

**Priority:** Accountability

**Lead Agency:** Non-Departmental - All

**Program Offer Type:** Existing Operating

**Program Contact:** Deb Bogstad

**Related Programs:**

**Program Characteristics:**

**Executive Summary**

This program accounts for expenses necessary for operation of board clerk functions; for centralized operation of the commission boardroom; first and sixth floor board conference rooms and sixth floor board clerk office and common spaces. The program accounts for expenses relating to internal and external commission meetings, board clerk and commission meeting related printing, dues and subscriptions, internal service telephones, data process, electronics, building management and distribution and postage, as well as salary and benefits for 1.80 FTE board clerk staff.

**Program Description**

The board clerk function of the program produces and publishes weekly commission meeting agendas, meeting tapes, annotated minutes; attends and participates in all meetings as board parliamentarian, takes minutes, prepares meeting records, prepares meeting information packets, processes and returns agenda documents, schedules and maintains the board meeting calendar, schedules and maintains the first floor boardroom and conference meeting room and sixth floor board conference room reservation calendars, maintains current board records and indexes, including adopted resolutions, orders, ordinances and proclamations, prepares and sends records to archives, maintains and updates the commissioners agenda website, and provides internal and external customer service and information and referral. Feedback from external and internal program customers is encouraged, solicited and collected throughout the year to provide process improvements and insure customer satisfaction.

**Program Justification**

The goal of the program is to provide clear, accurate and timely commission meeting information and to conduct commission business in an appropriately open and responsible manner. The priority result to be realized is answerable leadership, effective governance, understandable policy direction, fiscal prudence and accessible accountability to citizens, to community, business and government officials, and to county employees.

**Performance Measures**

Measure Type	Primary Measure	Previous Year Actual (FY05-06)	Current Year Purchased (FY06-07)	Current Year Estimate (FY06-07)	Next Year Offer (FY07-08)
Output	Number of Board Meetings Scheduled	148	142	160	160
Outcome	Number of Board Meetings Held	108	0	145	0
Outcome	Number of Board Meeting Documents Processed and Distributed.	534	0	550	550

**Performance Measure - Description**

Regular board meetings are scheduled each Thursday throughout the year. In addition to regular board meetings, the board meets each Tuesday and other days as needed for executive sessions, briefings, work sessions, budget hearings and other hearings. Each of these meetings is individually convened and adjourned. With the exception of lack of quorum due to unavoidable absences on the day of the scheduled meeting, (such as illness) notification of a cancelled meeting is sent out no later than one week prior to the meeting. The board clerk function of the program is responsible for notifying both internal and external customers of scheduled meetings and cancellations. The board clerk function of the program processes all agenda submissions and official documents which result from board action. These documents are processed in a timely fashion and distributed to the appropriate contacts so as to not hinder county function approved or directed by those documents and to ensure ease of access for future internal and external inquiries.

## Legal/Contractual Obligation

Upon taking office commissioners affirm they will support the Constitutions of the United States and the State of Oregon, the Home Rule Charter and Multnomah County laws. They adopt and publish rules for the conduct of Board meetings as required by the Home Rule Charter. The Board is the governing body for Dunthorpe-Riverdale Sanitary Service District No. 1; Mid-County Street Lighting Service District No. 14; sits as the County Budget Committee; The Hospital Facilities Authority; Public Contract Review Board and in other capacities. The board clerk insures that meetings and notices thereof comply with adopted Board Rules, Oregon Public Meetings Law and other statutory requirements and provides agenda notices to all persons/entities who have requested them via email, fax and/or US mail.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2007	2007	2008	2008
Personnel	\$123,585	\$0	\$145,119	\$0
Materials & Supplies	\$171,530	\$0	\$144,200	\$0
Internal Services	\$695,880	\$0	\$350,213	\$0
Subtotal: Direct Exps:	<b>\$990,995</b>	<b>\$0</b>	<b>\$639,532</b>	<b>\$0</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$990,995</b>	<b>\$0</b>	<b>\$639,532</b>	<b>\$0</b>
Program Total:	<b>\$990,995</b>		<b>\$639,532</b>	
Program FTE	1.50	0.00	1.80	0.00
<b>Program Revenues</b>				
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

This program is completely General Fund supported.

## Significant Program Changes

**Last year this program was: #10029, Centralized Boardroom Expenses**

There are no significant program changes this year.