

W. B. A.

AGENDA COVER MEMORANDUM

AGENDA DATE: April 14, 2004

TO: LANE COUNTY BOARD OF COMMISSIONERS

FROM: Donald Hampton, Chair, Economic Development Standing Committee

PRESENTED BY: Peter Thurston, Community and Economic Development Coordinator

AGENDA ITEM: ORDER/IN THE MATTER OF APPOINTING JANICE L MACKEY TO THE LANE COUNTY ECONOMIC DEVELOPMENT STANDING COMMITTEE

I. MOTION

IT IS MOVED THAT THE ORDER BE ADOPTED IN THE MATTER OF APPOINTING JANICE L MACKEY TO THE LANE COUNTY ECONOMIC DEVELOPMENT STANDING COMMITTEE

II. ISSUE OR PROBLEM

Shall Lane County appoint Janice L. Mackey as the lay citizen member of the Economic Development Standing Committee to the Board of County Commissioners?

III. DISCUSSION

A. Background.

In November 2003 the Board of Commissioners amended Lane Manual 3.515 to include a fifth member of the Economic Development Standing Committee (EDSC), as shown in Attachment A. The Community and Economic Development Program published a notice in November 2003 requesting applications. EDSC reviewed these applications in January 2004 and determined that they wanted to seek more applicants who may offer a lay citizen perspective, as described in Attachment B. This notice was published between February 13 and March 15, 2004. One response was received. On April 1, 2004 the EDSC reviewed the application and unanimously recommended the Board of County Commissioners confirm this appointment to the lay citizen position on the Economic development Standing Committee.

B. Analysis

The process for receiving proposals was completed in accordance with usual notice process and selection procedure . The Economic Development Standing Committee review of the one application received from the notice resulted in a recommendation to fill the position.

The usual period of appointment to the position is two years. The Order is written to appoint Janice Mackey to the position ending January 31, 2006. The Board may want to consider coordinating appointment with other committee appointments that occur in January each year.

C. Alternatives/Options

The Board may:

- 1) Approve the ORDER appointing Janice Mackey as the lay citizen on the EDSC,
or
- 2) Decide not to make an appointment.

D. Recommendations

Number 1 is recommended by the EDSC, to appoint Janice Mackey to a two year term as the lay citizen on the EDSC, as provided for in Lane Manual.

E. Timing

Upon appointment the nominee will be advised of the EDSC schedule and become involved in the committee proceedings.

IV. IMPLEMENTATION/FOLLOW-UP

Upon appointment the nominee will be advised and involved in the committee proceedings.

ATTACHMENTS

ORDER

Attachment A – Lane Manual 3.515

Attachment B – Committee Vacancy Notice

Attachment C - Application from Janice Mackey

IN THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER NO.) IN THE MATTER OF APPOINTING JANICE L
) MACKEY TO THE LANE COUNTY ECONOMIC
) DEVELOPMENT STANDING COMMITTEE

WHEREAS, Lane Manual provides that a lay citizen will be appointed to the Lane County Economic Development Standing Committee, and

WHEREAS, the Lane County Economic Development Standing Committee (EDSC) duly advertised the position and reviewed the response received in the timing provided in the notice, and

WHEREAS, The EDSC recommends that the Board of County Commissioners appoint Janice Mackey to the lay citizen position on the EDSC; NOW THEREFORE,

IT IS HEREBY ORDERED that Janice L. Mackey is hereby appointed to a two (2) year term on the Lane County Economic Development Standing Committee to the Board of County Commissioners. Said term expires January 31, 2006.

Signed this 14th day of April, 2004.

Bobby Green Sr., Chair
BOARD OF COUNTY COMMISSIONERS

APPROVED AS TO FORM
Date 4/6/04 Lane County
Terence Smith
OFFICE OF LEGAL COUNSEL

STANDING COMMITTEES

3.515 Standing Committees.

(1) Economic Development Committee.

(a) Scope and Function. This committee provides recommendations to the Board regarding Lane County's economic development policies and activities, including:

(i) Development and periodic review of Lane County's Economic Development Plan.

(ii) Analysis of proposed uses of County real estate for economic development purposes.

(iii) Review and analysis of economic development proposals or grants requiring Lane County sponsorship or participation.

(iv) Review and analysis of requests from outside economic development agencies or programs.

(b) Membership.

(i) Two Members of the Board of Commissioners, chosen as follows: One from the rural areas, i.e., the East or West Lane County District; and one from the urban areas, i.e., the Springfield, North Eugene or South Eugene District. At the Chair's prerogative, the Chair shall be one of the two members, and the other member shall be chosen from the other area.

(ii) One elected Department Director or designee.

(iii) One department manager.

