

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS
Study Session Worksheet

Presentation Date: 5/13/14 **Start Time:** 3:30 pm **Approx. Length:** 30 minutes
Presentation Title: Advisory Boards and Commissions (ABCs) Update
Department: Public and Government Affairs
Presenters: Gary Schmidt and Amy Kyle

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

This is an update on recent changes to the ABC recruitment and appointment process as directed by the Board of County Commissioners (BCC) on 10/29/2013. Following direction from the BCC, Public and Government Affairs (PGA) has implemented the following changes to the ABC program:

- Begin recruitment process 90days in advance
- Update bylaws to include terms, quorum rules and public meeting requirements
- Ensure all applicants apply for open positions, including those being reappointed

EXECUTIVE SUMMARY:

Public and Government Affairs coordinates the recruitment and appointment process in coordination with the department liaisons for the Clackamas County Advisory Board and Commission (ABC) program.

Since BCC direction in October 2013, PGA has implemented the following changes to the ABC Program:

- Notification must be made to PGA 90 days in advance of an ABC recruitment opening. Once notified, PGA will begin the recruitment process.
 - PGA is coordinating with liaison's to begin the recruitment process 90-days in advance of term expirations. This provides adequate notification to the BCC to determine whether they would like to be involved in the interview process prior to formal appointment.
 - PGA is asking departments to continue the recruitment process until each position identified in the bylaws is filled.
 - Each candidate must fill out a new application even if they are seeking reappointment. The application provides up-to-date information, including participation on other ABC's.
 - PGA is providing an excel spreadsheet to the Policy Coordinators each week identifying active recruitments, which appointments are scheduled for the BCC, how many vacancies and upcoming recruitments.
 - There are circumstances where the 90-day recruitment does not apply, such as when a position is vacated prior to the end date.
- Although there are no limits to how many terms a volunteer can serve (unless specified in the bylaws or directed by the BCC), each ABC liaison has been asked to update or draft a set of bylaws that specify term lengths, quorum rules and public meeting requirements.
 - PGA has asked department liaisons to work with County Counsel to draft (if they do not have bylaws) or update their bylaws to include term

- expirations, quorum rules, and public meeting requirements. Currently, the ABC's work with County Counsel for guidance on bylaws prior to approval.
 - ABC's (such as the Enhanced Law Enforcement Advisory Committee) are in the process of seeking committee approval to their updated bylaws.
 - Currently, there is no internal process for bylaw approval. Bylaws are approved and managed by the associated department and the ABC.
- All applicants must complete an application including reappointments, during the open recruitment period.
 - To ensure a consistent process all applicants, including those being reappointed, must fill out a new application. It is at the discretion of the staff liaison, committee and the BCC to decide if a person can be reappointed, unless term limits are identified in the bylaws.
 - PGA has created a database that keeps a record of who has applied, who has been appointed and who is serving on each ABC.

In addition to the changes mentioned above, PGA has implemented additional procedures to enhance internal communication, ensure recruitment and appointment consistency and to create better two-way communication with citizens. In addition to the changes above, PGA is:

- Training department liaisons to educate them on the ABC appointment process and required paperwork (these will be annual trainings).
- Working with TS to create better access to the ABC webpage and ease for the online application process.
- Looking at options for ABC's that are no longer active or no longer serve the purpose for which they were created.
- Creating a new system to organize databases, documents and information about each ABC.
- Coordinating with department liaisons to correspond with incoming and outgoing volunteers thanking them for their interest or service and letting them know their application status.
- Coordinating with departments to remind them of pending ABC term expirations.
- Enhancing the recruitment process to include new and innovative ways of recruiting members.
- Communicating regularly with Policy Coordinators showing the status of open recruitments and upcoming recruitments.

LEGAL/POLICY REQUIREMENTS:

Each ABC follows requirements set forth in state statute, BCC ordinance or ABC bylaws.

PUBLIC/GOVERNMENTAL PARTICIPATION:

PGA provides support to County departments for the recruitment, appointment and creation of BCC appointed advisory boards and commissions.

OPTIONS:

Does the BCC have any changes or recommendation to enhance the ABC recruitment and appointment process?

RECOMMENDATION:

N/A

ATTACHMENTS:

Copy of the "appointment" letter

Copy of the "rejection" letter

Copy of the "thank you for your service" letter

Copy of the open recruitment spreadsheet

Copy of the upcoming recruitment spreadsheet

SUBMITTED BY:

Division Director/Head Approval _____

Department Director/Head Approval s/Gary Schmidt

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Gary Schmidt @ 503-742-5908

May 6, 2014

Nancy Bush
1355 Fall Oaks Court
West Linn, OR 97068

Dear Nancy:

It is with great pleasure that we appoint you to the Clackamas County Parks Advisory Board. Your term runs through December 31, 2016.

