

Program #10011 - Office of the Board Clerk

Nondepartmental **Program Contact:** Lynda Grow

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

Related Programs:

Program Characteristics:

Executive Summary

The Office of the Board accounts for all functions and expenditures necessary for efficient operation of the Board of County Commissioners, who work on behalf of citizens individually and as members of the Board. The Office of the Board supports the Board as a body by providing those things necessary for the Board to function effectively and collectively and provide information on items brought before the Board and public.

Program Summary

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

Board Clerks act to maintain the integrity of all Multnomah County processes and procedures pertaining to the Board of County Commissioners. They uphold the Board of Commissioners' Vision and support its Mission in their work.

Board Clerks serve as parliamentarians at all meetings, take minutes, prepare meeting records and notices and provide internal and external customer service, information and referral. They perform responsible clerical and research work associated with the proceedings of the meetings, the Board's actions and records; provide information on upcoming board items, post public notices, provide information and referral to the public; and, schedule meetings space and equipment,

Board Clerks are responsible for notifying internal and external customers of scheduled meetings and cancellations; processing, posting and distributing all agenda submissions and official documents that result from board action and directives of those documents and ensure ease of access for future internal and external inquiries. Board clerks provide members of the public with agendas, notices of public hearings, and access to public records. They provide custody of the records, books and documents of the Board and protect and preserve the official County records both electronically and on paper for perpetuity.

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.

| Performar | Performance Measures | | | | | | | | |
|-----------------|------------------------------------|----------------|-------------------|------------------|---------------|--|--|--|--|
| Measure Type | Primary Measure | FY14 Actual | FY15 Purchased | FY15 Estimate | FY16 Offer | | | | |
| Output | Number of Board Meetings Scheduled | 90 | 104 | 100 | 110 | | | | |
| Outcome | Number of Board Meetings Held | 90 | 100 | 90 | 100 | | | | |

Performance Measures Descriptions

Regular board meetings are held on Thursdays throughout the year. The Board meetings in Board Briefings and Executive Sessions on Tuesdays. Public Hearings, Budget Work Sessions and Special Meetings are scheduled as needed. Each of these meetings is individually convened and adjourned.

5/7/2015

Legal / Contractual Obligation

Commissioners affirm to support the Constitutions of the United States, the State of Oregon, the Multnomah County Home Rule Charter, and Multnomah County Laws. The Board adopts and publishes rules for the conduct of Board meetings, they serve as the governing body for Dunthorpe-Riverdale Sanitary and Service District No. 1; Mid-County Street Lighting Service District No. 14; sit as the County Budget Committee; The Hospital Facilities Authority; Public Contract Review Board; Multnomah County Board of Health and Multnomah County Library District Board.

Revenue/Expense Detail

| | Proposed General Fund | Proposed Other Funds | Proposed General Fund | Proposed Other Funds |
|--------------------------|--------------------------|-------------------------|--------------------------|-------------------------|
| Program Expenses | 2015 | 2015 | 2016 | 2016 |
| Personnel | \$222,687 | \$0 | \$277,219 | \$0 |
| Contractual Services | \$5,000 | \$0 | \$30,000 | \$0 |
| Materials & Supplies | \$228,638 | \$0 | \$234,374 | \$0 |
| Internal Services | \$453,395 | \$0 | \$394,253 | \$0 |
| Total GF/non-GF | \$909,720 | \$0 | \$935,846 | \$0 |
| Program Total: \$909,720 | | \$935,846 | | |
| Program FTE | 2.00 | 0.00 | 2.00 | 0.00 |

| Program Revenues | | | | | |
|------------------|-----|-----|-----|-----|--|
| Total Revenue | \$0 | \$0 | \$0 | \$0 | |

Explanation of Revenues

This is a General Fund program.

Significant Program Changes

Last Year this program was: FY 2015: 10011 Office of the Board Clerk

No significant changes.