



Oregon State Fair Council Meeting Notice & Agenda

Monday, November 4, 2019 at 1:30 p.m.

Oregon State Fair & Expo Center
Cascade Hall – McKenzie Room
2330 17th Street NE
Salem, OR 97301

Council Members

Jon Chandler, Chair

Kevin Cameron, Vice Chair

Vicki Berger

Loyal Burns

Gene Derfler

Leah Perkins-Hagele

George Jennings

Dayna Jung

Austin McGuigan

Craig Smith

Advisory Members

Senator Arnie Roblan

Representative Mike Nearman

Salem City Manager Steve Powers

Our Mission

The mission of the Oregon State Fair & Exposition Center is to provide a reason and a place for all people to gather, connect and learn, embrace excellence in all forms and celebrate the achievements of Oregonians.

Our Vision

We envision a relevant Oregon State Fair & Exposition Center that embodies good stewardship of the public's trust and serves as a self-sustaining asset for Oregonians to treasure long into the future.

Public Comments

The Oregon State Fair Council values the input of citizens in making important decisions that affect the Oregon State Fair and Exposition center. We also believe in the right of citizens to observe Council meetings. To ensure citizens have an opportunity to attend Council meeting and offer citizen comment and to ensure that the Council can conduct its business, the following guidelines apply to all public comment.

- The Council will have two sign-up sheets at a desk in the meeting room 15 minutes before the scheduled meeting for those wishing to speak on agenda items or non-agenda subjects. Individuals may sign up in person, or in advance of the meeting via email. Email requests should include the date requester wishes to speak, requester's name, phone number and the agenda item or topic of their comments.
- Public Comment on Agenda Items before the Council: individuals on this list will be called to testify before actions on these items are taken. On the sign-up sheet list your name, address and the agenda item upon which you wish to be heard.
- Public Comment on Non-Agenda Items during Board Meetings: list your name, address and the subject matter upon which you wish to be heard.
- You will have 3 minutes to testify, unless otherwise stated.
- When you are called to come forward to speak state and spell your name for the recorded record of the meeting.
- Council members may ask questions to clarify your testimony but will not engage in a discussion with you. Public Comment allows the Council and CEO to hear issues that interest our citizens, but does not allow an opportunity for dialogue between the speaker, Council or Administrators.
- If the Council determines that follow-up is necessary you may be referred to the Chief Executive Officer or an item may be placed on a future Council agenda.
- If you wish to submit written testimony before or at the meeting, please provide 15 copies.
- The Public may not use videos or PowerPoint presentation to accompany their testimony without prior approval by the Board Chair.
- Individuals offering citizen comment are not permitted to make personal attacks on any Council employee, Council member, other testifier, or member of the public.



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Agenda

- I. Call To Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Review of Prior Actions
 - a. CEO announced retirement on October 1, 2019.
 - b. Council accepted resignation effective February 29, 2020, or other mutually agreeable date thereafter.
 - c. Council has declared a vacancy on October 24, 2019.
 - d. Council will initiate a search for a new CEO.
 - e. This Council meeting is scheduled to discuss hiring procedures, hiring standards, hiring criteria and policy directives.
- V. Action on Approval of Hiring Procedures for CEO
 - a. Public Comment on Draft Hiring Procedures.
 - b. Discussion on Draft Hiring Procedures.
 - c. Council Action to Approve Hiring Procedures.
- VI. Action of Approval of Hiring Standards, Hiring Criteria and Policy Directives.
 - a. Public Comment on Draft Hiring Standards, Hiring Criteria and Policy Directives.
 - b. Presentation by Executive Committee of Draft Hiring Standards, Hiring Criteria and Policy Directives.
 - c. Council Discussion on Draft Hiring Standards, Hiring Criteria and Policy Directives.
 - d. Council Action to Approve Hiring Standards, Hiring Criteria and Policy Directives.
- VII. Council Chair Discussion on Next Steps in Process:
 - a. Council will advertise the CEO vacancy.
 - b. Council will work with consultant.
 - c. Interested applicants may submit a confidential application and materials.
 - d. Executive Committee will review applications and materials in executive session and narrow down list of applicants to interview.
 - e. Council will schedule an executive session to interview applicants.
 - f. Council will select top 2-3 candidates in executive session.
 - g. Council will take action to hire top candidate in an open public session and approve employment agreement.
- VIII. Adjourn

Draft Proposed Hiring Procedures for CEO

1. Hire Outside Consultant to Assist in Search Process: Hire HR Professional from Cascade Employers Association as external resource to provide advice, assure legal requirements are met, receive incoming applications from interested persons, facilitate background checks and assist the Council in evaluation of candidates.
2. Consider the Hiring Standards, Criteria and Policy Directives for the CEO Position.
 - Seek public comment on Hiring Standards, Criteria and Policy Directives.
 - Council Approval of Hiring Standards, Criteria and Policy Directives.
3. Advertise the Vacancy
 - Advertise via industry organizations:
 - Western Fairs Association
 - International Association of Fairs and Expositions
 - Oregon Fairs Association
 - Oregon Festival and Events Association
 - Advertise via National Recruiting resources through Cascade Employers Association.
 - Advertise via organizations known to represent potential candidates of diversity.
 - Direct contact of by CEO and Council members with persons considered to be high quality candidates.
4. Assure Confidentiality to Applicants: In order to attract qualified candidates, the Council will assure the confidentiality to applicants that the applicants' identity, application and supporting materials are not disclosed to the public.
 - The Executive Committee will meet in executive session to review applications in order to narrow down a list of candidates to interview.
 - The Council will invite candidates of interest to interview in an executive session of the Council.
 - The Council will come to consensus on the 2-3 top candidates in an executive session.
5. Due Diligence: The Council will conduct a thorough background check including a criminal background check.

