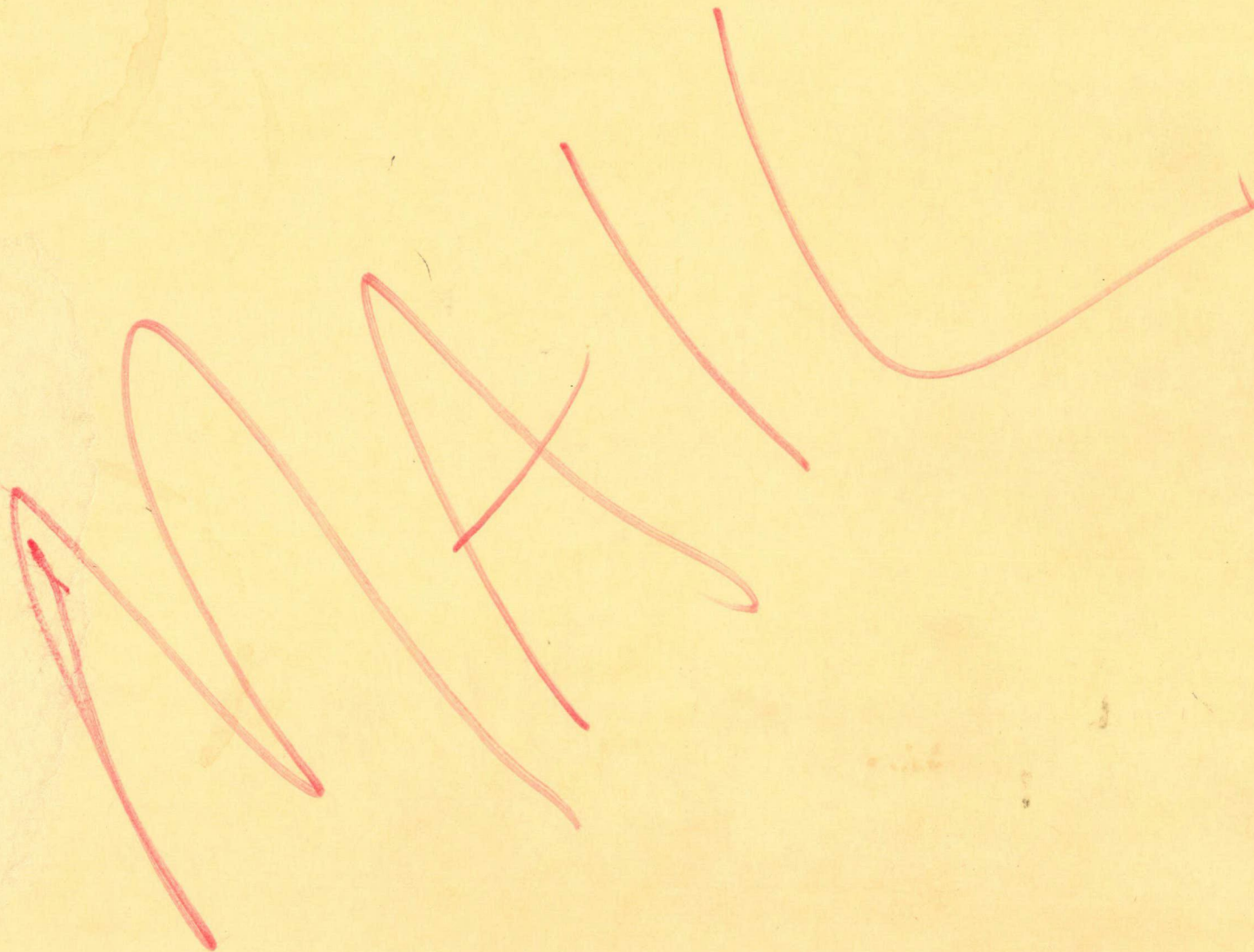
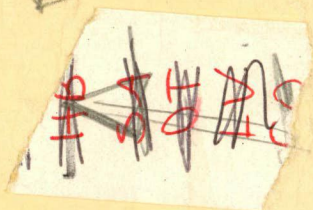


HISTORICAL SITES





# MULTNOMAH COUNTY HOME RULE CHARTER REVIEW COMMITTEE

May 25, 1983  
Minutes

Absent: Tanya Collier  
Leeanne MacColl

First session of the Multnomah County Charter Review Committee convened at 8:00 pm on May 25, 1983, in Room C of the Portland Building. Committee member Linda Rasmussen was appointed acting chair by unanimous vote of the Committee. The draft agenda for the meeting (attached) was approved and Dana Peck, acting staff member to the Committee, was asked to keep the minutes.

As its first action, each Committee member gave a brief description of his or her background. Subsequent topics discussed were:

- future meeting places and times
- the evening's schedule
- review of the history of the Charter Review process
- Committee administration concerns, including:
  - financial status of the Committee
  - personnel and hiring procedures
  - secretarial support
- granting voting privileges to the Committee's ad hoc member
- election of officers
- discussion of Committee organizational matters, including:
  - need for a Committee secretary
  - timing of the next meetings

## FUTURE MEETING PLACES AND TIMES

Chairman Rasmussen asked the Committee to consider future meeting dates and times. After discussion, the Committee decided on the following criteria for future meetings:

- scheduling meeting times to begin at 7:00 pm
- scheduling meeting locations for different locations around the county
- providing Committee members with at least one week's notice of meetings
- establishing a set day of the week -- Wednesday was selected -- for Committee meetings and hearings

## THE EVENING'S SCHEDULE

It was proposed that subsequent Committee business be delayed to allow for the arrival of absent Committee members. The Chair agreed to delay further Committee business until 8:45 pm.

