

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS
Study Session Worksheet

Presentation Date: July 26, 2011 **Time:** 1:30 p.m. **Length:** 15 minutes
Presentation Title: Advisory Boards and Commissions Appointment Briefing
Department: Public and Government Affairs
Presenters: Gary Schmidt

POLICY QUESTION:

Does the Board want to revise or update its involvement in the Advisory Boards and Commissions (ABC) appointment process?

ISSUE & BACKGROUND:

On May 31, 2011 the Board of County Commissioners (BCC) asked Public and Government Affairs (PGA) to review and recommend improvements to the Advisory Boards and Commissions (ABCs) appointment process.

Attached are responses received from staff liaisons of ABCs regarding how appointment recommendations are made to the BCC. Please note that not all ABC staff liaisons responded to this inquiry. In most cases, once recruitment closes the applicants are interviewed by staff and all (or designated) members of the specific ABC:

The ABC recommendations are forwarded to the BCC for approval along with all the applications received for the vacancies. The BCC has the opportunity to review the recommendations along with the applications and make any suggestions or modifications to the list. This takes the form of approving the recommendations from the ABC staff liaison as submitted, asking for additional information or interviewing additional candidates from the applications received.

Staff liaisons who responded below indicated that the current system of interviewing to fill vacancies for their specific ABC is working well. However, many have indicated that the process and paperwork required (i.e. the Matrix) is cumbersome and time-consuming and wish to see it streamlined. ABC staff liaisons also commented that they prefer to work directly with BCC staff on appointment paperwork and eliminate the extra step of working through PGA staff.

The ABC bylaws are maintained by each staff liaison. To revise bylaws, the staff liaison submits the suggested revisions directly to BCC staff who then brings the revisions to the BCC for approval. Once approved, the bylaws are returned to the staff liaison to keep on file. PGA is not involved in this process and it is the responsibility of the staff liaison to forward the revised bylaws to PGA.

Historically, the procedure for filling ABC vacancies is one that is not tied to any written policy, but conducted in a manner to provide for flexibility to select and appoint the most appropriate candidates for the County's Advisory Boards and Commissions. Staff liaisons work closely with their committees to recommend qualified applicants as well as those who will contribute and add value to the ABC.

QUESTION PRESENTED FOR CONSIDERATION:

1. Does the Board want to revise or update its involvement in the ABC appointment process?

OPTIONS AVAILABLE:

1. No change. Allow ABCs to follow current selection processes.
2. Ask all ABCs to have the entire ABC membership approve applicants. This will require each ABC to update its bylaws, pending BCC approval.
3. BCC identifies specific ABCs and/or applicants to interview further, in addition to the ABC conducted interviews.
4. BCC interviews all ABC applicants for all ABCs in addition to the ABC conducted interviews.
5. BCC interviews all ABC applicants. ABCs do not interview applicants.

RECOMMENDATION:

PGA recommends Option 1 and, as needed, Option 3 above.

Almost all ABCs involve all or most of the citizen members of the ABC in interviewing and selecting appointees, pending BCC approval. Each ABC is unique and has different statutory and/or ordinance requirements. To maintain flexibility and nimbleness with each individual ABC, allow the ABC to continue to determine its own method for selecting appointees. Requiring all ABCs to follow a specific recruitment selection process would be burdensome to the ABC and would require bylaw revisions for most of the ABCs.

The BCC at any time prior to final approval may choose to interview recommended applicants. PGA recommends that the BCC identify in advance which high-profile ABCs and/or applicants the BCC wishes to interview further. This should not replace the ABC interview process but rather enhance that process.

SUBMITTED BY:

Division Director/Head Approval _____
Department Director/Head Approval Gary Schmidt
County Administrator Approval _____

Selected ABC Selection Processes

Area Agency on Aging Advisory Council (AAA-AC)

The applicant is invited to attend one or two Council meetings to receive a better understanding of the Council's function. If the applicant is still interested interviews are then scheduled.

An interview by the Council's executive committee (Chair, Vice Chair, 2nd Vice Chair, Secretary & (2) sub-committee Chairs) is conducted.

After the interview, the applicant returns to a full Council meeting. An overview of the applicant's background is provided and Council members can ask additional questions of the applicant. The full Council then votes on whether or not to submit the applicant to the BCC for appointment.

The AAA-AC has had this process in place for more than 10 years and it has worked well.

Planning Commission

The ABC decides on recommendations to the Board by first interviewing the applicants. This process involves the PC Chair, Manager of Land Use & Zoning Division, ABC staff liaison and DTD staff administration.

The second step of the process is to interview the candidates that were selected after the first step. Those candidates are interviewed by the PC Chair and the Manager of Land Use & Zoning Division.

The final recommendations are selected and then sent on for BCC to review.

Emergency Medical Services Council (EMS)

Staff alone conducts the interviews, which has worked well.

Government Camp Revitalization District TIF Advisory Committee

The entire list of applicants is brought to the Advisory Committee for their review and recommendation. Each member votes and those with the most votes are sent to the BCC for their acceptance or modification.

