

Public Records Advisory Council
Meeting Agenda
October 17, 2017 – 1:00pm – 4:00pm
Oregon State Archives Building
800 Summer Street NE
Salem, OR 97304

- I. Applicants for Public Records Advocate position
 1. Review process and where posted
 2. Select candidates to interview

- II. Develop interview questions
 1. Determine number of questions
 2. Review questions submitted by the council members
 3. Finalize Questions

- III. Interview process outline

- IV. Next steps

Public Records Advisory Council
Meeting Minutes
October 17, 2017 – 1:00pm – 3:00pm
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Attendees:

Mary Beth Herkert, Secretary of State, Archives Division
Michael Kron, Dept. of Justice, Attorney General's Office
Matt Shelby, Department of Administrative Services
Steve Suo, *Oregonian* (news media)
Lee van der Voo, *Investigate West*, (news media)
Scott Winkels, League of Oregon Cities, (representative of the cities)
Rob Bovett, Association of Oregon Counties, (representative of the counties)
Mark Landauer, special districts, (representative of the special districts)
Tony Hernandez, (public member)
Les Zaitz, *Malheur Enterprise*, (news media)
Rep. Karin Power (called in)
Justin Brecht, representing Sen. Kim Thatcher
Shirin Khosravi, SEIU, (public sector workforce)
Stephanie Clark, Secretary of State, Archives Division (support for council meeting)

I. Applicants for Public Records Advocate Position

The Council began by stating that they were satisfied with this extended recruitment window and agreed that there were enough qualified applicants to consider in the current pool. Interviews will take place Monday, October 23rd. Mary Beth Herkert posed to the group whether or not to conduct interviews during a public meeting or to hold an executive session. Scott Winkels expressed concern that individuals who were currently employed might not be comfortable with public interviews thereby alerting their current employer. Mark Landauer stated that the nature of this position warranted as much transparency as possible and many others agreed. The group decided to not declare executive session and to hold the interviews as a public meeting. Concerns were brought up about potential applicants listening in on others' interviews and receiving an unfair advantage by knowing the questions in advance. The Council decided that those applying for this position would understand that they should not call in and listen, not sit in on the meeting, and to know that the interviews will be public. The Council agreed to ask interview candidates when they are scheduled for their interview not to sit in or listen in to any interviews.

The Council agreed to interview six (6) candidates for 30 minutes each.

II. Interview Questions

The Council decided to delegate the duty of sorting through all suggested interview questions and select between five-ten questions to Mary Beth. Council members will have all questions in to Mary Beth by Thursday and she will select a cross section of questions. If members have additional supplemental questions that are not follow up questions based on a candidate's response, they are to submit those to Mary Beth in advance. The Council decided to select six council members to each read a question, with the intention of having the same council member read the same question to each candidate for consistency and fairness. The intention was to have 30 minute interviews, leaving 10 minutes for questions and would start at 12:30 on Monday, October 23rd at the Archives Building or using a video conferencing tool such as Skype.

III. Continued Discussion of Candidates

Deliberations took place using only each candidate's first name. Because of the large, qualified candidate pool the Council agreed to eliminate those applicants that did not meet the minimum qualifications for the position and those who had not yet received Bar Membership. The Council then each chose their top five candidates to consider. The ranking process was a simple tally system for each person. Five individuals received ten or more votes. One person received five votes, but the case was made that this person should be considered. The council debated whether to interview five or six candidates, ultimately voting and deciding to interview six: Jeff, Adam, David, Lisa, Kevin, and Ginger.

IV. Interview Process Outline

Each candidate will have their scheduled interview time on October 23rd and will have been asked both orally and in writing, not to listen in on other candidate's interviews. The interviews will be conducted as a public meeting. **Note;** Go-to-Meeting information is posted on the Public Records Advisory Council website.

V. Next Steps

October 23rd 12:30 pm – 5:00 pm – Interviews of the Public Records Advocate candidates
Archives Building, Small Conference Room, 800 Summer St. Salem, OR 97310

For more information on the council: <http://sos.oregon.gov/archives/Pages/public-records-advisory.aspx>

To subscribe to receive email updates:

https://public.govdelivery.com/accounts/ORSOS/subscriber/new?topic_id=ORSOS_94

The meeting adjourned at 2:05 pm.