

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

In the Matter of the Formation the) ORDER
Tillamook County Executive Team;) #24-061
Appointment of Members)

This matter came before the Tillamook County Board of Commissioners on November 27, 2024 at the request of the Rachel Hagerty, Chief of Staff. The Board of Commissioners, being fully apprised, finds as follows:

1. On October 2, 2024, the Tillamook County Board of Commissioners adopted the Tillamook County Strategic Plan 2024-2028.
2. On October 9, 2024, the Board of Commissioners approved Order #24-061 creating a Central Services Department and Chief Administrative Officer (CAO) position, and appointing Rachel Hagerty as the CAO.
3. The Board finds value in establishing an executive team to serve as a support and advisory body to the CAO with the purpose of accomplishing county strategic plans, goals and objectives adopted by the Board in an efficient and effective manner.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT, effective December 1, 2024:

4. The Tillamook County Board of Commissioners approves the formation of the Tillamook County Executive Team.
5. The Team is a working committee, with members expected to undertake assignments and report back to the Team for consideration.
6. The CAO shall task the Team with timelines and work expectations, after consultation with the Team and members' availability. Tasks generally include providing recommendations and research, as well as executing other special assignments as requested by the CAO. Specific tasks may include:
 - Strategic planning;
 - Central Services Department evaluations;
 - Process improvements;
 - Financial planning;
 - Annual budget process;
 - Job reclassifications;
 - Wage and compensation studies; and
 - Employee events.
7. Including the CAO, who shall serve as the Team chair, the Team shall be comprised of between five and seven members from the county leadership or manager teams who are not elected.

8. The Team shall include members who complement each other's skills and capacities. The appointment shall be made based on skill integration and the Team's needs and shall not focus on seniority or organization rank. The CAO shall select and recommend members to the Board based on the following, non-exclusive list of criteria:

- Organizational understanding of countywide needs.
- Proven record of service within the county organization.
- Respect of leaders and managers within the county organization.
- Community-wide understanding of citizen civic and cultural aspirations.
- Skills and willingness to listen to the diverse viewpoints of county employees.
- Passion and willingness to focus on long-range organizational strategies and facilitate efficient and effective county government operations.
- Understanding of operational best practices executed in other organizations beyond county practices.
- Analytical skills that can examine and recommend improvements to operating systems in the organization.
- Communication skills that help inform others of the need for thoughtful changes in county processes.
- Experience and understanding of the financial and budgetary issues that face county departments.
- Ability to work as a team member.

9. The Board shall appoint members to the Team by Board order. There is no appointment term; members shall continue to serve on the Team until their membership is revised by Board order.

10. The members serve under direction of the CAO.

11. The following county employees are qualified and willing to be appointed, and are hereby appointed to the Executive Team:

- Sarah Absher, Director, Department of Community Development;
- Don Allgeier, Director, Library;
- Debra Jacob, Chief Deputy Treasurer/Assistant Finance Director;
- Matt Kelly, Undersheriff, Sheriff's Office; and
- Dan Keyes, Director, Parks Department.

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DATED THIS 27th day of November, 2024.

THE BOARD OF COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

MFBell
Mary Faith Bell, Chair

Doug Olson
Doug Olson, Vice-Chair

Erin D. Skaar
Erin D. Skaar, Commissioner

Aye Nay Abstain/Absent

✓ /

X /

✓ /

ATTEST: Christy Nyseth,
County Clerk

By: Christy Nyseth
Special Deputy

APPROVED AS TO FORM:

William K. Sargent
William K. Sargent,
County Counsel

