

**Commissioner Julia Brim-Edwards**

**Commissioner Meghan Moyer**

**May 29, 2025**

---

**Amendment: Create the Office of Commission Services**

The Office of the Board Clerk is currently a Nondepartmental office that reports directly to the Chair. However, given the Board Clerk's role as a central administrative support function serving the public and independently elected Commission, this amendment creates a new Office of Commission Services that reports to the Chief Operating Officer.

The Office of Commission Services will continue serving functions of the Board Clerk, provide centralized administrative services to Commission offices to facilitate public meetings and provide information on items brought before the Commission and the public.

The Office of Commission Services will manage all Commission meetings, agendas, records, administrative rules, and schedules. It will maintain and disseminate information pertaining to adopted resolutions, orders, ordinances and proclamations, and the Office will make this information as accessible as possible. For example, during some public hearings, the Office of Commission Services will ensure that translators are available for a variety of different languages so that members of the public can more easily communicate with the Board.

The Office of Commission Services will pay for the County's memberships in advocacy organizations including the National Association of Counties, Association of Oregon Counties, and Leader's Round Table. The Office of Commission Services will also be responsible for managing and implementing the newly adopted County Lobbying and Transparency Program.

Additionally, the Office of Commission Services will facilitate Board Staff meetings by supporting agenda management and coordinating with Department representatives. The Office of Commission Services will also assist in the coordination of constituent services for Commission offices and the appointments to County committees and advisory groups.

**This amendment moves Program Offer: 10011 Office of the Board Clerk into the Office of the Chief Operating Officer.**