

MEMORANDUM

TO: Clackamas County Board of County Commissioners
FROM: Gary Schmidt, County Administrator
RE: Position 4 Commissioner Appointment Interview Process
DATE: April 29, 2025

REQUEST: Board of Commissioners discussion on interview and deliberation process for Clackamas County Commissioner Position 4.

BACKGROUND: On March 11, 2025, Chair Roberts announced that there is a vacancy in the Clackamas County Board of Commissioners, Position 4, as a result of Commissioner Fireside's resignation. On March 18, 2025, staff presented the Board with options on the recruitment process for consideration and direction. The County began accepting applications on March 19, 2025, and the recruitment remained open until 5 pm on April 9, 2025. Staff received a total of 59 applications. Clackamas County Clerk McMullen verified the eligibility of the applicants on April 10, 2025. On April 24, 2025, the Board of County Commissioners met to select the top 5 candidates. Those top candidates have been invited to a public interview scheduled for Monday, May 19, 2025. Today, the Board will discuss the general logistics of the finalist interview and deliberation process.

Items for consideration:

- Given that the interviews will be public, does the Board wish to sequester the candidates and withhold their mobile devices?
- How will the order of interviews be decided?
- Will the interview questions be the same for all candidates?
- Will the interview questions be shared with the candidates ahead of the interviews?
- Does the Board wish to have timed responses to the interview questions?
- How will the Board handle additional questions?
- Will there be time for the candidates to ask their own questions?
- A 15 minute break will be built in between interviews, does the Board wish to use this time to debate amongst themselves?

RECOMMENDATION: The Board decides the logistics for the May 19, 2025, finalist public interviews and deliberation process.