## REVIEW OF MULTNOMAH COUNTY CHARTER REVIEW ACTIVITIES

Acting staff member Dana Peck reviewed the history of home rule provisions in Oregon, emphasizing the goal of providing more responsive local government.

#### COMMITTEE ADMINISTRATION - FINANCIAL STATUS

Availability of \$35,000 in one-time-only money from the Multnomah County General Fund was described to the Committee. This money is part of the 1983-84 budget, which goes into effect July 1, 1983. Possible free office space from the County was mentioned, as well as the need to consider how the Committee will select a staff member.

An additional consideration was how to staff the Committee after June 30, 1984.

#### COMMITTEE ADMINISTRATION - PERSONNEL

Recognizing that only 34 days remained until the funds were available, the Committee decided that hiring should be expedited with respect to staff support. Discussion occurred on qualifications and procedures relating to the hiring decision, and a Personnel Subcommittee was appointed to examine the issues associated with staff hiring, including:

- benefits
- work description/job description
- full time vs part-time employment
- selection criteria

Personnel Subcommittee members:

- Penny Kennedy, Chair
- Chad Debnam
- Carol Kirchner
- Frank Shields
- John Vogl

#### COMMITTEE ADMINISTRATION - SECRETARIAL SUPPORT

Potential for secretarial support provided by the County was discussed. Acting staff member Dana Peck expressed his opinion that little if any help should be expected in this area. The importance of clerical support to handle predictable work loads such as meeting minutes was mentioned, and the possibility of half-time secretarial support was brought up. Volunteer secretarial support was seen as undependable.

#### VOTING PRIVILEGES

The Chair raised the point that a non-voting member had been appointed to represent Senate District #3. Committee member Paul Thalhofer expressed his interest in further discussing this point.

Committee member Frank Shields stated that it was his opinion the Committee could give her a vote on Committee business. Committee member Roger Parsons requested information on reasons for not extending voting privileges, prompting a review of Senate District #3 not having 50% of its population in Multnomah County after the 1980 redistricting. Committee member Carol Kirchner stated that, under the existing charter, Senate District #3 would not have received any representation (note: Section 12.40(1) states: "The (Charter Review) Committee shall have two members appointed from each senatorial district having the majority of its voters within Multnomah County..."). The existing situation represents a solution agreed to by the State Senator, the County Executive, County Counsel, and the Attorney General (correspondence on file).



Committee member John Vogl stated his opinion that the Committee should give the Senate District #3 representative voting privileges. Committee member Thalhofer suggested that a legal opinion was needed, prompting Committee member Roger Parsons to suggest granting voting privileges now and requesting legal opinion of the Committee's action.

Committee member Florence Bancroft then made this motion:

That we recommend a full vote for Leeanne MacColl be granted by the Committee, subject to approval of legislative counsel in Salem.

The Chair put the question to the Committee. It carried unanimously.

#### ELECTION OF OFFICERS

The Chair opened nominations for Chair of the Committee.

Marlene Johnsen nominated Frank Shields. The nomination was seconded by Committee members Carol Kirchner and Ann Porter.

The Chair asked for further nominations for Chair of the Committee.

Committee member Paul Thalhofer nominated Linda Rasmussen. The nomination was declined.

The Chair stated that, hearing no further nominations, nominations were closed. A white ballot was requested by the Chair and agreed to by the Committee.

Frank Shields was made Chair of the Committee by unanimous vote.

The Chair opened nominations for Vice-Chair of the Committee.

Committee member Florence Bancroft nominated Carol Kirchner for Vice-Chair. Committee members Ann Porter and Penny Kennedy seconded the nomination.

The Chair stated that, hearing no further nominations, nominations were closed. A white ballot was requested by the Chair and agreed to by the Committee.

Carol Kirchner was made Vice-Chair of the Committee by unanimous vote.

#### DISCUSSION OF ORGANIZATION - MEETING TIMES

After discussion, the Committee determined that Wednesdays would be established as the meeting day. The next two meetings and their tentative agendas were established:

June 13, The Portland Building: discussion of Personnel Subcommittee findings and Committee bylaws alternatives.

June 22, The Portland Building: presentations on technical issues concerning home rule.

The meeting was then concluded at 9:48 pm.

Submitted:

  
\_\_\_\_\_  
Dana Peck



**WILLIAM J. RADAKOVICH**  
Multnomah County Clerk



1040 S.E. Morrison St.  
Portland, Oregon 97214  
(503) 248-3720

May 29, 1983

Rev. Frank Shields, Chairman  
Multnomah County Charter Review Commission  
c/o Sunnyside Methodist Church  
3520 SE Yamhill St.  
Portland, Or. 97214

Dear Rev. Shields:

In your review of our charter, I would like to bring to the Commission's attention a curious problem.

The 1983 Regular Session of the Oregon Legislature has passed House Bill 2052 (the House vote was 53 to 1; the Senate vote 21 to 8). The Governor has signed the legislation and it will be Chapter 7, 1983 Laws, effective 90 days after the session ends. This legislation eliminates all reference to what are commonly called 'ballot slogans' in Oregon Law.

Chapter XI, specifically 11.15 (3), of the current Multnomah County Charter provides in part "... the petition or declaration may contain a statement of twelve words or less of any measure or principles the candidate advocates or of the candidate's qualifications for office and such statement shall appear on the election ballot." This provision, to the best of my knowledge, will leave Multnomah County as the only jurisdiction in the state with ballot slogans.