6. Public Comment: Once a top candidate has been identified by the Council, the Council will identify that candidate to the public and seek public comment on the hiring of that candidate.
7. Hiring the Candidate: Following public comment on top candidate, the Council will vote in an open session whether to approve the hiring of the candidate, and approve a contract with the candidate.

DRAFT
Hiring Standards, Criteria and Policy Directives

HIRING STANDARDS AND CRITERIA

The Council will use the following hiring standards and criteria for the recruitment and selection of the next executive director:

A. The Ideal Candidate

The Oregon State Fair Council desires an accomplished and experienced executive for this position with the following:

B. Qualifying Experience & Education

Five to Seven (5 to 7) years' experience in an executive management position;

Experience working with a board of directors with preference shown for work with a not-for-profit, non-profit, or governmental entity;

A four-year college degree from an accredited college or university is preferred; or any combination of equivalent experience; and

Management experience with a fair, festival, or major event hosting more than 100,000 people in attendance.

C. Core Competencies

Understanding of the practices and principles of fair or other event management, including leadership in implementing plans for an annual fair and expo events;

Skill and experience in attracting and developing business for an event center in a competitive environment;

Ability to form, build, and maintain key business relationships including the agricultural community;

Leadership in strategic planning/implementation, including teamwork, collaboration, and consensus planning;

Competencies in public relations, human resources, organizational restructuring, finance, and business development including capital project planning, land use, and master plan development and financing and implementation;

Ability to communicate effectively with a board of directors and create and deliver presentations with a passion to promote the organization with multiple communities across the state, including the public, government entities at local and state levels, and industry associations;

Supervisory skills in fairgrounds operations with an ability to lead with diplomacy, inclusive communication, and positive motivational strategies; and

Ability to exercise independent initiative and professional judgement to solve complex problems and accomplish desired goals and objectives.

D. Essential Duties

Carry out the mission and vision of the Oregon State Fair & Exposition Center as well as the policy directives as prescribed and established by the Oregon State Fair Council;

Provide leadership and direction to the staff for the purpose of increasing revenue and promoting business development to ensure that the Oregon State Fair & Exposition Center promotes and achieves financial self-sufficiency;

Provide leadership in the successful development and implementation of a strategic business plan for all business units, including the annual State Fair and the Expo Center;

Develop and implement the Council's master plan for the facilities and grounds;

Provide leadership in Council policy development and Council member responsibilities, and serve as the lead communicator with the State Fair Council;

Responsible for the annual budget for the Oregon State Fair & Exposition Center; oversee all accounting operations; monitor and approve expenditures' review all bank statements; prepare regular, periodic, and timely financial statements including year-end reports;

Represent the Council's interests with the public and other community and governmental organizations, the state legislature, business organizations, the agricultural community, the media and industry associations;

Review and analyze the overall operations of the facility; identify areas to increase effectiveness, efficiency, and safety; make recommendations for improvements; supervise and hire staff; and the implementation of agreed upon action steps;

Responsible for the administrative functions including the supervision of contracting, procurement, and human resource functions of the organization;

Develop and implement plans for the maintenance and repair of the fairgrounds and related facilities while identifying and prioritizing all needs; ensuring compliance with all statutes and regulations including insurance and security, as well as health and safety and building codes;

Create a motivational work environment in which employees at all levels are inspired to achieve excellence; and lead by example.

The Chief Executive Officer should be available for evening and weekend events to perform personally at the highest job level; and to participate in a variety of community activities and organizations around the state.

In summary, the Council is seeking an energetic individual to employ a team approach to problem solving and be proactive in addressing issues. The new Chief Executive Officer will have many opportunities to excel in this new and often challenging environment.

E. The Application Process

All qualified candidates are strongly encouraged to submit career credentials for review and consideration and to visit the Oregon State Fair & Exposition Center and Council websites at www.oregonstatefair.org, www.oregonstateexpo.org, and oregonstatefaircouncil.org.

This is a confidential recruitment process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. The first review of resumes will begin shortly after the closing date of December 16, 2019.

Electronic submittals are strongly preferred via email and should include a compelling cover letter, comprehensive resume, salary history, and five (5) professional references. Candidates should be aware that references will not be contacted until mutual interest has been established.

The Council Search Committee will review all qualified individuals and will be involved in selecting candidates for the on-site interview and evaluation process. Candidates may be asked to complete a series of written responses for further consideration and review by the Council. In addition, in depth backgrounds and verifications will be conducted on the top candidates. Following this comprehensive evaluation, the top candidate(s) will be presented to the Oregon State Fair Council for final consideration, candidate selection, and appointment.

POLICY DIRECTIVES:

A. Compensation

A competitive compensation package including a salary and bonus (TBD annually) is offered for the position and placement within the range with be based on the candidate's salary history, qualifications, and experience. The benefit package offered by the Oregon State Fair Council includes:

Retirement

Automobile allowance

Health, Dental, and Vision plan

Annual Leave/Vacation and Sick Leave

Life Insurance

The Council will ultimately determine the salary to be offered to the successful candidate.

B. Review and Evaluation of Experience and Education

The Council reserves the right to determine the best combination of education and experience required for this position.