

Date: May 15, 1991  
To: Charter Committee, Council, Executive, File  
From: Betsy Bergstein  
Regarding: Summary - May 14, 1991, Charter Planning Sub-committee

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The Charter Committee's "Planning Sub-committee" met Tuesday, May 14, 1991 in room 240 at Metro from 6 p.m. to 8 p.m. to discuss job descriptions for committee staff and review the draft budgets.

Sub-committee members, selected by Chair Myers include:

Hardy Myers  
Isaac Regenstreif  
Mary Tobias  
Wes Myllenbeck  
Mimi Urbigkeit  
Jon Egge

A summary of the meetings is as follows:

Preliminary Discussion

Chair Myers began by stating that he asked Ken Gervais and Don Carlson to put together some suggestions as starting points on staff job descriptions.

Wes Myllenbeck asked for some clarification before beginning:

Will Committee break into sub-committees?  
Will staff director be expected to be public spokesman?  
Will committee members be expected to be public spokesperson?

Jon Egge stated that he was not real comfortable with the concept of a "hired mouthpiece" speaking for the group; Mary Tobias agreed.

Egge also stated he had difficulty with the idea of sub-committees; he said he'd like to be involved in the whole process, rather than have to take a sub-committee recommendation.

Mary Tobias -- we've been appointed to represent people within the jurisdictions; we all have very specific appointments. Tobias thought sub-committees might work on special functions or special parts but discussions should not be reported out to media before

full committee saw it. (City of Portland got in trouble this way.) Myllenbeck liked the idea of sub-committees presenting scenarios to full committee.

Myers suggested a set of working guidelines for sub-committees be drafted that everyone would be bound by.

Discussion then went on to the question how invitations from public groups for speaking would be handled. Myers suggested guidelines.

Tobias stated that was a natural role of the Chair; either Chair can accommodate or delegates out.

Myers felt that there should be an equitable distribution; Urbigkeit felt members would try to accommodate requests. Egge felt danger in responding to requests before Committee has anything to respond with.

Tobias asked, are we looking at an "executive director" or a "committee administrator" and defined the difference as the former being a person in charge, "very in charge," who sets the direction, sets the tone, does the work and the latter as responding to the lead from the group. Tobias stated she was looking for more of a committee administrator; Egge and Urbigkeit agreed.

Myllenbeck stated we still need an "executive director" type person; needs to be a self-starter, make decisions, etc.

Legislative committee staff model good for this, said Regenstreif.

Charter Committee Administrator agreed upon title for job description.

#### Review of Job Description

Myers asked members to put job descriptions developed by Gervais and Carlson side by side and work through the descriptions.

Management of consultants? How will that be managed, asked Regenstreif. Administrator will supervise, group decided.

Added "requirements of the open meeting law" and Committee legislation that requires that all meetings be open to the public, to job description. Streamlined reporting structure of Administrator to the Chair, as opposed to all 16 members.

(Myllenbeck) Move ahead with getting the Administrator and let him have a role in selecting the Clerk.

Discussion on sub-contract model:  
Good time to put word out at various colleges for Ph.D candidates, for example (Myllenbeck).

Get more bang for our buck by hiring our own person, and then if there are specific functions, do that on a sub-contract basis (Egge).

What about the cost of setting up an office? (Tobias) At least 2 phones and 2 phone lines, laser printer.

Should be able to get a pretty high caliber loaned exec out of the private sector (Tobias).

Question of computer, printer in budget; can Metro furnish that.

How much time do we have to get an administrator? (Myllenbeck)  
Can move along for up to a month, assuming it is agreeable to committee? We will spend some time in general orientation, looking more in depth at what Metro is doing now, history and development of regional government, maybe open ended hearings, an education function (Myers). As long as there is a phone number for them to call (Tobias).

Phone put in now.

Wes Myllenbeck talked to Charlie Cameron, Washington Co. administrator; feels need to pay a fair salary; something has to be paid in lieu of fringe.