Ballot slogans are costly, often irrelevant or misleading and amount to campaigning in the voting booth. Multnomah County fully supported their elimination before the Legislature and will appear at least foolish if they are not eliminated from Chapter XI of the Charter.

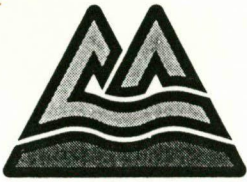
Sincerely,

MULTNOMAH COUNTY ELECTIONS DIVISION

William J. Radakovich, County Clerk

WJR:mm





## MULTNOMAH COUNTY OREGON

---

OFFICE OF THE COUNTY EXECUTIVE  
ROOM 1500 THE PORTLAND BUILDING  
PORTLAND, OREGON 97204  
(503) 248-3308

DENNIS BUCHANAN  
COUNTY EXECUTIVE

---

July 6, 1983

TO: Charter Review Mailing List

FROM: Dana Peck  
Acting staff member for the Charter Reveiw Committee

SUBJECT: ATTACHED MINUTES

On June 13, the Multnomah County Charter Review Committee held its second meeting. I have enclosed the minutes of that meeting for your information.

A third meeting to discuss legal counsel and to hear a technical presentation on history of home rule in Oregon was held on June 22. I will forward those minutes to you when they are approved by the committee.

The committee scheduled its fourth meeting for July 6. Sole topic of that meeting was interviewing candidates for the committee's staff position.

Please contact me if I can be of any assistance. My telephone number is 248-3308.

wwp



MULTNOMAH COUNTY HOME RULE CHARTER COMMITTEE

MINUTES

June 13, 1983

Absent: Tanya Collier  
Anne Porter

The second meeting of the Multnomah County Home Rule Charter Committee was convened by its Chair, Frank Shields, on June 13, 1983, at 7:06 pm in Room C of the Portland Building. The following matters were discussed:

- Approval of the minutes from the prior meeting
- Discussion of correspondence received
- Guidance to the staff on keeping correspondence files
- General discussion of committee procedures
- Appointment of a Parliamentarian
- Public disclosure statements
- Requirements for swearing in the committee
- Definition of a quorum and voting procedures
- Committee administration matters
  - personnel options
  - previous personnel actions
  - funding requirements
  - legal support
  - office location
  - selection of personnel option
  - staff salary level
  - interview procedures

APPROVAL OF MINUTES, ACTING STAFF

Minutes from the May 25, 1983, meeting were read and amended as follows:

- removed the word "attached" (relating to the removal of a staff discussion of personnel options) from page one;
- changed "June 1983" to "June 1984" from page three, correcting a typographical error.

The minutes were then approved as amended.

DISCUSSION OF CORRESPONDENCE

The Chair read a letter from the County Clerk, William Radakovich, suggesting the committee take action to remove ballot slogans from the election form.

CORRESPONDENCE FILES

Vice-chair Carol Kirchner stated that all committee members should receive copies of correspondence related to policy issues likely to come before the committee. Purely administrative correspondence need not be circulated, but it should be maintained in central files. The committee agreed with these proposals.



## CHARTER MINUTES

June 13, 1983

Page 2

### GENERAL COMMITTEE PROCEDURES

The Chair recognized Vice-chair Carol Kirchner for discussion of general committee procedures relating to ex parte communications related to policy issues likely to come before the committee as well as caucusing by committee members outside formal committee meetings.

After general discussion, the committee agreed that out-of session caucusing, especially as it relates to vote counting before committee meetings, was not acceptable practice. The committee's goal is to have all deliberations regarding charter review and general committee business in open session to both assure the broadest possible discussion and to reassure the public that all decisions have been made in an open setting.

A discussion of distinctions between informal communication and formal lobbying then occurred. The committee agreed that committee members themselves were well-prepared to make the distinction between general conversation and lobbying, and that lobbying efforts would be discouraged. Persons making formal lobbying efforts would be encouraged to bring their positions before the full committee in open hearings.

### APPOINTMENT OF THE PARLIAMENTARIAN

The Chair, with the agreement of the committee, appointed committee member Linda Rasmussen as Parliamentarian.

### PUBLIC DISCLOSURE STATEMENTS

The committee directed its acting staff member to investigate the need for committee members to file public disclosure statements.

### SWEARING IN REQUIREMENTS

Acting staff member Dana Peck mentioned that, although prior Charter Review Committees had been sworn in, the existing Charter has no provision requiring such action.

The committee agreed that a swearing in ceremony was not necessary.

### COMMITTEE PROCEDURES - DEFINITION OF A QUORUM

Committee member Roger Parsons proposed committee discussion of determining what would constitute a passing vote by the committee. General discussion on various options led to a proposal by Vice-chair Carol Kirchner that committee member Linda Rasmussen make a presentation on parliamentary procedure alternatives at the committee's next meeting.

Committee member Florence Bancroft then made the following motion:

That a quorum of this committee be those members in attendance at committee meetings, except for voting.

The motion was seconded by Carol Kirchner and Linda Rasmussen



## CHARTER MINUTES

June 13, 1983

Page 3

Discussion of the motion raised these points:

- the motion allowed the committee to receive public testimony no matter how many members were in attendance, a procedure which assured the public of receiving a hearing;
- how would committee members not in attendance receive information about issues on which votes may occur.

