

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-06-27-05

In the Matter of

IN THE MATTER OF DOCUMENTING THE
COUNTY COUNSEL'S GOALS FOR THE
2023-2024 ANNUAL PERFORMANCE
EVALUATION PERIOD

WHEREAS, the Board of Commissioners entered into an employment agreement with Erin Pettigrew for the position of County Counsel effective January 17, 2023; and

WHEREAS, on March 17, 2020 the Board passed Board Order 20-03-17-05 (In the Matter of Adopting an Annual Performance Review Process for Employees Who Report Directly to the Board of County Commissioners) which outlines the performance review process for Board Employees going forward; and

WHEREAS, the Board of Commissioners has discussed Ms. Pettigrew's goals for the initial review period; and

WHEREAS, it is proposed that performance reviews and goal setting continue to be accomplished on an annual basis;

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. That the record reflect Ms. Pettigrew's goals for the 2023-2024 performance evaluation period be:
 - a. Provide High Quality Legal Support: Litigation and General Counsel Work
 - Providing timely, well-researched, and collaborative counsel to client Departments and the Board of County Commissioners.
 - Providing timely, well-researched, and collaborative counsel to the Sheriff, District Attorney, and County Assessor.
 - Designing feedback mechanisms for the Office of Legal Counsel, e.g. an annual survey of clients.
 - Leveraging technology for more efficient work in case management, client contacts, and the public records system.
 - b. Sustain a Strong Office of Legal Counsel
 - Cultivating opportunities for professional growth for all staff.
 - Creating an Office of Legal Counsel vision and purpose statement in collaboration with clients and internal staff.
 - Office reorganization.
 - Planning an Office of Legal Counsel staff retreat for teambuilding and fostering a positive office culture.
 - c. Review/Create Policies and Practices
 - Comprehensive manual for the Office of Legal Counsel.

- Developing an equity framework for legal and risk work of the department.

ADOPTED this 27th day of June, 2023.

A handwritten signature in black ink, appearing to read "Pat Farr", is positioned above a horizontal line.

Pat Farr, Chair
Lane County Board of Commissioners