

**Department:** Nondepartmental **Program Contact:** Marina Hovious

**Program Offer Type:** Existing Operating Program **Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**

### Executive Summary

The Office of the Board Clerk supports the Board of County Commissioners by managing the Board meetings and providing information on items brought before the Board and the public. The Office is responsible for ensuring that notices of Board meetings, the agendas for the meetings, and any official actions taken are posted for the public. The Office is focused on making this information as accessible as possible.

### Program Summary

The Office of the Board Clerk manages all Board meetings, agendas, records, indices, and schedules. It maintains and disseminates information pertaining to adopted resolutions, orders, ordinances and proclamations.

Board Clerks are responsible for the following:

- Notifying internal and external customers of scheduled meetings and cancellations
- Processing, posting, and distributing all agenda submissions and official documentation that result from Board action and directives
- Ensuring access for future internal and external inquiries
- Providing members of the public with agenda, notices of public hearings, and access to public records
- Preserving the official County records both electronically and on paper for perpetuity
- Providing information on upcoming Board items

The Office of the Board Clerk focuses on making the Board meetings and the information it provides accessible to as much of the public as possible. For example, during some public hearings, the Board Clerk ensures 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 the Board Clerk also provides live closed captioning during Board meetings and posts videos and transcripts after the meetings. During the COVID-19 pandemic, the Office adapted to provide virtual public testimony so that the public could still engage in the public hearings. By making the information more accessible, the goal is that the meetings will be more equitable for people who communicate in different ways.

The Office pays for the County's memberships in advocacy organizations including the National Association of Counties, Association of Oregon Counties, and Leader's Round Table.

### Performance Measures

| Measure Type | Primary Measure   | FY20 Actual | FY21 Budgeted | FY21 Estimate | FY22 Offer |
|--------------|---|-------------|---------------|---------------|------------|
| Output       | Total number of Board related documents processed (digital files).                                      | 4,500       | 5,000         | 4,000         | 4,000      |
| Outcome      | Board Meeting Minutes uploaded and available to the public within two weeks.                            | 90%         | 90%           | 80%           | 90%        |
| Outcome      | Board adopted resolutions, proclamations, orders & ordinances available to public within 1 week.        | 90%         | 90%           | 100%          | 95%        |
| Outcome      | All Board events have accessibility tools-including captioning and interpretation-available to public*. | N/A         | N/A           | 90%           | 100%       |

### Performance Measures Descriptions

Board related documents include board packets, proclamations, resolutions, orders, & ordinances. The output of documents processed is lower than previous years due to increased efficiency of documents saved electronically. \*A new outcome measure has been added to reflect the County's efforts and goal to ensure all members of our community have the tools to listen and engage with the County Board of Commissioners - amidst new virtual formats that have been adopted in light of the COVID-19 pandemic.

Revenue/Expense Detail

|                        | Adopted<br>General Fund | Adopted<br>Other Funds | Proposed<br>General Fund | Proposed<br>Other Funds |
|------------------------|-------------------------|------------------------|--------------------------|-------------------------|
| Program Expenses       | 2021                    | 2021                   | 2022                     | 2022                    |
| Personnel              | \$299,967               | \$0                    | \$309,462                | \$0                     |
| Contractual Services   | \$33,270                | \$0                    | \$33,910                 | \$0                     |
| Materials & Supplies   | \$332,230               | \$0                    | \$300,200                | \$0                     |
| Internal Services      | \$316,080               | \$0                    | \$327,028                | \$0                     |
| <b>Total GF/non-GF</b> | <b>\$981,547</b>        | <b>\$0</b>             | <b>\$970,600</b>         | <b>\$0</b>              |
| <b>Program Total:</b>  | <b>\$981,547</b>        |                        | <b>\$970,600</b>         |                         |
| <b>Program FTE</b>     | 2.35                    | 0.00                   | 2.35                     | 0.00                    |

| Program Revenues     |            |            |            |            |
|----------------------|------------|------------|------------|------------|
| <b>Total Revenue</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

Explanation of Revenues

Significant Program Changes

Last Year this program was: FY 2021: 10011 Office of the Board Clerk

In 2020, the County added live streaming to YouTube, an online form to receive public comment and budget comments and developed new abilities to accept testimony virtually with language interpretation. These increased community access efforts are now part of program outcome metrics.