

**CURRY COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM ROUTING SLIP**  
FORM 10-001.1 Rev. 1-5-2018

**PART I – SUBMITTING DEPARTMENT: RETURN TO BOC OFFICE@CO.CURRY.OR.US**

**PROPOSED AGENDA ITEM TITLE:** Executive Session to Consider Employment of County Officer ORS 192.660(2)(a)

**TIMELY FILED** Yes  No  Per rules items need AGRS  
If No, justification to include with next BOC Meeting

**AGENDA DATE<sup>a</sup>:** 02/28/2018      **DEPARTMENT:** BOC      **TIME NEEDED:** 6hrs  
(\*Submit by seven days prior to the next General Meeting ( eight days if a holiday falls within that seven day period))

**MEMO ATTACHED** Yes  No

**CONTACT PERSON:** JHutt1      **PHONE/EXT:** 3218      **TODAY'S DATE:** 02/28/2018

**BRIEF BACKGROUND OR NOTE:** Exec Session to interview County Administrator candidates

**FILES ATTACHED:**

- (1) None. Confidential Material Submitted Separately
- (2)
- (3)

**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved?      Yes  No   
(If Yes, brief detail)
2. Does this agenda item impact any other County department?      Yes  No   
(If Yes, brief detail)
3. Does Agenda Item impact County personnel resources?      Yes  No   
(If Yes, brief detail) Road staff efforts to complete grant application and replace associated storm culverts

**INSTRUCTIONS ONCE SIGNED:**

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

\*Note: Most signed documents are filed/recorded with the Clerk per standard process.

**PART III - FINANCE DEPARTMENT REVIEW**

**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses      Yes  No  N/A   
Comment:
2. Confirmed Submitting Department's personnel-related materials      Yes  No  N/A   
Comment:
3. If job description, Salary Committee reviewed:      Yes  No  N/A
4. If hire order requires a Personnel Action Form (PAF)?      Pending  N/A  No  HR

**PART IV – COUNTY ADMINISTRATOR REVIEW**

APPROVED FOR 02/28/2018 BOC MEETING       Not Approved for BOC Agenda because

**LEGAL ASSESSMENT:** Does this agenda item have a legal impact?      Yes  No   
(If Yes, brief detail) Executive Session to Interview Candidates

**ASSIGNED TO:** Choose an item.

**PART V – BOARD OF COMMISSIONERS AGENDA APPROVAL**

**COMMISSIONERS' REQUEST TO ADD TO AGENDA:**

Commissioner Sue Gold      Yes  No

Commissioner Thomas Huxley      Yes  No

Commissioner Court Boice

Yes  No

COMMISSIONER

COUNTY ADMINISTRATOR

Suggested Interview Questions  
BOARD OF COMMISSIONERS

Huxley

Questions:

Priority 1

Priority 2

1. What are the motivating factors that made you apply for this position? Why do you think you would be the best fit for the job? How does this position relate to your career goals?
2. What do you perceive to be the County Administrator's role in working with the Board of Commissioners? How do you view the role of the Board?
3. What would your ideal working relationship be like with the Board? What do you need from us to be successful?
4. If we were to talk with your current or previous supervisor, what would they tell us about your communication style and interaction with them? How do you keep in touch? How often?
5. Tell us about a time when you made a recommendation that was not followed by your supervisor. If you could do it over again, what would you want to happen differently?
6. Can you provide us with an example of when you were very proactive in letting the appropriate people know about a problem in the organization? On the other hand, can you identify an example where you should have been more responsive or aggressive in handling a problem in an organization? Lessons learned?
7. What process would you follow to bring a new item or issue to the Board? What has been your experience in assisting a council or board in reviewing, changing, or adopting policies?
8. As County Administrator, how do you think senior staff and Commissioners should interact?
9. Would you consider yourself a "hands-on" or "hands-off" manager? Tell us about your management and leadership style and what it is like to work with you. Should we be aware of any "hot buttons" or pet peeves?
10. When you meet resistance from subordinates when implementing change, what initiatives would you use to reach a successful outcome?
11. Describe a situation where you experienced political pressure conflicting with established procedures or rules. How did you handle it and what was the outcome?
12. During your past work experience, what do you feel was the most difficult personnel issue you've had to resolve? Briefly explain the approach you took and the outcome.

