

OUNC Executive Coordinator Meeting - 5-12 -15

Shannon Davis, Jarrod Morrison, Kevin Hennessy, Jeff Daniels, Ryan Sandhu

Business Continuity - 5 Executives – Could lose Chair, Vice Chair, Treasurer

Kenny's feedback – Administrative duties

What is the history of Executive Director? Really hasn't been discussed.

Can the current board member sustain the current needs?

Reviewed Administrative Assistant job description from when the Board first developed the position.

We reviewed Kitty's current job responsibilities.

Reviewed Kevin's email feedback on current needs/pain points.

We identified what our current needs are.

Jarrod – Didn't have the information, historical reference, role understanding when he took over.

Does the liaison between the Governor's office and the Legislature and the Board need to be the PUC board representative? No, it's not in statute. If the Board had an Executive Coordinator, that would likely change.

PUC has tried to absorb the OUNC Board. It didn't get very far.

Discussion about how most Boards had an Executive Director because it frees up the Board Members to become brainstormers and decision makers.

Key requirement would be to have an understanding of State Agency requirements.

Do we want to take a recommendation to the Board to create a position? If so, how is it going to be funded?

Do we want to explore the different Board models to see if one fits our needs better than another?

Jarrod has requested to see the WA contract services model.

We need to understand the model that we would like to pursue; employee or Professional Service Provider. Independent Contractor, Board Admin & Volunteer, Interagency Agreement.

Do we ask for grant dollars to pay for publicity activities vs. Executive Coordinator? Do we shift priority to making this shift in organizational structure, and then shift dollars and efforts back to publicity?

We need business continuity. We need new members to understand roles, expectations, public process.

We need help with media buying, radio, TV, print.

We need training assistance; a training lead that can travel and provide training.

We need a historian. We've lost visibility to resolutions. When and why changes to the board and board seats occurred.

We need a deeper understanding of legislative requirements, ethics laws, and public process.

We need someone to stay current with law changes to ensure we're in process.

We need an administrator for DIRT that will aggregate, analyze and correlate reports.

We need help with report writing and grant writing. Several reporting requirements (by statute) are not being followed. Several additional grant opportunities are out there that we could take advantage of.

We need assistance with enforcement coordination; coordination and communication between enforcement participants and panel members.

We need assistance with membership; tracking terms, recruiting new members, bringing new members up to speed on duties, requirements, expectations, roles, policies & procedures.

We need assistance with contracting services; help understanding the resources available to us and the rules required of us as a State Board.

We believe that there are two different skill sets required and involved in administrative duties and an Executive Coordinator. We believe that we have an unsustainable model and would like to recommend that we move forward with the creation of an Executive Coordinator. We would like to make a recommendation to the board to keep the two positions separate. We would like agreement to move forward with additional research on the applicable model; Independent Contractor, Employee, or Interagency Agreement.

Our next steps: Develop a list of duties/contract by the next meeting and explore and decide on recommended model.

Next meeting 29th at 11:00 at Knife River in Tumalo.

Motion was made to change the name to Executive Coordinator Committee. Motion passed. All members present voted yes.