

# Oregon State Fair Council Meeting

APPROVED  
07-03-14

Meeting Location:      **Title of meeting:** Full Council meeting  
**Date:** June 19, 2014  
**Time:** 1:00 pm – 3:00 pm  
**Location:** Oregon State Fairgrounds, Cascade Hall  
**Chair:** Chair Gene Derfler  
**Scribe:** Brenda Schorr                      **Audio Recorded:**  Yes  No

## Attendance:

Anna Peterson	<input type="radio"/> Present	<input checked="" type="radio"/> Absent	Kerry Tymchuk	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Austin McGuigan	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	Larry Tokarski	<input type="radio"/> Present	<input checked="" type="radio"/> Absent
Craig Smith	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	Leah Perkins-Hagele	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Gene Derfler	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	Loyal Burns	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
George Jennings	<input type="radio"/> Present	<input checked="" type="radio"/> Absent	Linda Norris, Advisory	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Janet Carlson	<input type="radio"/> Present	<input checked="" type="radio"/> Absent	Rep. Vicki Berger, Advisory	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Jon Chandler	<input checked="" type="radio"/> Present	<input type="radio"/> Absent	Sen. Arnie Roblan, Advisory	<input type="radio"/> Present	<input checked="" type="radio"/> Absent

1. Meeting convened at 1:04 p.m.

## 2. **Approval of minutes:**

Chair Derfler asked if there were any corrections or additions to 05-15-14 meeting minutes. No changes or comments were made.

*Motion:* Moved by Councilmember Tymchuk to approve minutes as written.

*Second:* By Councilmember Chandler. Motion carried unanimously.

## 3. **Agenda Items:**

### • **Item #2, Update from the Chair (Chair Derfler)**

There have been many things going on, with the ongoing negotiations of the IGAs, and the process of hiring a CEO. Because those things are to be discussed later in the agenda, the Council moved right into the Committee Reports.

### • **Item #3, Committee Reports**

#### ➤ Business Operations (Vice-Chair Smith)

The sub-committee is currently working on the development of policies and procedures, ultimately wanting to create a manual for easy reference and foundation for moving forward. Other items include the work on the IGA agreements which will be discussed later in the agenda.

#### ➤ Facilities (Councilmember Chandler)

- Councilmember Chandler has written to the three RFP vendors and placed them on hold until further notice.
- The other pending issue is to hold a meeting in regards to the Jackman-Long building. They plan to have that meeting prior to the July 3<sup>rd</sup> meeting, and may have more to report at that time.

#### ➤ Programming (Councilmember Perkins-Hagele)

The committee has not had a meeting recently, but Councilmember Perkins-Hagele is in regular communication with Don Hillman, and believes programming for the 2014 Fair is going well.

- Communications (Councilmember Tymchuk)
  - Councilmember Tymchuk has contacted and arranged with Senator Courtney to host a “Town Hall” meeting with the adjacent neighbors, and Salem area. Negotiations are currently in processed to arrange date and time.
  - There is a need for the creation of a new logo for the Oregon State Fair and Exposition Center (OSFEC). For a discounted price of \$2,000, Councilmember Tymchuk negotiated with Brian Potter Design, in Portland, to create some ideas for a new logo. They are hoping to have some ideas by next Wednesday, June 25<sup>th</sup>.

**Motion:** Moved by Councilmember Tymchuk to spend no more than \$2,000 for the new logo that will be narrowed down by the Communications committee, with recommendation for vote on July 3, 2014.

**Second:** By Councilmember Perkins-Hagele. Motion carried unanimously.

**Discussion:**

Part of the urgency is to cover/remove all Oregon Parks and Recreation Department (OPRD) shields, prior to 2014 Fair, since OPRD will no longer be the covering agency. The deadline is August 1, 2014. The logo is to represent the Oregon State Fair and Exposition Center, not the Council. The logo samples will be shared with all Councilmembers, and narrowed down, so that a full-council decision can be made. Invoice will be sent to MG Devereux for processing payment.

