

Division: Nondepartmental - All Other

Program Characteristics:

Program Description

The Office of the Board Clerk provides critical support for the Board of County Commissioners by managing Board meetings, providing information and notices on items brought before the Board and public, and maintaining board schedules and related public records. It maintains and disseminates information pertaining to adopted resolutions, orders, ordinances and proclamations. This work is accomplished with a focus on making this information as accessible as possible towards a goal of making Board actions, discussions, and policy considerations more equitable for people who communicate in different ways.

Board Clerks are responsible for the following:

- Notifying internal and external customers of scheduled meetings and cancellations.
- Managing a practicable board meeting calendar with many incoming competing requests.
- Notifying and enforcing document deadlines with internal and external customers.
- Providing the public with the agenda, testimony opportunities, notices of public hearings, and access to public records.
- Processing, posting, and distributing agenda submissions and documentation that result from Board action and directives.
- Preserving the official County records both electronically and on paper for perpetuity, ensuring access for future inquiries.
- Ensuring accessibility through close captioning, translation, and posting of videos and transcripts after meetings.
- Facilitating public testimony, both in person and virtual public testimony.
- The office pays for County membership in advocacy organizations including the National Association of Counties and Association of Oregon Counties.

Equity Statement

The Office of the Board Clerk is committed to timely and accessible posting of public meetings and materials, and to ensure that constituents are able to fully participate in public meetings in accordance with public meeting laws, through consistent communications and by providing accommodations as requested.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$353,871	\$0	\$375,090	\$0
Contractual Services	\$211,740	\$0	\$61,200	\$0
Materials & Supplies	\$322,660	\$30,000	\$489,754	\$30,000
Internal Services	\$289,798	\$0	\$318,812	\$0
Total GF/non-GF	\$1,178,069	\$30,000	\$1,244,856	\$30,000
Total Expenses:	\$1,208,069		\$1,274,856	
Program FTE	2.00	0.00	2.00	0.00
Total Revenue	\$0	\$0	\$0	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Total number of Board related documents processed (digital files).	4,500	4,500	4,500
Board Meeting Minutes uploaded and available to the public within two weeks.	100%	100%	100%