13. Tell us about your experience in budget preparation and administration.
14. Tell us about your experience in labor relations and collective bargaining.
15. How active should the County Administrator be in the community? Please describe how you stay in touch with the community. How accessible are you to the public?
16. What is your approach in dealing with community groups or individuals who may be opposed to County plans or initiatives?
17. How would you help the County strengthen its relationships and improve its communication with the communities in the County, as well as other agencies and organizations in the County?
18. Describe what customer service means to you. Who are your customers? What innovative programs have you implemented in the past to ensure customer service is a core belief with staff?
19. If hired, what would be some of your first priorities? What would you like to accomplish in your first 90 days on the job? In your first 12 to 18 months?
20. In doing your research on the County, what have you found to be some of the key issues facing the County? Tell us which ones you feel would be the most challenging and briefly tell us how you would anticipate helping the County through them if hired.
21. Is there anything in your background that the County should be aware of that would be of concern if you were hired?
22. What are the determining factors for you in deciding if this is the right fit for you? Are there any issues that concern you, such as salary, relocation, or other concerns?
23. How long do you see yourself being in this position?
24. Is there anything you would like to add? What questions do you have for us?

February 23, 2018

Commissioner  
Huxley

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Order )  
Adopting a New Agenda )  
Routing Slip Policy )

ORDER NO. 20461

**WHEREAS**, Curry County hired an Interim County Administrator on August 17, 2017 who would be responsible for creating and implementing County policy; and

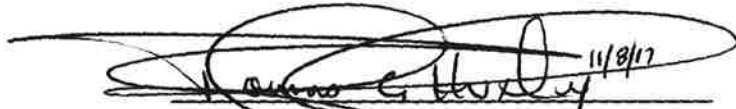
**WHEREAS**, there was a need for revisions to the existing Agenda Routing Slip Policy, which has been rescinded by a separate order; and

**NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS AS FOLLOWS:**

The attached Policy titled "Chapter 14 Article I – Agenda Routing Slip" is adopted.

DATED this 1<sup>st</sup> day of November, 2017.

BOARD OF CURRY COUNTY COMMISSIONERS


  
Thomas Huxley, Chair

Approved as to form:

  
John Hutt

Curry County Legal Counsel

  
Sue Gold, Vice Chair

  
Court Boise, Commissioner 11-8-17

DATED: 11-1-2017

**CURRY COUNTY POLICY  
Chapter 14  
Article I – Agenda Routing Slip (AGRS)**

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**14.100 PART I - BASIC INSTRUCTIONS**

The Agenda Routing Slip (AGRS) is developed and may be revised, as needed, by the County Administrator. This form, as developed by the County Administrator, (and attached hereto) shall be used by all County departments and offices when desiring to place business matters on the agenda of the Board of Commissioners, whether a General Meeting, Special Meeting or Workshop.

The County Administrator has final approval authority to accept or reject any AGRS or set a proposed agenda item for a future meeting as he/she may designate. In the absence of the County Administrator any Commissioner may approve AGRS forms and set for an upcoming BOC meeting agenda.

**PART II SUBMITTING THE AGRS**

- Work with the County Administrator as to planning for and preparing the AGRS. Please also place future desired agenda items on the – “Future BOC Meetings Matrix,” available on the ‘S’ drive under Board of Commissioners
- Should a proposed item need legal, finance, or County Clerk review perform such coordination and review prior to submitting the AGRS to the BOC.
- A cover memo is required for every AGRS submitted to the BOC unless
  - The agenda item is scheduled for the BOC Consent Calendar
  - The County administrator so approves
  - It is an item of “Old Business” wherein the prior memo is adequate and current for the resubmittal as “Old Business.”
- An adequate cover memo shall include (Template attached):
  - Brief background (why is this item on the agenda, what previous activities, if any, has the Board considered on these matters, who are the principle parties, what are the pertinent facts?)



- A brief summary of the options available to the BOC
- A recommended action and why you are making the recommendation

### **PART III AGRS TIMING**

The AGRS and all supporting documentation and cover memo shall normally be submitted to the BOC office by 12:00PM on the 4<sup>th</sup> business day preceding the BOC meeting. (Barring a holiday, this would be 12:00PM on the Thursday preceding a Wednesday Board meeting.)

Failure to meet this requirement will normally mean the agenda item will be set for a later meeting, unless the County Administrator grants an exception prior to the agenda packets being made available to the Board and general public. (Usually, 4:00PM, the Friday prior to BOC meeting.)