Can that person be brought under Metro's group policy? (Myllenbeck).

Discussion on a loaned exec: loan and reimburse them for salary and benefits (Myllenbeck). Problem with bias ... or State, State Agency Council (Tobias); LCDC might be real interested...There is going to be a lot of L.A.s out of work at end of June (Tobias). A lot of high quality people available for the type of money (Egge)...U.Of O, U of W, PSU, L&C should all receive the job description...

Current resumes we have should reapply based upon the job description. Advertise in Daily Journal? Not required to. Committee agreed to come to a proactive approach. Specifically

Myers stated he would re-draft description after meeting incorporating changes made by sub-committee; sub-committee agreed.

Agreed that Administrator would manage budget with some Metro supervision; Metro to act as fiscal manager; billing initialed by the Treasurer; triple check.

"A lot of different agendas on the table; a lot of people with a lot of different perspectives", Committee Administrator must thereby be a totally neutral party (Tobias). Acknowledge that a lot of us have a lot of different positions. "Completely opened minded" (Myllenbeck). "Fifteen closed minds and one open mind." (Myers)

Tobias - needs to be added to the list: "how you run the office" questions.

Re Speakers Bureau, will give Administrator guidelines.

Regenstreif, when thinking about legislative model, don't get that with a consulting firm; get some of the principles time; would rather pay for 5 hours of Don Barney, Burton Weist to get the principle, then hire the firm and only get part of the principles time...

Wouldn't get as high a level administrative type from a firm than from our own, my guess, Regenstreif.

Myers, let's spend a moment talking about consulting firm vs. directly hired person, if consensus, make recommendation directly back to the committee.

Myllenbeck contributed a charter document which proposed unification of a city and county (Sacramento).

Staff must be an administrator and a liaison. Must have the "moxie" of an executive even if role is administrative. (Egge)

Myers intention to get job description out to Committee members with the agenda.

#### Knowledge Skills Abilities

"Knowledge of local and regional government structure including functions, programs, policies and procedures..." have somebody with some political science background (Tobias).

General discussion of clerk position.

ask people who have submitted resumes to resubmit. Ask applicants to respond to job description. How to screen? Committee to cull first-cut based on resumes; entire committee might want to have a say. Get pool down to 3 to 5 and then have them in for an interview.

Favor an approach to empower sub-committee to recommend finalists to full committee. (Myllenbeck) If any member wants to join, can; notices sent to full committee. Do not need to interview every single applicant.

Is the committee ready to have a preference stated re two approaches to staff. The sub-committees preference is...

Problem with consulting firms having all done work for Metro.

Discussion of length of time administrator to stay employed (after election).

Discussion re adding dollars to "misc. services and professional help" line item of budget.

Hiring a professional; professional works till the job is done; bottom of the range \$2500/mo.; \$30,000/year (Tobias)

Discussion re salary level and fringe benefits.

Washington County pay scale:

- Assistant Adm. \$5000/mo. (second in command)

- Deputy Adm. 4300/mo

- Senior Adm. 3500/mo

plus 30% for fringe

Fiduciary responsibility in how Committee manages committee.

Decided to state a range: Council Administrator recommended range: \$3000-\$4000 month  
Committee Clerk recommended range: \$1800-2200

Sub-committee instructed staff to find out if committee staff could receive health benefits and if Metro will provide computers and printer. Look at consultants (role and cost) in Future Focus process.

Recommended \$2000/mo for professional services (Myllenbeck). Egge recommended \$1500/mo for professional services; maybe not for the full 18 months; for 14 months.

Questions about cost of rent, etc. reflected in budget.

Consultants will not be necessary for the entire length of project; June 1, 1991 to April 1, 1992 for consultants; maybe help with work plan. Consultant use for campaign? Public information, no advocacy.

Keep 14 months; this is preliminary budget; administrator will finalize. Let administrator put together a work program and a budget to do it.