

BOARD AND COMMISSION MEMBER TRAINING

SEPTEMBER 9, 2008

8:30 AM – 12:30 PM

OREGON EMPLOYMENT BUILDING

AUDITORIUM

AGENDA

8:30 WELCOME/OVERVIEW OF THE MORNING

DANIEL RODRIGUEZ, STATEWIDE RECRUITMENT SERVICES, DEPARTMENT OF ADMINISTRATIVE SERVICES

8:40 GOVERNOR'S MESSAGE

CHIP TERHUNE

- GOVERNOR'S KEY POLICY PRIORITIES
- HOW YOU CAN CONTRIBUTE TO MAKING STATE GOVERNMENT WORK EFFECTIVELY

9:00 SECTION ONE: THE CONTEXT/ROLES OF BOARDS

RICK GARDNER, PERFORMANCE MANAGEMENT COORDINATOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

- PERFORMANCE MEASUREMENT & REPORTING
- OREGON BENCHMARKS
- KEY PERFORMANCE MEASURES
- AGENCY OPERATIONAL MEASURES
- BEST PRACTICES CRITERIA
- SELF-ASSESSMENT

9:20 SECTION TWO: FINANCIAL OVERVIEW

BRIAN DE FOREST, BUDGET AND MANAGEMENT, DEPARTMENT OF ADMINISTRATIVE SERVICES

- DEMOGRAPHIC TRENDS
- ECONOMIC TRENDS
- REVENUE TRENDS
- BUDGET DEVELOPMENT PROCESS
- OTHER ISSUES

10:00 BREAK

10:15 SECTION THREE: PROTECTING YOURSELF: THE ETHICAL FRAMEWORK

LYNN ROSIK, SENIOR ASSISTANT ATTORNEY GENERAL, DEPARTMENT OF JUSTICE

OREGON'S "CODE OF ETHICS" AND THE GOVERNMENT STANDARDS AND PRACTICES COMMISSION

- LEARN ABOUT THE COMMISSION AND THE LAWS IT ENFORCES
- PROHIBITION ON USING PUBLIC OFFICE FOR FINANCIAL GAIN
- CONFLICT OF INTEREST DECLARATIONS: WHEN AND HOW TO DECLARE CONFLICTS
- GIFTS
- NEPOTISM

11:00 SECTION THREE: PROTECTING YOUR BOARD: THE LEGAL FRAMEWORK

LEARN HOW TO CONDUCT THE BOARD OR COMMISSION'S BUSINESS IN COMPLIANCE WITH STATE LAW

- PUBLIC MEETINGS, INCLUDING WHEN AND HOW TO HOLD EXECUTIVE SESSIONS
- PUBLIC RECORDS, INCLUDING DISCUSSION OF EMAILS AND RECORDS ON HOME COMPUTERS
- LEGAL RISKS AND LIABILITIES
- OREGON TORT CLAIMS ACT AND INDEMNIFICATION FOR OFFICIAL CONDUCT
- WHEN TO USE A SUB-COMMITTEE

11:45 SECTION FOUR: BEING AN EFFECTIVE BOARD MEMBER

MARLA RAE, STATE FISH AND WILDLIFE COMMISSION

RESPONSIBILITIES OF STAFF AND BOARD MEMBERS

- ROLE OF THE EXECUTIVE DIRECTOR
- ROLE OF THE BOARD MEMBER
- EVALUATING THE EXECUTIVE DIRECTOR
- WHAT IS AN EFFECTIVE BOARD MEMBER?

12:15 QUESTIONS, EVALUATIONS AND ADJOURN