Should the AGRS and/or supporting documents arrive after the agenda packets are complete and forwarded to the Commissioners or the County Administrator declines to approve/accept a submittal after 12:00PM of the 4<sup>th</sup> day preceding the meeting, then any proposed agenda changes and AGRS forms will be presented to the Commissioners at the start of the BOC meeting as a request to amend the agenda already submitted to the Commissioners. The Board will then decide if they are willing to amend the agenda in order to consider the late submission.

**CURRY COUNTY BOARD OF COMMISSIONERS**

**AGENDA ITEM ROUTING SLIP**

FORM 10-001.1 Rev. 11-7-2017

**PART I – SUBMITTING DEPARTMENT: RETURN TO BOC OFFICE@CO.CURRY.OR.US**

**PROPOSED AGENDA ITEM TITLE:**

**TIMELY FILED** Yes  No

If No, justification to include with next BOC Meeting

**AGENDA DATE<sup>a</sup>:**            **DEPARTMENT:**            **TIME NEEDED:**

(\*Submit by seven days prior to the next General Meeting ( eight days if a holiday falls within that seven day period))

**MEMO ATTACHED** Yes  No  If no memo, explain

**CONTACT PERSON:**            **PHONE/EXT:**            **TODAY'S DATE:**

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** (If no memo attached)

<sup>b</sup>Indicate if more than one copy to be signed

**FILES ATTACHED:**

- (1)
- (2)
- (3)

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- Commissioner Thomas Huxley            Yes  No
- Commissioner Sue Gold            Yes  No
- Commissioner Court Boice            Yes  No



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**BOC MEMO TEMPLATE**

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**TO:** RECIPIENT NAME

**FROM:** YOUR NAME

**SUBJECT:** ENTER SUBJECT

**DATE:** ENTER DATE

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**BACKGROUND:** (Give brief history of prior board actions, if any, concerning this matter and why it is coming to them at this time for some type of action or discussion.)

**RELEVANT FACTS:** (What are the important factors (facts, considerations, reports, information, etc.) that the commissioners should be aware of in order to make an informed decision. Make this section clear and concise- you usually cannot present all the facts - but pick the most relevant ones)

**OPTIONS:** (What courses of action are open to the commissioners in light of the background and relevant facts you have brought to their attention. This is a place where you could also briefly highlight the advantages/disadvantages of the various options. Please keep in mind that the options presented should be reasonable, especially in light of the current financial environment)

**RECOMMENDATION(S):** (Of the options presented, which one (or rarely, ones) do you recommend and why.)

**From:** Rich Roberts [rich@robertsassocls.com]

**Sent:** Monday, February 26, 2018 3:35 PM

**To:** [boice@co.curry.or.us](mailto:boice@co.curry.or.us); Sue Gold

**Cc:** Reily Smith

**Subject:** County Surveyor

Commissioners,

I am a Professional Land Surveyor and owner of Roberts & Associates Land Surveying, Inc. My business is located in Brookings, and we serve residents of Curry County with all aspects of Land Surveying including boundary, FEMA elevation certificates, topography, construction staking, easement description and litigation. Our clients include both private and public entities. It has come to my attention that County Surveyor Reily Smith has resigned and his last day is Tuesday, February 27, 2018. Several issues at the county and its current management have driven him to this decision. Reily is not the kind of guy to blow his own horn, but quietly go about his business, doing the work he has been doing nearly all his adult life.

Surveying in Curry County since 1994, I have had professional dealings with all of the County Surveyors that have preceded Reily since 1994. That includes Daryl Neimi, Gerry Floyd, and Bryan Flavin. In my opinion, Reily has done more for this county with far less resources than all his predecessors combined. He has placed nearly all the surveyor records into a digital format and made them available for all the public to access through the county surveyor web site. His duties are not just that of a librarian for the land records, surveys and plats. He provides the professional reviews of those maps and plats to ensure the quality of the documentation by other surveyors is being upheld.

I invoke you to make a serious effort to retain Reily as County Surveyor. Please provide Reily with the financial resources he requires as a Professional Land Surveyor. Professional Land Surveyors currently bill-out at \$110-175/hour. The county surveyor is not a glorious position, but one that deserves an experienced professional with integrity such that Reily possesses.

Regards,

Rich Roberts, PLS

Roberts & Associates Land Surveying, Inc.

PO Box 1599

Brookings, OR 97415

Ph: 541-469-0162