

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

In the Matter of Revising the Tillamook) ORDER
County Board of Commissioners) #24- 068
Policies and Procedures)

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

1. The Tillamook County Board of Commissioners governs the county and shall have policies and procedures that establish best practices necessary to conduct business and serve the citizens of Tillamook County.
2. On December 27, 2023, the Board adopted Order #23-089 enacting a policy (#BOC-1) with guidelines for the board's organization, function, and meeting conduct in a transparent manner in accordance with public meeting law.
3. On October 9, 2024, the Board approved Order #24-061 creating a Central Services Department and Chief Administrative Officer (CAO) position.
4. Policy #BOC-1 requires a revision to designate certain authorities to the CAO, elected officials, and department directors to support efficient and effective county operations.

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

5. Revised Policy #BOC-1 attached herein is hereby enacted.

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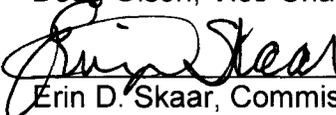
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DATED THIS 27th day of November, 2024.

THE BOARD OF COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

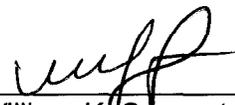
	Aye	Nay	Abstain/Absent
 _____ Mary Faith Bell, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Doug Olson, Vice-Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Erin D. Skaar, Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: Christy Nyseth,
County Clerk

By: 

Special Deputy

APPROVED AS TO FORM:



William K. Sargent,
County Counsel





ADMINISTRATIVE POLICY

SECTION: Board of Commissioners	POLICY: BOC-1	
TITLE: Board Policies and Procedures	ORDER #: 24-068	
DEPT: Board of Commissioners		
ADOPTED: 12/27/2023	REVIEWED: 11/27/2024	REVISED: 11/27/2024

1. **PURPOSE:** The board of commissioners governs the county and shall have policies and procedures that establish best practices necessary to conduct business and serve the citizens of Tillamook County.
2. **APPLICABILITY:** The board of commissioners, Chief Administrative Officer (CAO), Central Services Department employees, elected officials, and department directors.
3. **GENERAL POLICY:**
 - 3.1 This policy establishes guidelines for the board's organization, function, and meeting conduct in a transparent manner in accordance with public meeting law.
 - 3.2 This policy also authorizes certain authorities to the CAO, elected officials, and department directors.
 - 3.3 This policy shall be reviewed by the board of commissioners annually and updated as needed.
4. **POLICY GUIDLINES:**
 - 4.1 Organization
 - 4.1.1 Together, the three commissioners are the legislative and governing body of the county. Their authority is exercised by a majority vote in a noticed public meeting.
 - 4.1.2 The board chair rotates annually.
 - 4.1.3 Each commissioner has authority to call, convene, preside over, and submit or withdraw agenda items for any meeting of the board.
 - 4.1.4 Each commissioner has authority to request an agenda item, as well as the necessary staff work to place an item before the board.
 - 4.1.5 The board reserves the right to recess to executive session as may be required at any time during any meeting of the board, pursuant to ORS 192.660(1).

4.2 Attendance and Quorum

- 4.2.1 Unless otherwise designated to another commissioner by the chair, the appointed chair shall convene and preside over any meetings of the board when attending.
- 4.2.2 A quorum (a majority of board members) must be present to hold a meeting and conduct business, except for community update meetings where only one commissioner may be present.
- 4.2.3 The vice-chair presides when the chair is absent.
- 4.2.4 A commissioner who cannot be physically present at a meeting may attend by participating remotely from a location other than the physical location designated in the meeting agenda.

4.3 Notice and Agenda

- 4.3.1 Matters for discussion and consideration by the board shall be placed on an agenda prepared by staff and approved by the board chair. Another commissioner or the CAO may approve when the chair is absent.
- 4.3.2 The chair, in consultation with other board members and the CAO, shall place an estimate of the time needed to complete each item on all meeting agendas.
- 4.3.3 Staff will give notice stating the meeting time and place and post the meeting materials on the board's Meetings, Agendas, & Minutes webpage at tillamookcounty.gov/bocc/page/meetings-agendas-minutes.
- 4.3.4 All meeting notices are publicized in accordance with public meeting laws. Notice will be given at least 72 hours before each board meeting and at least 24 hours before other meetings.
- 4.3.5 The agenda submission deadline is 10 a.m., Friday, one week prior to the Wednesday board meeting. Occasionally, the submission deadline may be adjusted to accommodate board staff schedules.
- 4.3.6 Members of the public shall submit agenda item requests to boccagenda@tillamookcounty.gov.
- 4.3.7 Posted agendas are subject to change. An agenda item may be withdrawn or postponed at any time before the start of the meeting. A non-agenda item may be added upon approval of a commissioner or the CAO. Staff will revise the online agenda accordingly.

