

### STEP 3 – SAMPLE MINUTE FORMAT

After the Transcript is completed, it can be put in the MINUTES folder, but still called CAPTION. The next step is to **REVIEW AND EDIT** the text, as it is no longer a verbatim transcript. The Board Clerk has the right to eliminate redundancies, clean up inaudible or misunderstood text, finish sentences, correct words and sentences misunderstood by the captioners, and remove inappropriate language (swearing). *Ideally, the minutes are uploaded within 1 week of the meeting.*

1. Change the title in the Minutes folder from Caption to Minutes.
2. Use Control-Find, and search for “laughter” “gavel down” and “inaudible.” Correct those sentences or delete if they don’t impact the presentation.
3. Run Word Spell.
4. Add Speakers.
5. Make sure on long presentations, that the speaker’s name appears at least once on each page.
6. Done!
7. Submit to Board Clerk for review.
8. Board Clerk will notify when approved.
9. PDF, Upload to Granicus making minutes primary on Granicus.
10. Print out a copy for the permanent Minutes folder.

**Minutes** of the Board of Commissioners  
Multnomah Building, Board Room 100  
501 SE Hawthorne Blvd., Portland, Oregon  
Tuesday, March 3, 2015

### **BOARD BRIEFINGS**

Chair Deborah Kafoury called the meeting to order at 9:34 a.m. with Vice-Chair Jules Bailey and Commissioners Loretta Smith, Judy Shiprack and Diane McKeel.

Also attending were Jenny Madkour, County Attorney, and Lynda Grow, Board Clerk.

*[ALL CAPS TEXT IS THE BYPRODUCT OF CAPTIONING THIS PROGRAM.]*

**B.1 Board Briefing on FY2015 Budget Note: Workforce Development and Succession Planning Update. Presenters: Travis Graves, Director, Central Human Resources; Wayne Scott, Manager, Organization Development & Learning; and, Anna Plumb, Research Analyst, Budget Office.**

**Chair Kafoury:** GOOD MORNING, AND WELCOME TO THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS, BOARD BRIEFING, AND FIRST UP, WE HAVE WORKFORCE DEVELOPMENT AND SUCCESSION PLANNING.

**Mr. Graves:** I AM TRAVIS GRAVES, THE HUMAN COUNTY RESOURCES DIRECTOR, TO MY LEFT I HAVE ANNE PLUMB, WORKS IN THE DEPARTMENT OF COUNTY MANAGEMENT, AS OUR RESEARCH AND EVALUATION ANALYST. TO MY RIGHT IS WAYNE SCOTT, OUR TALENT DEVELOPMENT MANAGER.....

**B.2 Board Briefing on Multnomah County's Facility Asset Strategic Plan. Presenters: Sherry Swackhamer, Director of County Assets; Henry Alaman, Director of Facilities and Property Management; and, Peggidy Coffman Yates. Manager of Strategic Planning & Projects FPM**

Chair Kafoury: NEXT UP WE HAVE COUNTY ASSETS TEAM. WE ARE HAVING A PROBLEM, I'M SORRY.

I'M PEGGIDY COFFMAN YATES, MANAGER OF STRATEGIC PLANNING AND PROJECTS, IN FACILITIES AND THE DEPARTMENT OF COUNTY ASSETS.

Ms. Swackhamer: WE ARE EXTREMELY EXCITED TO PRESENT THE FACILITIES ASSET STRATEGIC PLAN. THERE IS A CULMINATION OF YEARS OF WORK THAT PEGGIDY AND HER TEAM HAVE DONE TO PUT THIS TOGETHER. I MUST SAY THAT IN MY YEARS IN FACILITIES, AND I'VE BEEN WITH THE OREGON.....

**B.3 Board Briefing on Financial Planning for Major Capital Projects. Presenter: Mark Campbell, CFO**

Chair Kafoury: GOOD MORNING.

Mr. Campbell: GOOD MORNING, I AM MARK CAMPBELL, THE CHIEF FINANCIAL OFFICER. THIS BRIEFING HAS TWO PRIMARY OBJECTIVES. THE FIRST IS TO OUTLINE THE PROCESS FOR EVALUATING AND MONITORING THE MAJOR CAPITAL PROJECTS FROM A GLOBAL FINANCIAL PERSPECTIVE.....

**ADJOURNMENT – 10:45 am**

ALL RIGHT. HAVING NO FURTHER BUSINESS, WE ARE ADJOURNED.

This transcript was prepared by LNS Captioning and edited by the Board Clerk's office. For access to the video and/or board packet materials, please view at: [http://multnomah.granicus.com/ViewPublisher.php?view\\_id=3](http://multnomah.granicus.com/ViewPublisher.php?view_id=3)

Submitted by:  
Lynda J. Grow, Board Clerk and  
Marina Baker, Assistant Board Clerk  
Board of County Commissioners  
Multnomah County