

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: 4/9/19 **Start Time:** 10:30 a.m. **Approx. Length:** 30 minutes
Presentation Title: ABC Volunteer Code of Conduct
Department: Public and Government Affairs
Presenters: Katie Wilson, Rod Cook, Emmet Wheatfall, Stephen Madkour, Jeri Oswald, Maria Magallon
Other Invitees:

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Staff requests the Board of County Commissioners (BCC) create and implement an Advisory Board and Commission Volunteer Code of Conduct.

EXECUTIVE SUMMARY:

The Advisory Board and Commission (ABC) program coordinates hundreds of volunteers who serve on over 50 boards, committees, and commissions to advise the Board of County Commissioners and staff on county programs and services. Volunteers are generally residents or business owners in Clackamas County. Some ABCs require participants to be elected officials or staff representatives from other organizations or jurisdictions.

Recently, the Leaders for Equity, Diversity, and Inclusion Council (LEDIC) made a recommendation for all ABC volunteers to commit to a Code of Conduct to ensure all participants in the program are provided with a safe, respectful and inclusive experience. Staff from County Administration, LEDIC, Public and Government Affairs, County Counsel, and Human Resources worked cooperatively on a proposal to include a Code of Conduct agreement in the application process for all Clackamas County ABC volunteers and to provide training opportunities to staff liaisons and committee officers.

Attached is the recommended ABC Volunteer Acknowledgement Form. If approved, this content will be provided to all applicants during the application process. All committee members will review and commit to the acknowledgement annually. Staff liaisons to the ABCs will coordinate this effort.

All staff liaisons and ABC officers will be offered training opportunities in public meeting facilitation, conflict resolution and equity, diversity, and inclusion.

FINANCIAL IMPLICATIONS (current year and ongoing):

Approximately \$3000 for online training access to all ABC volunteers and staff liaisons.

STRATEGIC PLAN ALIGNMENT:

- This item aligns with the Public and Government Affairs Strategic Business Plan goals to provide strategic outreach, engagement and consultation services to county elected officials, departments and community organizations, so they can build public trust and awareness, and achieve their strategic and operational results and Clackamas County residents will be aware of and engaged with county government.
- This item aligns with the County's Performance Clackamas goals by building public trust through good government.

LEGAL/POLICY REQUIREMENTS:

Staff liaisons will coordinate and track the completion of the acknowledgement forms and training.

PUBLIC/GOVERNMENTAL PARTICIPATION:

PGA coordinates the recruitment and approval of all ABC volunteers. Each ABC is supported by a staff liaison from a department whose mission is served by the ABC.

OPTIONS:

1. Approve the creation and implementation of the Clackamas County ABC Volunteer Code of Conduct.
2. Do not approve the creation and implementation of the Clackamas County ABC Volunteer Code of Conduct.

RECOMMENDATION:

Staff recommends:

1. Option 1. Approve the creation and implementation of the Clackamas County ABC Volunteer Code of Conduct.

ATTACHMENTS:

ABC Volunteer Acknowledgment Form

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval s/Tim Heider

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Tim Heider @ 503.742.5911
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CLACKAMAS COUNTY

TITLE: Advisory Body & Volunteer - Code of Conduct Policy

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I. **PURPOSE/SCOPE**

To communicate the expectations for Clackamas County advisory board/volunteers to demonstrate the highest standards of legal and ethical conduct in service to the county.

The Core Values of Clackamas County are *Service, Professionalism, Integrity, Respect, Individual Accountability and Trust*. [The volunteer code of conduct is intended to clarify the importance of Our Core Values and to ensure that public participation at Clackamas County is safe and welcoming.](#)

Clackamas County is committed to providing consistently high quality services and supports to clients and community at large consistent with our mission and goals. This includes maintaining a culture that promotes ethical behavior [and a welcoming environment](#).


Clackamas County recognizes that its greatest strength lies in the talent of its employees, volunteers and governing/advisory boards, and expects its employees, volunteers and governing/advisory board members to treat their clients and colleagues with respect, dignity, and courtesy and to avoid conflicts of interest, or the appearance of such conflicts.

It is important for Clackamas County volunteers and governing/advisory board members be committed to:

- Immediately acknowledge any biased, discriminatory, or harassing behavior in a meeting environment.
- Creating a safe, comfortable meeting environment in which all members and the public at-large feel heard and encouraged to fully participate.

As such, Clackamas County volunteer and governing/advisory board members should be sensitive to the way in which their actions and communications may be received by others.

Although each individual is ultimately responsible for their own conduct, Clackamas County is committed to assisting its governing/advisory boards and volunteers in these efforts by maintaining an environment that promotes these standards and encourages volunteers and governing/advisory boards to demonstrate the highest ethical standards in performing their advisory or volunteer role.

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II. POLICY

- A. Clackamas County encourages volunteers and governing/advisory board members to demonstrate the highest ethical standards in performing their advisory or volunteer role.
- B. That Code of Conduct requires that all members of Clackamas County Governing/Advisory Boards or Volunteers:
 - (1) Serve the best interest of the advisory board or committee as a whole regardless of personal interests;
 - (2) Conduct open, fair and well-publicized meetings;
 - (3) Treat all staff, colleagues, and members of the public with respect and dignity (without regard to race, religion, creed, color, gender, economic status, sexual orientation, age, or any other characteristic);
 - (4) Embrace and adopt the County's - **Our** Core Values of Service, Professionalism, Integrity, Respect, Individual Accountability, and Trust.
 - (5) Provide **opportunities for meaningful participation by all communities.**
 - (6) Perform duties without bias for or against any individual or group;
 - (7) Act within the boundaries of authority as advisory to the Board of County Commissioners;
 - (8) Comply with all other aspects of **Oregon public records law, public meeting law, ethics law, and election laws;**
 - (9) Report all concerns or alleged violations promptly to advisory body Chair and staff liaison and/or their director;

Advisory body/volunteer liaison Responsibilities

- 1. Model ethical behavior and foster a culture of transparency by listening and being receptive to volunteer and governing /advisory board member's concerns about observed or perceived issues.
- 2. Monitor and ensure compliance with the Code of Conduct, County policies and standards, and federal, state and local laws and regulations.
- 3. Take corrective action to **report** or address issues and violations **not consistent with the Volunteer Code of Conduct**
- 4. Prevent retaliation against any governing/advisory body member or volunteer who reports or assists in an investigation into an issue or possible violation.

All county staff have the responsibility to report behavior not consistent with the volunteer code of conduct to a supervisor, manager or director. The report will be investigated and action will be taken to resolve the issue up to or requesting the Board of County Commissioners remove the volunteer in question.

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Removal Process:

Any member of a Clackamas County Advisory Board or Commission (ABC) may be removed by a vote of the Board of County Commissioners (BCC). The BCC may enter an order removing an ABC volunteer if the BCC finds any of the following:

- a) It's in the best interests of fellow ABC volunteers
- b) The volunteer in question has failed to regularly follow the Advisory Board or Commission's adopted bylaws; or
- c) That the volunteer has failed to comply with the code of conduct.



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SIGNATURE PAGE

Advisory Body Applicants and Volunteers must sign this document to acknowledge they understand the information provided in the document and the accompanying policies.

Failure to meet these standards, and all other standards outlined in this County policies and procedures may result in termination of Advisory and/or volunteer service.

This document will be retained in the volunteers' file for this activity.

Volunteer Printed Name

Volunteer Signature and Date

Staff Liaison Printed Name

Staff Liaison Signature and Date

History: First draft issued on 12/18/18

Second draft issued 1/24/19

Third draft issued 3/06/19

Fourth draft issued on 3/21/19