In response to the second point, the committee determined that future meetings and hearings would be tape recorded, with copies of the tape made available to absent committee members. This avoids the need for expensive transcription services.

The motion then passed unanimously.

Committee member Paul Thalsofer then made the following motion:

That in the event there are absent members of the committee when testimony is being received, the absent members will receive tape recorded copies of the testimony.

Committee member Florence Bancroft seconded the motion.

The motion passed unanimously.

Committee member Florence Bancroft then made the following motion:

That no business of this committee shall be passes with less than seven votes.

Committee member Penny Kennedy seconded the motion.

The motion passed unanimously.

### COMMITTEE ADMINISTRATION

The committee then entered into an extensive discussion of personnel issues.

#### Personnel Options

Committee member Penny Kennedy, Chair of the Personnel Subcommittee, reported on several meetings held by the subcommittee to discuss the hiring and retention of staff for the committee. The following requirements were proposed for the job description:

- experience in handling administrative details and meeting work deadlines
- familiarity with public relations procedures as they relate to both the committee's internal communications and external contact with the media and the public
- an ability to research technical issues associated with home rule and present findings based on that research
- general knowledge of legal concerns to assure questions with legal bearing are identified for the committee.

CHARTER MINUTES

June 13, 1983

Page 6

She went on to suggest that a subcommittee be established to rate applicants, with their best applicants being referred to an interview subcommittee. Ratings are to be completed between June 22-26.

Committee member Paul Thalsofer suggested bringing finalists from the interview subcommittee before the full committee for the final round of interviews. The committee agreed to this suggestion.

The Chair requested volunteers for the two subcommittees. The following responses were made:

- rating: Florence Bancroft  
Marlene Johnsen
- interview: Frank Shields  
Carol Kirchner

The Chair stated that he would discuss other subcommittee appointments over the following week.

The committee then discussed requirements for the clerical position. After discussion of this point, Florence Bancroft made the following motion:

That the secretarial position be advertised at the same time as the project manager position.

The motion was seconded by committee member Roger Parson.

Committee member Penny Kennedy proposed a friendly amendment that the secretarial position be held open longer. The friendly amendment was accepted by the motion's sponsor and her second.

The motion passed unanimously.

ADJOURNMENT

The committee then adjourned at 9:15 pm.



## CHARTER MINUTES

June 13, 1983

Page 4

The Personnel Subcommittee found these requirements of equal importance and did not attempt to prioritize them. Other topics suggested by the subcommittee included:

- establishing a salary level
- maintaining the committee's independence from the county
- hiring staff as close to July 1 as possible
- retaining independent legal counsel

Three staffing options were presented by the subcommittee:

1. Hire a staff member meeting all of the above criteria and using the remaining funds to retain legal counsel.
2. Hire a staff member to serve as a full-time researcher and administrator, provide half-time secretarial support, and use the remaining funds to retain legal counsel.
3. Hire a staff member meeting all of the above criteria and contract out for secretarial services as required.

The subcommittee explicitly rejected the idea of volunteer secretarial support in making its suggestions. It proposed calling the administrative staff member the "project manager" and hiring that person using the county's personal services procedures.

### Previous Personnel Actions

Subcommittee member Carol Kirchner reported on a telephone conversation with Jack Faust, chair of the previous Charter Review Committee. Mr. Faust strongly recommended hiring criteria which stressed research skills for the principal staff member, with clerical support provided by another person.

Based on this conversation, subcommittee member Carol Kirchner recommended Option #2.

### Funding Requirements

Discussion then shifted to committee funding requirements from the county.

Committee Chair Frank Shields expressed his concern that the committee work within the budget appropriated to it by the County Executive and the Board of County Commissioners.

After further discussion of staff salary requirements, committee member Paul Thalhofer stated that the committee should be prepared to request funds for July - August 1984 period to complete the committee's business. The Chair requested comment on this point from acting staff member Dana Peck, who stated that informal County Executive office discussions had explored that topic, and that a formal budget request from the committee to the County Executive may be required.

### Legal Support

The Chair raised the topic of seeking pro bono assistance. Vice-chair Carol Kirchner stated that if the committee sought independent counsel, it should first define 1) how to pay for it; 2) specifically what counsel

what counsel would be asked to do.

## CHARTER MINUTES

June 13, 1983

Page 5

Reporting further on her conversations with Jack Faust, she said the last committee's counsel did constitutional research and drafted the committee's amendments. She suggested this procedure for hiring counsel:

- first, the committee should decide on the scope of its legal needs
- second, a project manager should be selected
- finally, a firm willing to perform the work for \$2,800 to \$4,000 -- including some administrative costs -- should be identified and retained.

### Office Location

The Chair reported that office space would be provided by the county at its 47th and Burnside location and asked for clarification of what services would be provided.

Acting staff member Dana Peck informed the committee that the county could provide desk space, a typewriter, a telephone, and limited telephone answering at that location.

### Selection of Personnel Option

The Chair asked the committee if it was ready to select its preferred option for staff.

- Option #1 received no supporters
- Option #2 received unanimous support

The Chair stated that Option #2, the project manager-researcher with part-time clerical support was the committee's choice.

### Staff Salary Level

The Chair asked the committee to consider various salary levels for staff.

Committee member Paul Thalhoffer suggested that the committee reserve the right to set higher salary levels in the future should estimated overhead costs prove lower than the current estimates.

After further discussion of the salary levels, committee member Linda Rasmussen made the following motion:

That the project manager position be paid \$1,600 per month. That the secretarial position be paid \$550 per month.