Regional Wastewater Treatment Capacity Advisory Committee (CCSD#1)

Per the Advisory Committee bylaws, the member cities of this group each appoint their own representatives. The exception is the member representing the unincorporated area of Clackamas County Service District #1 (District). Per the bylaws, that representative is the current chair of the District's RiverHealth Advisory Board. A member of the BCC serves as an ex-officio member of the group.

Service District Budget Committees

Staff screens applicants to determine whether they are customers of the appropriate service district (the one requirement, per the service districts' budget committee bylaws) and then interviews them by phone. E-mails may be exchanged as well.

Staff then forwards its recommendations, with the Director's concurrence, to the BCC.

Traffic Safety Commission (TSC)

The TSC interviews each candidate and then makes a motion regarding which candidate(s) they want to appoint, subject to the BCC approval.

Commission for Children, Youth and Families (CYF)

CYF receives applications and applicants are interviewed by the nominations committee. Finalists are approved by the full ABC with staff input throughout the process.

Arts Alliance

All applicants are contacted by the staff liaison to set an interview date and answer preliminary questions (often one or two applicants drop out at this stage).

All applicants wishing to interview do so with a team composed of the staff liaison, Board Chair and the Board "leadership team" (Vice Chair, and two other members).

A consistent protocol of questions is used with each applicant and takes approximately 45 minutes to hear their responses and answer their questions.

Based on a consistent protocol of criteria, all applicants are evaluated by the interview team who then decide which candidates to recommend. Recommendations are presented to the whole ABC at the following meeting, discussed as a group, and then voted upon to approve or not approve. The recommendations are then forwarded to the BCC for final approval.

Community Health Council (CHC)

Applications are forwarded to the Nominating Committee and the Committee invites the applicants to meetings and interviews are set up. Recommendations are then made to the full Council. After discussion it goes to a vote. Based on their vote the names are forwarded to the BCC for approval.

Mental Health & Addictions Council (MHAC)

The process described above for the CHC is used for the MHAC as well.

Library Board of Trustees

Appointment recommendations are made by the entire Board.

Pedestrian/Bicycle Advisory Committee (PBAC)

The PBAC including the Chair and staff interview applicants and then the Committee makes a motion to recommend that the applicants be forwarded to the BCC for approval.

Committee for Citizen Involvement (CCI)

All applicants are contacted by the staff liaison and invited to attend a specific CCI meeting where they are interviewed by all the Committee members. The same seven questions are asked of each applicant by the members. At the conclusion of the interviews the members discuss each applicant's responses and votes on those they wish to recommend to the BCC. The applicants receiving the most votes are forwarded on to the BCC for approval.

Clackamas County Budget Committee

Applicant interviews are conducted by the Finance Director, Budget Manager and another person (in the recent past it has been a Deputy County Administrator). The staff conducting the interviews together determines the recommendations to be made to the BCC.

Historic Review Board (HRB)

The entire ABC membership interviews the applicants and makes the recommendations to the BCC.

Design Review Committee (DRC)

The entire ABC membership interviews the applicants and makes the recommendations to the BCC.

Enhanced Law Enforcement Service District Advisory Committee

The Patrol Captain, the current ABC Chair and the staff liaisons interview the applicants. The interviewers then make a recommendation to the Undersheriff and Sheriff. The names of the applicants recommended are forwarded to the BCC for approval.

Enhanced Law Enforcement Service District Budget Committee

The Patrol Captain, the CCSO Administrative Services Manager Senior (Budget/Finance) and the staff liaisons interview the applicants. The interviewers make a recommendation to the Undersheriff and Sheriff. The names of the applicants are forwarded to the BCC for approval.

Economic Development Commission

An interview panel consisting of five members of the Executive Committee of the Commission, and two staff members of the Business and Economic Development Department contact the applicants and schedule individual candidate interviews. Their recommendations are then forwarded to the BCC for approval.

Milwaukie Center Community Advisory Board (C/CAB)

Applicants are invited to attend at least one Board meeting. If the applicant continues to show interest, then they complete an application for Board membership. The application is taken to the next Board meeting and the applicant is asked to attend. The Board interviews the applicants with some specific questions after which the Board deliberates and votes. The staff liaison notifies the applicant of the outcome of the Board vote. If the Board votes for the applicants to serve, dependent upon what position is open, the recommendation from the C/CAB then goes to either:

- The NCPRD Advisory Board for recommendation to the BCC for approval (12 positions)
- The City of Milwaukie City Council for appointment to the City representative position (one position)
- The City of Happy Valley for appointment to the City representative position (one position)

Clackamas County Service District #5 (Street Lights)

The Service District Manager and the Service District Assistant make the recommendation to the BCC for approval of the applicants to the Committee.

North Clackamas Parks and Recreation District Advisory Board (DAB)

Until the most recent recruitment, the DAB did the interviewing of potential members and approved them before sending on to the BCC. Most recently, because the Board needed a revision, the Director and staff members interviewed the applicants and then the DAB approved the members.

Tourism Development Council

Applications and interviews are conducted jointly by the Department's Executive Director and the Chair of TDC. Recommendations are then forwarded to PGA to be submitted to the BCC.

Workforce Investment Council

The Executive Director interviews the applicants and makes the recommendations with input from the Board. This process works well.

Vector Control /District Board of Trustees

The entire Board of Trustees makes the recommendation to the BCC for approval.