

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: July 29, 2014 **Approx Start Time:** 1:00 p.m. **Approx Length:** 90 min

Presentation Title: BCC Retreat Follow Up – operational and administrative items

Department: County Administration

Presenters: Don Krupp, Administrator

Drenda Howatt, Commission Staff Supervisor

Other Invitees:

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

To set administrative and operational expectations for board meetings

EXECUTIVE SUMMARY (why and why now):

The Board of County Commissioners has regularly scheduled meetings to address the policy needs of the organization. The purpose of this session is to answer outstanding administrative and operational questions related to the use and expectations of these public meetings. It is staff's hope that this will allow the board to be even more efficient and effective.

Below is a list of items compiled by board staff that reflect concerns or comments of board members. These items need definition, clarification, discussion and consensus.

- **BUSINESS MEETINGS** – these are the board's weekly televised meetings that allow for regular citizen input, staff presentations, public hearings, contract approvals, board discussion and any other regular business needs. These are currently held on Thursdays at 10am. Every third Thursday of the month the meeting is at 6pm (this change was made in July 2012).

QUESTION: There has been some recent comments made that an adjustment in start time may need to be made in order to accommodate Board members schedules. Perhaps a 9am or 9:30am start time would be preferred?

- OPTION 1: Change the start time of business meetings or
- OPTION 2: Change the meeting day or
- OPTION 3: Keep the established 10 am Thursday (6pm every third Thursday) for business meetings.

- **STUDY SESSIONS** – these are the board's weekly meetings where board members receive staff presentations that are either informational only or require a policy discussion and decision. These meetings are scheduled in 30 minute increments not to exceed 60 minutes. These are currently held on Tuesdays at 8:30am.

- **EXECUTIVE SESSIONS** – these are meetings held with County Counsel and essential staff to discuss matters of litigation, potential litigation, labor negotiations and property negotiations. These meetings are called as necessary and held Tuesday mornings prior to Study Sessions.
- **WORK SESSIONS** – this is dedicated to address administrator issues, scheduling, agenda review and new business. Supplemental materials are usually not available. These meetings are incorporated into Tuesdays and an hour is set aside to address these items.

QUESTION: Much conversation and many questions have surrounded the Issues portion of work sessions. The board members should discuss the following related to Issues – ***who uses this*** (administrator and bcc only vs staff); ***should time limits be established*** (10 min or less); ***when to use this*** (request a study session or further research, updates, quick decisions).

OPTION 1: Allow current practices to continue with revised parameters from board discussion on above questions.

OPTION 2: Allow only Administrator usage of this session without BCC or staff input.

OPTION 3: Allot time under Work Sessions for regular BCC “round robin” discussions. This will allow board members to update and share information with their seatmates in a casual, unrestricted manner.

- **2:2:1’s** – these meetings are generally initiated by staff. Board members meet in a divided way that does not violate public meeting laws. They are used as an opportunity to provide information in preparation of a land use hearing, planning meeting or study session. This is a tool staff uses not only to give information but to learn additional questions board members may have. These meetings are not intended to distill decisions from Commissioners.

QUESTION: Shall the Board continue to allow these information sharing meetings?

- **ADMINISTRATOR ISSUES LIST/PARKING LOT** – the County Administrator has a list that is regularly updated to include current board-related issues and/or projects.

QUESTION 1: In what manner and frequency should this list be shared and reviewed with the board members?

OPTION 1: The Administrator will share and review at a Work Session the Administrator List upon request.

OPTION 2: The Administrator will share and review at a Work Session the Administrator List monthly.

OPTION 3: The Administrator will share and review in a private meeting with board members upon request.

OPTION 4: A regular written report will be available.

QUESTION 2: As particular interest is usually given to items assigned to the Strategic Policy Administrator, how should the board members receive updates?

- OPTION 1: The Strategic Policy Administrator will give a project update at a Work Session upon request.
- OPTION 2: The Strategic Policy Administrator will give a project update at a Work Session monthly.
- OPTION 3: The Strategic Policy Administrator will give a project update in a private meeting with board members upon request.
- OPTION 4: A regular written report will be available.

- **PLANNING MEETINGS** – these are scheduled as needed on Wednesday mornings at 9:30 am. Planning meetings are arranged to allow more in-depth conversation and discussion around a particular issue. Typically these are anywhere between 1 ½ hrs – 3 hrs. A recent Planning Meeting was held at the Tri-Cities Wastewater Treatment Plant. This meeting included a tour of the facility.

QUESTION: Shall staff continue to schedule Planning Meetings separate from Study Sessions?

OPTION 1: Continue scheduling and holding Planning Meetings as in current practice.