Vice-chair Carol Kirchner seconded the motion.

The motion passed unanimously.

### Interview Procedures

Subcommittee Chair Penny Kennedy stated that the position would be advertised publicly and through the county's personnel mailing lists. Regular and supplemental application forms would be sent to interested individuals through the county's personnel office.





# MULTNOMAH COUNTY OREGON

---

OFFICE OF THE COUNTY EXECUTIVE  
ROOM 1500 THE PORTLAND BUILDING  
PORTLAND, OREGON 97204  
(503) 248-3308

DENNIS BUCHANAN  
COUNTY EXECUTIVE

---

## CHARTER REVIEW COMMITTEE

June 13, 1983

### Agenda

7:00 pm	Call to order
	Welcome
7:05	Review the minutes
7:10	Review correspondence
7:15	Discussion of Open Meeting Law - Ethics Commission
7:45	Discussion of County Counsel vs independent counsel
8:00	Personnel Subcommittee report
8:45	Other matters
9:00	Adjourn

Per/c

MULTNOMAH COUNTY HOME RULE CHARTER COMMITTEE

MINUTES

June 13, 1983

Absent: Tanya Collier  
Anne Porter

The second meeting of the Multnomah County Home Rule Charter Committee was convened by its Chair, Frank Shields, on June 13, 1983, at 7:06 pm in Room C of the Portland Building. The following matters were discussed:

- Approval of the minutes from the prior meeting
- Discussion of correspondence received
- Guidance to the staff on keeping correspondence files
- General discussion of committee procedures
- Appointment of a Parliamentarian
- Public disclosure statements
- Requirements for swearing in the committee
- Definition of a quorum and voting procedures
- Committee administration matters
  - personnel options
  - previous personnel actions
  - funding requirements
  - legal support
  - office location
  - selection of personnel option
  - staff salary level
  - interview procedures



APPROVAL OF MINUTES, ACTING STAFF

Minutes from the ~~March~~<sup>May</sup> 25, 1983, meeting were read and amended as follows:

- removed the word "attached" (relating to the removal of a staff discussion of personnel options) from page one;
- changed "June 1983" to "June 1984" from page three, correcting a typographical error.

The minutes were then approved as amended. ~~Acting staff member Dana Peck was asked to keep meeting minutes for the committee.~~

DISCUSSION OF CORRESPONDENCE

The Chair read a letter from the County Clerk, William Radakovich, suggesting the committee take action to remove ballot slogans from the election form.

CORRESPONDENCE FILES

Vice-chair Carol Kirchner stated that all committee members should receive copies of correspondence related to policy issues likely to come before the committee. Purely administrative correspondence need not be circulated, but it should be maintained in central files. The committee agreed with these proposals.

GENERAL COMMITTEE PROCEDURES

The Chair recognized Vice-chair Carol Kirchner for discussion of general committee procedures relating to ex parte communications related to policy issues likely to come before the committee as well as caucusing by committee members outside formal committee meetings.

After general discussion, the committee agreed that out-of-session caucusing, especially as it relates to vote counting before committee meetings, was not acceptable practice. The committee's goal is to have all deliberations regarding charter review and general committee business in open session to both assure the broadest possible discussion and to reassure the public that all decisions have been made in an open setting.

A discussion of distinctions between informal communication and formal lobbying then occurred. The committee agreed that committee members themselves were well-prepared to make the distinction between general conversation and lobbying, and that lobbying efforts would be discouraged. Persons making formal lobbying efforts would be encouraged to bring their positions before the full committee in open hearings.

#### APPOINTMENT OF THE PARLIAMENTARIAN

The Chair, with the agreement of the committee, appointed committee member Linda Rasmussen<sup>as</sup> Parliamentarian.

#### PUBLIC DISCLOSURE STATEMENTS

The committee directed its acting staff member to investigate the need for committee members to file public disclosure statements.

#### SWEARING IN REQUIREMENTS

Acting staff member Dana Peck mentioned that, although prior Charter Review Committees had been sworn in, the existing Charter has no provision requiring such an action.

The committee agreed that a swearing in ceremony was not necessary, ~~for the committee~~



COMMITTEE PROCEDURES - DEFINITION OF A QUORUM

Committee member Roger Parsons proposed committee discussion of determining what would constitute a passing vote by the committee. General discussion on various options led to a <sup>proposal</sup> ~~discussion~~ by Vice-chair Carol Kirchner that committee member Linda Rasmussen make a presentation on parliamentary procedure alternatives at the committee's next meeting.

Committee member Florence <sup>Bancroft</sup> ~~Barker~~ then made the following motion:

That a quorum of this committee be those members in attendance at committee meetings, except for voting.

The motion was seconded by Carol Kirchner and Linda Rasmussen.

Discussion of the motion raised these points:

- the motion allowed the committee to receive public testimony no matter how many members were in attendance, a procedure which assured the public of receiving a hearing;
- how would committee members not in attendance receive information <sup>about</sup> ~~on~~ issues on which votes may occur.

In response to the second point, the committee determined that future meetings and hearings would be tape recorded, with copies of the tape made available to <sup>absent</sup> ~~1~~ committee members. This avoids the need for expensive transcription services.

The motion then passed unanimously.

Committee member Paul Thalhofer then made the following motion:

That in the event there are absent members of the committee when testimony is being received, that absent members will receive tape recorded copies of the testimony.

Committee member Florence <sup>Bancroft</sup>~~Barker~~ seconded the motion.

The motion passed unanimously.

