

W. 16. b.

Memorandum Date: September 2, 2008  
Order Date: September 3, 2008

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**TO:** Board of County Commissioners  
**DEPARTMENT:** Human Resources  
**PRESENTED BY:** Greta Utecht  
**AGENDA ITEM TITLE:** ORDER/IN THE MATTER OF APPOINTING AND ESTABLISHING THE SALARY AND BENEFITS OF COUNTY COUNSEL

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**I. MOTION:**

MOVE APPROVAL OF ORDER 08-09-03- IN THE MATTER OF APPOINTING AND ESTABLISHING THE SALARY AND BENEFITS OF COUNTY COUNSEL

**II. AGENDA ITEM SUMMARY**

The Board is being asked to approve the appointment, the salary and the benefits of a new County Counsel.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

The Board of County Commissioners directed Human Resources staff to advertise the position of County Counsel in various professional journals and publications, and major newspapers in the northwest. The recruitment effort resulted in six (6) applications meeting the minimum standards as described in the position description and posting.

The Board of County Commissioners reviewed the applications and other materials submitted by the top candidates; and interviewed them on August 18 and 19, 2008. Incorporating all the information collected to date, the Board has deliberated and elected to offer the exempt, non-represented, unclassified position of County Counsel to Liane Richardson.

**B. Policy Issues**

This position serves at the pleasure of the Board of County Commissioners and reports directly to them. Human Resources recommends that the benefits

accorded to this position be equal to those accorded to non-elected department directors and that the initial salary be set at \$104,471. Should a COLA or other benefits be accorded non-represented employees for fiscal year 2008-2009, the same COLA and benefits should be granted to the County Counsel.. Furthermore, as with other new County employees, the Board should conduct a performance evaluation of Ms. Richardson six months form the date of the appointment.

**C. Board Goals**

To cost-effectively provide direct services to the citizens of Lane County it is essential that the County fund certain central support services. The most essential support services are those that reduce risks of loss, maintain infrastructure, and assure sound fiscal management and accountability. The County Counsel position is integral in meeting those objective.,

**D. Financial and/or Resource Considerations**

This position is a budgeted position within the County Counsel's budget, and Ms. Richardson has accepted a salary within the range set for the position. There are no additional costs associated with this appointment.

**F. Alternatives/Options**

1. Approve the attached order appointing Ms. Richardson.
2. Decline to approve the order and direct staff to modify the order.
3. Decline to approve the order and direct staff to recruit for other candidates.

**IV. TIMING/IMPLEMENTATION**

If option one is approved, then Ms. Richardson will begin her position as County Counsel effective Monday, September 8, 2008.

**V. RECOMMENDATION**

Staff recommends that the Board approve option one and approve the motion stated above. Ms. Richardson was the number one candidate after completion of the County's selection processes, and is enthusiastic and professionally motivated to help the Board achieve the County's goals.

**VI. ATTACHMENTS**

Board Order

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 08- ) IN THE MATTER OF APPOINTING  
 ) AND ESTABLISHING THE SALARY  
 ) AND BENEFITS OF COUNTY  
 ) COUNSEL

**WHEREAS**, the Board of County Commissioners has conducted a recruitment and selection process for the position of County Counsel which serves at the pleasure of the Board; and

**WHEREAS**, the successful candidate is Liane Richardson; and

**WHEREAS**, it is the Board's intention to compensate Ms. Richardson commensurate with her qualifications, experience and responsibilities; and

**WHEREAS**, it is proposed that an initial performance evaluation and salary review of Ms. Richardson be conducted six months from the date of appointment and further evaluations annually thereafter, which may result in potential merit increases, now, therefore,

**IT IS HEREBY RESOLVED AND ORDERED**, that, Liane Richardson be appointed County Counsel at an annual salary of \$104,471, said appointment to be effective September 8, 2008; and it is further

**ORDERED** that Liane Richardson receive the same COLA and benefits as those accorded to non-elected department directors by any Board Order adopted this same date; and it is further

**ORDERED** that a performance evaluation be conducted six months from the effective date of the appointment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

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Faye Stewart, Chair  
Board of County Commissioners

APPROVED AS TO FORM  
Date 9/2/08 Lane County  
*Teresa J. [Signature]*  
OFFICE OF LEGAL COUNSEL