As a Clackamas County advisory board member, you are participating in a long and proud tradition of citizen governance. Your generous contribution of time and stewardship ensures the continuance of citizen participation. As an advisory board member, you are part of a team that invests in local government, which will increase the quality of life in Clackamas County.

Citizen involvement may require a great deal of time and energy but the rewards of public service will make it worthwhile. Working together we can shape the future of our county. Thank you for your continued service to Clackamas County.

Sincerely,

**Clackamas County
Board of Commissioners**

January 8, 2014

Thomas D. Eskridge
P.O. Box 915
Molalla, OR 97038

Dear Thomas:

Thank you for applying to serve on the Clackamas County Parks Advisory Board. Although you were not selected to serve this term on the board, we appreciate your time and interest in serving on it.

As a Clackamas County resident, you are valued as a participant in a long and proud tradition of citizen governance. We would ask that you continue to show your interest and that you keep your options open in continuing to be willing to serve should the county find the right fit for you and your interests and abilities.

Citizen involvement requires a great deal of time and energy but the rewards of public service will make it worthwhile. Working together we can shape the future of our county. Thank you for your continued interest in serving Clackamas County.

Sincerely,

Clackamas County
Board of Commissioners

February 18, 2014

Dear Jack:

We would like to thank you for your service to the Clackamas County Aging Services Advisory Council.

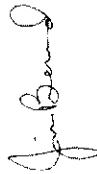
You have participated in a long, proud tradition of citizen governance, and we as commissioners would like to acknowledge each minute of your time and stewardship as a sacrifice. Citizen involvement requires a good deal of time and energy.

As commissioners, we and the county as a whole have benefited from the input you have contributed. You have helped shape the future of Clackamas County.

Your efforts are appreciated. Thank you.

Sincerely,

Clackamas County Board of Commissioners



Jim Bernard



John Ludlow



Martha Schrader



Paul Savas



Tootie Smith

Clackamas County Open ABC Recruitments 5/1/14

<i>Committee</i>	<i>Open Date</i>	<i>Closing Date</i>	<i>Applicants to date</i>	<i>Status</i>	<i># of Openings</i>
Committee for Citizen Involvement	Wednesday, November 20, 2013	Closed	5 applicants	Department Review In process	1
Planning Commission	Tuesday January 21st	Closed	8 applicants	Sent to BCC to setup Study Session 4/30	2 <small>1 application received after deadline on 4/7/14</small>
Mental Health and Addictions Council	October 23rd. 2013	Closed	15 applicants	Department Review In process	4 <small>1 application received after deadline on 4/8/14</small>
Pedestrian/Bikeway Advisory Committee	Tuesday March 18th	Thursday May 29th		Extended Recruitment	1
Emergency Medical Services Council	Ongoing	Closed	4 applicants	Sent to BCC	1
Extension and 4-H Budget Committee	Monday March 24th	Closed	3 applicants	Department Review In process	2
Clackamas County Service District #5	Monday March 31st	Thursday May 29th		Extended Recruitment	2
Milwaukie Center Advisory	Monday March 7th	Thursday May 29th		Extended Recruitment	1
Aging Services Advisory Council	Thursday, March 20, 2014	Closed	4 applicants	Sent to BCC to setup Study Session 4/30	4
Library Board of Trustees	Monday March 7th	Thursday May 29th	2 applicant	Open	1
Clackamas County Arts Alliance	Tuesday March 18th	Closed	7 Applications	Department Review In process	1 <small>1 application received after deadline on 4/22/14</small>
Historic Review Board	Monday March 24th	Thursday May 29th	3 applicants	Extended Recruitment	6
Diversity Leadership council	Monday March 24th	Thursday May 29th	2 applicants	Extended Recruitment	10
Parks Advisory Board	Monday February 17th	Tuesday May 20th	1 Applicant	Open	2

ABC Openings next 90 Days for 2014

Committees	Openings	Term Expiration Date
Planning Commission	2	April 30th
Health Centers Board	1	March 31st
Emergency Medical Services Council	5	March 31st
Clackamas County Extension & 4-H Service District Budget Committee	2	April 30th
Tourism Development Council	3	June 30th
Workforce Investment Council	2	June 30th
NCPRD Budget Committee	3	June 30th
Citizens for committee Involvement	2	June and July
Aging Services Advisory	5	June 30th
Clackamas County Arts Alliance	3	June 30th
County Library Budget	2	June 30th
Community Action Board	3	June 30th
Mental Health and Addictions	3	Feb 28th
Forest Advisory Board	5	June 30th
Clackamas County Vetrans Advisory Council	8	July 30th
Library Board of Trustees	1	July 30th
Enhanced Law Enforcement Service District Budget	2	June 30th

**These are in addition to the active recruitments that
PGA has opened right now receiving applications.