→ (attached) add <sup>FBI</sup> motion  
COMMITTEE ADMINISTRATION

~~no business of this committee shall be passed with less than seven votes.~~

The committee then entered into an extensive discussion of personnel issues.

#### Personnel Options

Committee member Penny Kennedy, Chair of the Personnel Subcommittee, reported on several meetings held by the subcommittee to discuss the hiring and retention of staff for the committee. The following requirements were proposed for the job description:

- experience in handling administrative details and meeting work deadlines
- familiarity with public relations procedures as they relate to both the committee's internal communications and external contact with the media and the public
- an ability to research technical issues associated with ~~xxx~~ home rule and present findings based on that research
- general knowledge of legal concerns to assure questions with legal bearing are identified for the committee.



The Personnel Subcommittee found these requirements of equal importance and did not attempt to prioritize them. Other topics suggested by the subcommittee included:

- establishing a salary level
- maintaining the committee's independence from the county
- hiring staff as close to July 1 as possible
- retaining independent legal counsel

Three staffing options were presented by the subcommittee:

1. Hire a staff member meeting all of the above criteria and using the remaining funds to retain legal counsel.
2. Hire a staff member to serve as a full-time researcher and administrator, provide half-time secretarial support, and use the remaining funds to retain legal counsel.
3. Hire a staff member meeting all of the above criteria and contract out for secretarial services as required.

The subcommittee explicitly rejected the idea of volunteer secretarial support in making its suggestions. It proposed calling the administrative staff member the "project manager" and hiring that person using the county's personal services procedures.

#### Previous Personnel Actions

Subcommittee member Carol Kirchner reported on a telephone conversation with Jack Faust, chair of the previous Charter Review Committee. Mr. Faust strongly recommended hiring criteria which stressed research skills for the principal staff member, with clerical support provided by another person.



Based on this conversation, sub-<sup>Carol</sup>committee member/Kirchner recommended Option #2.

#### Funding Requirements

Discussion then shifted to committee funding requirements from the county.

Committee Chair Frank Shields expressed his concern that the committee work within the budget appropriated to it by the County Executive and the Board of County Commissioners.

After further discussion of staff salary requirements, committee member Paul Thalhofer stated that the committee should be prepared to request funds for the <sup>July</sup>~~June~~ - August 1984 period to complete the committee's business. The Chair requested comment on this point from acting staff member Dana Peck, who stated that informal County Executive office discussions had explored that topic, and that a formal budget request from the committee to the County Executive may be required.

#### Legal Support

The Chair raised the topic of seeking pro bono legal assistance. Vice-chair Carol Kirchner stated that if the committee sought independent counsel, it should first define: 1) how to pay for it; 2) specifically what counsel would be asked to do. Reporting further on her conversations with Jack Faust, she said the last committee's counsel did constitutional research and drafted the committee's amendments. <sup>she</sup>~~Mr Faust~~ suggested this procedure for hiring counsel:

- first, the committee should decide on the scope of its legal needs
- second, a project manager should be selected ~~with a large~~
- finally, a ~~small~~ firm willing to perform the work for \$2,800 to \$4,000 -- including some administrative costs -- should be identified and retained.



Office Location

The Chair reported that office space would be provided by the county at its 47th and Burnside location and asked for clarification of what services would be provided.

Acting <sup>staff</sup> ~~staff~~ member Dana Peck informed the committee that the county could provide desk space, a typewriter, a telephone, and limited telephone answering assistance at that location.

Selection of Personnel Option

The Chair asked the committee if it was ready to select its preferred option for staff.

- Option #1 received no supporters
- Option #2 received unanimous support

The Chair stated that Option #2, the project manager-researcher with part-time clerical support ~~was~~ was the committee's choice.

Staff Salary Level

The Chair asked the committee to consider various salary levels for staff.

Committee member Paul Thalhofer suggested that the committee reserve the right to set higher salary levels in the future should estimated overhead costs prove lower than the current estimates

After further discussion of the salary levels, committee member Linda Rasmussen made the following motion:



That the project manager position be paid \$1,600 per month.

That the secretarial position be paid \$550 per month.

Vice-chair Carol Kirchner seconded the motion.

The motion passed unanimously.

#### Interview Procedures

Subcommittee Chair Penny Kennedy stated that the position would be advertised publicly and through the county's personnel mailing lists. ~~XXXXXXXXXXXX~~

~~XXXXXXXXXX~~ Regular and supplemental application forms would be sent to interested individuals through the county's personnel office.

She went on to suggest that a ~~XXXXXXXXXXXX~~ subcommittee be established to rate applicants, with their best applicants being referred to an interview subcommittee. Ratings are to be completed between June 22-26.

Committee member Paul Thalhofer suggested bringing finalists from the interview subcommittee ~~be brought~~ before the full committee for the final round of interviews. The committee agreed to this suggestion.

The Chair requested volunteers for the two subcommittees. The following responses were made:

- rating: Florence <sup>*Agnew*</sup> ~~Barker~~  
Marlene Johnsen
- interview: Frank Shields  
Carol Kirchner

The Chair stated that he would discuss other subcommittee ~~XXXXXXXXXX~~ appointments over the following week.

~~After discussion, the committee decided to have a later closing date for~~



~~the-secretarial-position-to-allow~~

The committee then discussed requirements for the clerical position. After discussion of this point, Florence <sup>Bancroft</sup>~~Barker~~ made the following motion:

That the secretarial position be advertised at the same time as the project manager position.

The motion was seconded by committee member Roger Parsons.