4.4 Voting

- 4.4.1 If a potential conflict of interest exists for any commissioner relating to any matter on the agenda, the commissioner will publicly announce the nature of the potential conflict before participating in the discussion of that matter. If the commissioner has an actual conflict of interest relating to any matter, the commissioner may not participate or vote on that matter.
- 4.4.2 After a motion and second, the chair will ask for discussion. At the conclusion of the discussion, the chair will call for the vote.
- 4.4.3 No voting abstention is allowed. Commissioners must vote 'yes' or 'no' unless they have been excused for a conflict of interest.
- 4.4.4 Board meeting agendas include a consent calendar for approval of items determined routine by the chair. The consent calendar may be approved by a single motion, second and vote of the board.
- 4.4.5 Agenda items may be taken out of order at the discretion of the chair.

4.5 Minutes

- 4.5.1 Staff will make a record of all board meetings and the record will comply with the Oregon Public Meetings law.
- 4.5.2 Beginning January 1, 2024, all meeting records can be accessed at tillamookcounty.gov/bocc/page/meetings-agendas-minutes.
- 4.5.3 Prior to December 30, 2020, meeting records can be accessed at tillamookcounty.gov/meetings or by contacting the board of commissioners' office.

4.6 Translation and Closed Captioning

- 4.6.1 County webpages can be translated by selecting a language option near the bottom of the webpage.
- 4.6.2 Closed captioning and translation options are available for recorded videos provided on the county's YouTube page at youtube.com/@tillamookcounty1434. Only closed captioning is available during live meetings.
- 4.6.3 Translation options for meeting documentation are available via Google Translate.

4.7 Subscription

- 4.7.1 A meeting notification subscription is available by registering at tillamookcounty.gov/bocc/page/meetings-agendas-minutes.

4.8 Public Comment

4.8.1 Providing public comment is an opportunity for constituents to express their views to the board, which may or may not respond.

4.8.2 The board allows public comment at board meetings during the public comment period designated on the agenda.

4.8.3 Comments are limited to one per person and per agenda item.

4.8.4 Comments should be related to the agenda item(s) previously registered to comment on. The chair may, at their sole discretion, allow public comment on non-agenda items pertaining to matters of the county.

4.8.5 The allotted time for public comments is two minutes per person, per agenda item; this time may not be allotted to another speaker. The chair may, at their sole discretion, further limit or expand the amount of time.

4.8.6 In-Person Procedures

- a. Before the board meeting begins, the person shall sign in and indicate on which agenda item they would like to comment. When their name is announced, they shall come forward to the table, identify themselves, area of residence, and organization represented, if any.

4.8.7 Virtual Procedures

- a. Register by sending an email to publiccomments@tillamookcounty.gov by 12:00 p.m. on the Tuesday prior to the board meeting. The email must contain the registrant's full name, area of residence, and phone number, and the agenda item(s) to comment on.
- b. The meeting is accessible at tillamookcounty.gov/bocc/page/meetings-agendas-minutes.
- c. When logged in to the meeting participants must remain muted with the camera off until recognized by the chair. Then unmute and turn on the camera.
- d. Call 503-842-1814 or send an email to helpdesk@tillamookcounty.gov regarding any meeting technical issues.

4.8.8 Written Procedures

- a. Written comments may be mailed to 201 Laurel Avenue, Tillamook, Oregon 97141 or emailed to: publiccomments@tillamookcounty.gov.
- b. Written comments received by 12:00 p.m. on the Tuesday prior to the board meeting will be distributed to the board and posted online. All written comments submitted become part of the permanent public meeting record.

4.9 Meeting Decorum

- 4.9.1 Commissioners and presenters should be addressed by their title followed by their last name.
- 4.9.2 Commissioners should obtain approval from the chair before speaking or asking questions of staff, presenters, and public.
- 4.9.3 All board meetings shall commence with the Pledge of Allegiance.
- 4.9.4 The chair will utilize the gavel as needed to maintain order, commence and adjourn meetings, and signal approval of motions.
- 4.9.5 It is the chair's responsibility to monitor the time during the meeting, and if the time appears to be running out, the chair shall ask the other board members if they would like to: 1) hold the matter over for the discussion at the end of the regular meeting, 2) table the item for a time certain for another meeting, or 3) extend the discussion for a fixed number of minutes decided by the board motion at this time.
- 4.9.6 Public hearings are formal proceedings publicized through a special public notice issued to media and others. Public hearings held by the board are to provide the board an opportunity to hear from the public about a specific topic. Public hearings are therefore different regarding audience participation at board meetings.
- 4.9.7 The courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing visual, or manual impairments who wish to participate in the meeting, contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.
- 4.9.8 Members of the public do not have the right to disrupt the meeting; the board may prohibit demonstrations such as booing, hissing, or clapping. Remarks containing hate speech, profanity, obscenity, name calling or personal attacks, defamation to a person, people, or organization, or other remarks the board deems inappropriate will not be allowed.
- 4.9.9 The chair has authority to keep order and impose reasonable restrictions necessary for the efficient and orderly conduct of a meeting. Any person who fails to comply with reasonable rules of conduct or who creates a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

