

**Lead Agency:** Nondepartmental - All

**Program Contact:** Lynda Grow

**Program Offer Type:** Existing Operating

**Related Programs:**

**Program Characteristics:** In Target

### 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 information to the public.

Board Clerks acts 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.

### Program Description

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

Board Clerks serve as parliamentarians at all meetings, takes minutes, prepares 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 meeting space and equipment.

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	Previous Year Actual (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of Board meetings scheduled	130	110	110	110
Outcome	Number of Board meetings held	109	110	97	100
Output	Number of Board meeting documents processed and distributed	3,762	3,800	4,098	4,000

### Performance Measure - Description

Regular board meetings are held on Thursdays throughout the year. The Board meets 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.

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.

## 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 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 in other capacities. Board clerks insure that meetings and notices follow proper parliamentary procedures and comply with Board Rules, Oregon Public Meetings Law, the Secretary of State requirements, and other statutory requirements.

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
<b>Program Expenses</b>	2012	2012	2013	2013
Personnel	\$176,905	\$0	\$230,521	\$0
Contracts	\$30,000	\$0	\$5,000	\$0
Materials & Supplies	\$186,729	\$0	\$204,116	\$0
Internal Services	\$353,636	\$0	\$427,023	\$0
Total GF/non-GF:	<b>\$747,270</b>	<b>\$0</b>	<b>\$866,660</b>	<b>\$0</b>
Program Total:	<b>\$747,270</b>		<b>\$866,660</b>	
Program FTE	2.00	0.00	2.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

This is a General Fund program.

## Significant Program Changes

**Last year this program was:** #10017, Office of the Board

The most significant change has been conversion to electronic board packets. With the aid of iPads and the addition of Granicus software, the Board was able to significantly reduce its dependency on paper board packets. The Board, staff, and public, can review the Board's present meeting information or former agendas, packets, and minutes, resolutions, proclamations, ordinances, etc. Online access plus storage of videos, board packets, minutes and other related documents has made the preservation of the Board's record more transparent, accessible and research of same is more efficient.