Committee member Penny Kennedy proposed a friendly amendment that the secretarial position be held open longer. The friendly amendment was accepted by the motion's sponsor and her second.

The motion passed unanimously.

#### ADJOURNMENT

The committee then adjourned at 9:15 pm.



~~7-95~~ Charter

6-17-83

→ send Radovich letter out with next minutes

yes

✓ check: do committee members have to file disclosure statements

→ read Faust report to committee members

✓ follow up on legis. counsel review with Joan Johnson

✓ get etter materials out

✓ line up etter

✓ announce next meeting

✓ schedule meeting room

✓ retype minutes

✓ send minutes, press to elected officials

• log, summarize correspondence

F. Shields

~~resume~~

✓ rating committee appointment - add 1

✓ interview committee: 5

→ ~~check Petnam name, address~~



other

- ✓ last minutes
- ✓ last report

no swearing in

- ✓ legal counsel review

✓ June 22

Etter

Plymridge

- ✓ budget : until June 30, 1984

✓ paid all own expenses last time

- ✓ location : 47th & Burnside

- ✓ counsel : next time

Etter mat. : will send

~~Etter : will confirm~~

Nosee : charter revision notes (oct. 1979)

→ get Chad's address again



1  
6-17-83

Thalhoffer	Debnam	Itar Coll
Rasmussen	vogl	Parsons
Bancroft	Kennedy	Johnson
Mirchauer	Shields	

## Charter

place

7:06  
7:15 pm  
Rm C  
Portland Bldg.

absent: Collier  
Porter

check: Debnam address

minutes

eight members present

CK

amended pg. 1 to remove word "attached"

FB

amended pg 3 <sup>June</sup> ~~July~~ 1983 → 1984

(Mac Coll, Parsons arrived)

set up summary  
log FS

acting  
recorder

minutes approved unanimously

agreed to allow DP to take minutes

FS

Radokovich

read Radokovich letter suggesting ballot book  
stoppage be removed ~~in~~ charter  
(- letter on file)

proposed central file of correspondence  
future staff should assure all committee members  
receive copies of correspondence

admin-CK  
corres.

→ ~~FS~~

send Radokovich letter out with next minutes  
described materials on her representative from  
Senator Nyles

CK

should these kinds materials be circulated  
as guidance, see need to review policy-related  
materials

- not time for purely admin. matters, as  
long as are on file

FS

CK

comm.  
procedure

opens to CK for discussion of procedures  
file should discuss:

- ex parte communications with  
those who may testify
- ask members to report content
- discourage ex parte comm
- deliberations should be in open, shouldn't  
caucus, count votes during session



(2)

feels latter doesn't inhibit full discussion  
- reassures public that all discussion  
occurring in open

itac if someone asks to lunch should then refuse?  
ck if know will be lobbying  
CD what if presents info might not otherwise  
have concerned that might harm selves by  
cutting self off

itac if info valuable should encourage to  
testify

RP does committee anticipate need for controlling  
debate in open forums

ck open meeting law allows people to attend  
committee can adopt own rules for germaneness  
LR can set timeliness, limit debate

JV has solicited opinions of friends on charter  
review

RP sees real problem with not getting widest  
view

- limits politicians  
LR individuals can judge when lobbying taking  
place as opposed seeking informal opinions  
meeting law addresses closed review of  
personnel issues

FS has had call from Graham resistant on review  
- should be kept open to interested parties  
should not caucus among selves, count votes  
didn't mean to constrain info sharing

ck - did want to address vote counting  
out of meeting

Parliamentarian

FS appoints LR Parliamentarian

PT feels open meeting law extremely important  
- nothing undermines credibility faster than  
counting votes as a clique  
personal survey of friends useful  
- different from lobbying, which should be  
be before group or discouraged

continued  
on  
procedure



(3)

- PT in open meetings, can set rules for chair to enforce
- PK agrees with PT
- ~~let~~ need info sharing, widest info but before group
- CD raised point because has been approached on phone to discuss issues
- sees it as a source of info
- LR sees strong lobbying on staff position
- this conversation will help provide guidance for cutting off that kind of lobbying
- CK with respect CD, is difference between lobbying, general conversation
- RP is a personal judgment on when moves from conversation to lobbying
- FS asks PT, as Trustlab council member, how would handle conversation that turned into lobbying
- PT would not discuss committee topic with, for example, Muller Commissioner
- PK can suggest that lobbying effort not be carried on except before full committee
- CK people in public office, especially, understand it
- JV sees no problem among committee members between pressure lobbying and honest discussion

---

disclosure → see if members must file disclosure statement.

Q mentioned prior committee sworn in  
swearing in current charter doesn't require

committee agreed not necessary



(4)

admin-  
FS  
personnel  
PK  
options

moves to Res. Sub.

met several times to discuss hiring, retention of staffers

1- what requires

1. admin detail, deadline work

2. PR

- internal

- external

- needs to work all committee, public, media

3. research issues, present findings

4. legal expertise

- see someone with enough knowledge to at least flag legal concerns

committee found impossible to prioritize these issues

- equally important

also asked about salary level

2- staying independent from county

3- hire as close to July 1 as can

4- get independent legal counsel

project  
mgr. 1.

resolution - options

hire staffer meeting above criteria, rest on legal

2- half-time clerical, full time research  
- rest on legal

3- full-time, meeting above criteria  
- contract out research

rejected idea of volunteer



(5)

1. ~~recommended~~: full time project mgr  
personal services contract  
\$1700/month
2. if hire half-time time sec, \$900-600/month
3. cost of sec. service unknown  
- difficult option