(iv) One lay citizen, who is not a vendor, as described in LM

3.506(2)(d), for a two year term, ending January 31.

(v) Non-voting staff support, as required.



Lane County COMMITTEE VACANCY NOTICE

DATE: February 13, 2004
CONTACT: Peter Thurston, 682-4062

The Lane County Board of Commissioners is seeking applicants from citizens interested in serving on the Economic Development Standing Committee. This committee provides recommendations to the Board of Commissioners regarding Lane County's economic development policies and activities. The purpose of this position is to provide a lay citizen's perspective. Applicants must have an interest in furthering economic development throughout the county. Applicants may also demonstrate knowledge of economic development practices, local government procedures, public information experience, skills in developing public/private partnerships, or other knowledge that will contribute to improvement of economic development in Lane County. Applicants are not required to be experts in economic development, rather, they need to be committed to representing a lay citizen viewpoint over their term of appointment. Not considered "lay citizens" for this committee are vendors, as defined in Lane Manual 3.506(2)(d), who seek to obtain a contract with the County individually or through an organization, including members of boards of directors or employers who actually participate in the management of organizations specifically directed to economic development activities.

Applications are available at the Board of Commissioners' Office, located on the Plaza Level of the Public Service Building, 125 East 8th Avenue, Eugene, OR 97401. For additional information, or to request applications, please call 682-6911. To request an application by mail, please enclose a self-addressed stamped envelope and mark your request ATTN: Ethel.

ECONOMIC DEVELOPMENT STANDING COMMITTEE: The Economic Development Standing Committee makes recommendations to the Board of County Commissioners regarding Lane County's economic development policies and activities, including development and periodic review of Lane County's development purposes, review and analysis of economic development proposals or grants outside economic development agencies or programs.

TERM OF MEMBERSHIP: Two Years

MEETINGS: Monthly. (twice a month as needed)

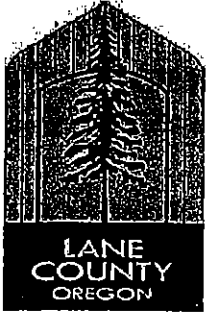
MEMBERSHIP: Five (5): One (1) citizen, two (2) commissioners, and two (2) department heads.

VACANCIES: One (1) Citizen member

GEOGRAPHIC MEMBERSHIP REQUIREMENTS: Applicants are required to be residents of Lane County.

APPLICATION DEADLINE: 5:00 p.m., Wednesday, March 15, 2004.

\\committee vacancy notice EDSC 2-04.doc



Lane County
CITIZEN ADVISORY COMMITTEE
APPLICATION

APPLICANT'S NAME AND CITY: Janice L. Mackey, Marcola	DATE: March 9, 2004
NAME OF ADVISORY COMMITTEE: Economic Development Standing Committee	PLEASE CHECK ONE: <input checked="" type="checkbox"/> New Applicant <input type="checkbox"/> Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)

Please see attached.

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

Please see attached.

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

Please see attached.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Please see attached.

5. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities.

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?

No

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)

No Yes Specify:

8. How did you learn about this vacancy? Newspaper Word of mouth Other:

Peter Thurston invited me to attend the January economic development meetin

9. In which County Commissioner District do you reside? please check one:

Unsure West Lane County Springfield South Eugene North Eugene East Lane County

**The Board of Commissioners has adopted the following policy on reappointments:*

a. *Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.*

b. *The deadline for incumbent applications will be the same as the deadline for new applications.*

**Unless waived by the Board.*

Lane County
CITIZEN ADVISORY COMMITTEE
APPLICATION
ANSWERS TO QUESTIONS 1 - 4

Janice L. Mackey

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)

I am currently a business transaction attorney with a focus on small and emerging businesses, non-profit organizations and real estate. Prior to attending law school, I was the executive director of (1) an arts organization and (2) a rural emergency aid program. This background has provided me with an understanding of the needs of both businesses and non-profit organizations.

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

I want to join the committee in order to learn more about economic development in Lane County and specifically, in the rural regions of the County. I live in Mohawk Valley and work in downtown Eugene, working with small businesses. I can provide a perspective from both a rural community, and as the needs of small and medium-sized businesses. I believe my background will also enable me to effectively participate in the review of funding proposals submitted to the committee.

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.

The needs, opportunities and challenges of economic development in rural Lane County are significantly different from economic development within the metropolitan areas of Eugene and Springfield. The rural issues need to be considered and addressed when developing an overall economic development plan for Lane County.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

I am currently involved in the Mohawk Grange in Marcola, the Eugene Area Chamber of Commerce's Entrepreneur's Forum and the Eugene Rotary. I also recently joined the Southern Willamette Research Corridor.