deliberation and final decision during a public meeting