4.10 Commissioner Liaisons

4.10.1 Commissioner Liaisons Generally:

- a. The purpose of a commissioner liaison is to:
 - A. Serve as a steward of the county and develop expertise on behalf of the board and citizens.
 - B. Represent the county and the public with regard to assigned departments and other assigned entities and committees.
 - C. Serve as the board's primary, but not exclusive, point of contact for the department director and external inquiries.
 - D. Fulfill the coaching, accountability, and oversight needs for the department directors of the county departments and offices to which that commissioner is assigned as liaison.
 - E. Work in an advisory capacity with the elected officials in charge of each county office to which that commissioner is assigned as liaison.
 - F. Regularly share updates with other board members during meetings, when appropriate, to keep other board members updated about issues and concerns within the department.
- b. Individual board members desiring to make decisions or create policies regarding department issues shall first present the request to the board for consideration and approval.

4.10.2 Commissioner Liaison Assignments:

- a. Liaison assignments are determined annually by the board, and at such other times as the board may deem appropriate.
- b. The board will assign a liaison commissioner to each county department that is not within the Central Services Department or Veterans Department.
- c. When deemed appropriate by the board, the board may also assign a liaison commissioner to particular major projects, external groups or agencies, or other subjects or entities.

4.11 Chief Administrative Officer (CAO)

4.11.1 The CAO performs executive management level leadership in directing and coordinating activities consistent with established goals, objectives, and policies, as directed by the board. The CAO is responsible for implementing board policy, managing County operations, coordinating the County's annual budget process, and coordinating County leadership regarding County matters.

4.11.2 In addition to the duties and responsibilities set forth in the CAO job description, the board expressly authorizes the following authorities to the CAO:

a. Contracting:

- A. Approval of all grant applications prior to submission.
- B. Approval of temporary right of entry agreements and temporary construction easements.
- C. Delegating the CAO's Contract Officer authority to the Administrative Analyst, as deemed appropriate by the CAO.
- D. The board retains all other contract authorities as set forth in the county contract policy.

b. Personnel Matters:

- A. Approval of out-of-state travel requests for elected officials and department directors.
- B. Approval of travel reimbursements for elected officials and department directors.
- C. Approval of Personnel Action Forms for elected officials and department directors.
- D. Take a leadership role to help departments resolve interdepartmental conflict or operational confusion.
- E. The board retains the following authorities:
 - i. Approval of Personnel Requisitions for reclassifications.
 - ii. Approval of Personnel Requisitions for unbudgeted positions.
 - iii. Approval of Personnel Action Form for the CAO.
 - iv. Approval of out-of-state travel requests for the CAO.
 - v. Approval of travel reimbursements for the CAO.

c. Other:

- A. Approval of declaring capital assets (i.e. an item or improvement over \$5,000) as surplus.

4.11.3 Certain authorities set forth in this section and Section 4.12 shall supersede any other applicable county policies, including the Contract Policy and Accounts Payable Training Manual.

4.11.4 The CAO shall present to the board for consideration and approval any exception or change to county policy.

4.12 Elected Officials and Department Directors

4.12.1 The board expressly authorizes the following authorities to elected officials and department directors:

a. Personnel Matters:

- A. Approval of Personnel Requisitions for budgeted positions.
- B. Approval of Personnel Action Forms for budgeted positions.
- C. Approval of out-of-state travel requests for employees.

4.13 Signatures Required for Personnel Actions

4.13.1 In addition to the signature authorities set forth in Section 4.11 and Section 4.12 regarding Personnel Matters, further signatures are also required as specified in Table 1.

Table 1. Summary of Signatures Required for Personnel Actions

TYPE OF PERSONNEL ACTION			
BUDGETED		NOT BUDGETED	
<i>For Elected Official/ Department Director</i>	<i>For All Other Employees</i>	<i>For All Non-Elected Employees</i>	<i>For All Non-Elected Employees</i>
PERSONNEL ACTION FORM			
HR Director	Supervisor	Department Director	Department Director
CAO	Department Director	HR Director	HR Director
	HR Director	BOC	
PERSONNEL REQUISITION			
HR Director	Department Director	Department Director	Department Director
CAO	HR Director	HR Director	HR Director
		BOC	BOC

4.14 Special Projects and Requests

4.14.1 Individual board members desiring to task employees with special projects or requests that have the potential to alter workload or change policy shall first present the request to the board as an agenda item for board approval. The request shall include the resources needed to successfully carry out the task.

4.14.2 The board reserves the opportunity to provide input and guidance on county projects and programs that have the potential to impact county operations or constituents.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

In the Matter of the Formation the) ORDER
Tillamook County Executive Team;) #24-_____
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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