1. would be paying person \$9.80/hr. when  
doing clerical, on occasion  
- does have \$14,000 for legal

assumes can get funding after June 29, 1984

2. office mgr. role, more research time  
- less for legal

RP  
admin. - <sup>quorums</sup>  
proc.

raises point that must determine what a  
passing or vote will be before continue  
business

ck  
(general discussion of various options for setting  
voting majority, quorums)

ck  
suggests that adopt rules for doing business now  
- have ~~ck~~ LR make presentation next  
time on alternatives

FB  
motion: moves that quorum of this committee be  
those members in attendance <sup>at comm. meeting</sup> except  
for voting

ck, B  
LR

seconds  
speaking in favor: allows to receive testimony  
no matter number of people

RT

discussion: what if have limited number committee  
members receiving testimony on issues may  
have to vote on



⑥

motion passes unanimously

8 suggest taping ~~for~~ meetings  
- transcribe as requested by committee

FB motion: moves that no business of committee shall be passed by less than seven votes

CLC records  
~~discussion~~

AP ~~vote single majority~~  
(some discussion)  
passes unanimously

PT admin - suggests that have tapes transcribed  
LR recording - cost of transcription are high  
- should make tapes available

PT sees need for transcription  
CD should we send out tapes or have transcribed  
PT reiterates need for transcription  
FB suggests copying tapes  
PT agrees with idea of tape copies  
(further discussion)

PT motion: moves that in event are absent members of comm when testimony being received, that absent members receive tape copies of testimony

FB records  
passes unanimously

CLC returns to:  
admin -  
personnel  
historical  
(reporting on calls made for committee)  
Faust felt made mistake in not having staff person do research  
- should let someone else to clerical, recode  
suggests second option as best course



(7)

RP

agrees with that position

concerned that only \$7400 left

- may be able to cut researcher / mgr. salary

when have clerical support

funding  
requirements

also, don't want to appear to be a big  
spending committee and have

- ~~can~~ BCC may not give more funds

- more funds could hurt image

(discussion of salary requirements)

PT

not concerned about asking for <sup>July-Aug</sup> ~~1754~~ funds if  
required to keep complete committee's business

θ

FS

asked for comment from RP

θ

mentioned need for formal budget request  
on basis informal ST conversation, felt could be  
pursued

PK

need to further discuss qualifications required  
should recognize importance of matching personnel  
to job description

FS

CK

legal  
asst

raises idea of ~~pro bono~~ legal assistance  
if go to independent counsel:

- how to pay for it

- what do they do

last counsel did constitutional work, drafted  
amendments

got suggestion that:

- ~~decide on~~

- have

- decide on scope of legal needs

- hire project mgr

- look for small firm willing to take  
work to gain reputation (\$2800-\$4,000\$  
including some of costs



(8)

FS ~~entertain~~

(reviewed options)

~ (further discussed overhead costs)

FS

location

raises 47th + Burnside opportunity

&

what's involved

desk, typewriter, phone

- limited phone answering

CD

see excessive travel time as person comes into town to use research facilities

FS

ask committed if ready to vote on staff options

vote  
on  
options

- # 1. no one favored  
2. unanimously favored  
3. not voted on

FS

PT

salary

ask consideration of salary

should reserve right to have higher salary if overhead costs -- now only estimated -- prove lower than anticipated

CD

might want to include some per diem to cover travel downtown

itac

research tends to be an all-day process when it is done

- probably won't be commuting on research days

(further salary level discussion)

GR

LR

move:

pay mgr \$1600/month

(~~\$19,200~~)

sec. \$550/month

ck

seconded

passed unanimously



9

interview  
procedure  
proj.  
mgr.

PK will advertise, use county's mailing lists,  
- will close on June 21  
- regular + supplemental application forms  
suggests <sup>7-person</sup> subcommittee to rate applications  
suggests 7-person interview subcommittee  
rating done between 22-26  
after rated, those getting highest called for interviews

PT questions asked for rating sub.  
PK expedites review process  
doesn't hurt interview committee  
- can reduce bias

FB involves more members of committee in process  
PT suggests bringing ~~commit~~ finalists ~~among~~ before  
full committee

RB interview committee could narrow down further  
FS suggests 10-15 from rating, 3 from interview  
asks volunteers for rating: FB, MJ,  
interview: FS, CK  
will check with Tanya on working on me or other  
CO volunteers for rating pending <sup>personal</sup> schedule

→ send Janet report to committee members

interview  
procedure  
for  
secretary

PT need to discuss how to hire secretarial person  
let project mgr. handle it  
do we need to advertise

PK could add it into ad for project mgr.  
PT feels should advertise it at same time  
- keep process as open as possible

FB will both be personal services

CK yes  
LR what criteria to test secretary, <sup>supplemental</sup> application not enough  
- need a skills test

PK suggests later closing date for secretary  
- let project mgr. do it



(10)

PT motion : advertise sec. with project mgr

RP sec. made

RP friendly amendment  
PT ~~as suggests~~ keep sec. position per longer  
PT accepted

passed unanimously

adjourned 9:15 pm

→ ✓ follow up with Joan Johnson

✓ send Faust report

✓ confirm office space, equip., back number

→ disclosure statement

→ send Radokovich letter

✓ complete subcommittee appointments

✓ - rating

✓ - interview

✓ minutes, info → Clerk

→ ✓ get copy of minutes

✓ presentation on parliamentary procedure options

→ tape recorder