• **Item #4, Council-DAS IGA (Vice-Chair Smith)**

The IGA with DAS is for ongoing needs. It is divided into two parts: in the body of the agreement, it recites the requirements of both parties, by statute. It can be modified by legislature or mutual agreement if more detail is desired. The second part, Exhibit A, lists the optional services available to the Council, if wanted.

**Motion:** Moved by Councilmember Perkins-Hagele to approve the DAS IGA as written, with minor corrections.

**Second:** By Councilmember Tymchuk. Motion carried unanimously.

• **Item #5, Council-OPRD IGA (Vice-Chair Smith)**

This agreement will cover the OSFEC transition. The span covers items through December, 2015, with some things needing to transition prior to that date, to fit the current biennium needs. The goal was to establish timelines and set a road-map, through the transition process. The financial obligation will stop on June 15, 2015, but the biennium financial closing does not happen until December, 2015.

**Motion:** Moved by Councilmember McGuigan to approve the OPRD IGA in substance, and authorize Chair Derfler to sign when finalized.

**Second:** By Councilmember Perkins-Hagele. Motion carried unanimously.

• **Item #6, CEO Hiring Process (Vice-Chair Smith)**

Vice-Chair Smith called Norb Bartosik, Project Director of Ralph Andersen & Associates, to participate in the discussion of the CEO hiring process. After many discussions and extensive research, the conclusion was to reach out to Ralph Andersen & Associates for that process. The Executive Committee was to make contact and negotiate a proposal and contract for review. The price includes all meetings, with the exception of travel. It also includes an 18-month buffer, that in the event of needing a secondary search, they will do so, without additional charge for services. All candidates will go through the same process, through this company. The process timeline is also related to the public meeting laws, and has been reviewed by Council attorney for compliance.

If after the initial recruitment process happens, there are no viable candidates, the firm supports the efforts until the Council is satisfied with final candidates and selection process is complete. Additional language will be drafted and sent that can be added to memorialize this concept.

- **Public Testimony on CEO process**

Vice-Chair Smith stopped the discussion and offered the opportunity for public comment. There were no comments, questions or response from the audience.

- **Approval of CEO search process and search firm**

There were no questions or discussions relating to the proposed process or timeline.

**Motion:** Moved by Councilmember Perkins-Hagele to accept the procedure and timelines, as presented.

**Second:** By Councilmember Chandler. Motion carried unanimously.

**Discussion:**

It would be difficult to shorten the timeline, but could easily accommodate the Council's wishes, to extend the timelines if desired, to achieve a good candidate pool. Chair Derfler would also like to establish a Screening Committee to work with Ralph Andersen & Associates throughout the process. A working draft of a position announcement will be provided at the meeting on July 3<sup>rd</sup>. He asked that if Councilmembers have an interest in serving as part of this committee, they notify Chair Derfler and Vice-Chair Smith via email. The additional language mentioned above for the services contract will be sent by Advisory Councilmember Norris. If it is not already covered in the contract, an addendum will be generated to include the language.

- **Item #7, Process for Staggering Council Terms (Andrea Fogue, OPRD)**

Originally the Governor appointed all councilmembers through December, 2017. Senate Bill 7 allowed for staggering of terms, and for continuity purposes, it has been suggested that the Council do so. The Governor's office has suggested that the 11-member Council would serve four terms ending in 2015, four in 2016, and three in 2017. The limit is two, two-year terms. The Council asked Andrea to poll Councilmembers, and make the best fit for members based on their responses and historical participation.

**4. Closing Comments:**

Chair Derfler thanked Andrea Fogue for all of her efforts and support through the Senate Bill 7 process and her personal dedication to the Council. The council presented her with a gift of appreciation.

**5. Adjournment:** The meeting was adjourned at 2:06 p.m.

**Next Meeting:** Thursday, July 3, 2014, 1:00 p.m. – 3:00 p.m.  
Floral building, Oregon State Fairgrounds, Salem

**Meeting Materials:**

- Agenda
- Draft minutes from the May 15, 2014, council and strategic planning meetings
- Draft Council-DAS IGA
- Draft Council-OPRD IGA
- CEO Recruitment Proposal
- CEO Professional Services Agreement
- CEO Search Process Timeline