OPTION 2: Discontinue "Planning Meetings" and hold time for additional Study Sessions as needed.

- **COUNTY/SERVICE DISTRICT FACILITY TOURS** – A recent Planning Meeting was held at the Tri-Cities Wastewater Treatment Plant. This meeting included a tour of the facility. This tour offered the Board of Commissioners the opportunity to see a Service District facility in operation and staff at work.

QUESTION: Shall the Commissioners tour a County and/or Service District facility on a quarterly basis?

- **FUTURE DISCUSSION TOPICS** – Staff time spent on individual Commissioner projects or questions.

FINANCIAL IMPLICATIONS (current year and ongoing):

None

LEGAL/POLICY REQUIREMENTS:

N/A

PUBLIC/GOVERNMENTAL PARTICIPATION:

N/A

OPTIONS:

Options are included under each item as appropriate.

RECOMMENDATION:

Staff will implement the options selected by the board members. These are dependent on their discussion of each item.

ATTACHMENTS:

Administrator List – updated 7.15.14

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval _____

County Administrator Approval _____

For information on this issue or copies of attachments, please contact _____ @ 503- _____

Administraton Projects/Issues List

Administrator Lead	Project	Lead Departments	Priority
15-Jul-14			
Dan Chandler	Strategic Plan	Admin	
Dan Chandler	Transit District	PGA/DTD	
Dan Chandler	Blue Heron	BCC/BCS/TCA	
Dan Chandler	Marijuana Dispensaries	CC/DTD	
Dan Chandler	Urb/Rur Reserves/Clackamas Bargain	PGA/DTD/BCS	
Don Krupp	Internal Auditor	EMT/Finance/Treas	
Don Krupp	OC R-O-W Ordinance	CC/WES/PGA	
Don Krupp	Retreat Follow-up	Admin	
Don Krupp	2015/16 Budget Devrelopment	Admin/Finance	
Don Krupp	Director Performance Evaluations	Admin/DES	
Don Krupp	WES Director Recruitment	DES	
Don Krupp	Labor Contract Negotiations	DES/CCSO	
Emmett Wheatfall	Core Values	EMT/BCC	
Emmett Wheatfall	Diversity Resolution Follow-Up	Admin/EMT/DES	
Emmett Wheatfall	Cultural Fair	Admin/EMT/DES	
Emmett Wheatfall	Annual Diversity Conf. (NWPEDC)	Admin/EMT/DES	
Gary Schmidt	Website	PGA	
Gary Schmidt	Hamlets and Villages	PGA	
Laurel Butman	Evidence Facility	CCSO/Finance	
Laurel Butman	Community Corrections Parking	DTD/Finance/CCSO	
Laurel Butman	Procurement Cards	Finance	
Laurel Butman	Search & Rescue Space	BCS/Finance	
Laurel Butman	Big Blue	Finance/BCS	
Laurel Butman	Audit Committee Recommendation	Finance	
Laurel Butman	Sandy River	EM	
Laurel Butman	Employee Preparedness	EM/DES	
Laurel Butman	Dispatch System	CCOM	
Laurel Butman	800 MHz Pub Safety Radio System (C800)	CCSO/H3S/CCOM	
Laurel Butman	Justice Reinvestment	CCSO/H3S/Juvenile	
Laurel Butman	Parrot Creek	Finance	
Laurel Butman	Vector Control Lease	Finance	
Laurel Butman	Deferred Building Maintenance	Finance	
Laurel Butman	Election Building Sale	Finance	
Laurel/Nancy	Red Soils Master Plan	Finance	
Laurel Butman	BLDG Security & Safety	Finance	
Laurel/Nancy	Leadership Academy	DES	
Laurel/Nancy	Labor Contract Negotiations	DES	
Laurel/Nancy	Tourism Allocated Costs	TCA	
Laurel/Nancy	County Fair Buildings/Facilities	BCS/TCA/Finance	
Nancy Newton	Kellogg Creek/Johnson City	WES/DTD	
Nancy Newton	Clinic Audit	H3S	
Nancy Newton	Trolley Trail Signs	BCS	
Nancy Newton	Museum Funding	Tourism/BCS	
Nancy Newton	Clinic Loan	H3S	

Administraton Projects/Issues List

Administrator Lead	Project	Lead Departments	Priority
15-Jul-14			
Nancy Newton	NCPRD Governance and Master Plan	BCS	
Nancy Newton	Gladstone Library	BCS	
Nancy Newton	Road Fund Maintenance	DTD/PGA	
Nancy Newton	"Getting To Yes" Resolution	DTD	
Nancy Newton	DTD Field Officer Safety	DTD/DES	
Nancy Newton	Code Enforcement Audit	DTD	