

BOARD AND COMMISSION MEMBER TRAINING

MARCH 11, 2008

8:30 AM – 12:30 PM

OREGON LIQUOR CONTROL COMMISSION
CONFERENCE ROOM

AGENDA

8:30 WELCOME/OVERVIEW OF THE MORNING

JAN MILLER, STATEWIDE RECRUITMENT SERVICES, DEPARTMENT OF ADMINISTRATIVE SERVICES

8:40 GOVERNOR'S MESSAGE

CHIP TERHUNE, CHIEF OF STAFF TO GOVERNOR KULONGOSKI

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

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

GEORGE NAUGHTON, DIRECTORS OFFICE, DEPARTMENT OF ADMINISTRATIVE SERVICES

- MISSION OF OREGON STATE SERVICE
- ROLES AND RESPONSIBILITIES
- KEY AGENCY RELATIONSHIPS
- UNDERSTANDING THE LEGISLATURE
- LEGISLATIVE ASSEMBLY/LEGISLATIVE BILLS

9:20 SECTION TWO: PERFORMANCE MANAGEMENT OVERVIEW

GEORGE NAUGHTON, DIRECTORS OFFICE, DEPARTMENT OF ADMINISTRATIVE SERVICES

9:45 SECTION THREE: ETHICS OVERVIEW

RON BERSIN, DIRECTOR, OREGON ETHICS COMMISSION

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
- LOBBYIST REGISTRATION AND REPORTING

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?

12:20 QUESTIONS, EVALUATIONS AND ADJOURN