



Human Resources

P.O. Box 788 • Heppner OR 97836
(541) 676-5620

Karen Wolff
Human Resources Director
kwolff@co.morrow.or.us

To: Morrow County Board of Commissioners
From: Karen Wolff, Human Resources Director *Karen Wolff*
Date: August 1, 2017
Re: Administrative Officer Recruitment Committee Appointment

At the Board of Commissioners meeting last week (July 26, 2017), you created a Recruitment Committee as part of the Administrative Officer recruitment process. The membership of the committee was identified as: One Commissioner (Commissioner Jim Doherty volunteered), Human Resources Director, one Department Head, and one Community Member. The committee's first charge was to bring back a recommendation for appointments to the Department Head and Community Member positions.

On July 27, 2017 an email was sent to all Department Heads asking for those interested in serving on this committee to submit a letter to Human Resources. A similar email was sent to various members of the Morrow County communities, such as: all Cities and Towns; Budget Committee; Compensation Committee; Chambers; Economic Development partners; and various volunteers.

This afternoon Commissioner Doherty and I reviewed the letters that had been submitted and recommend the following appointments:

Department Head – Carla McLane, Planning Director

Community Member – Sheryll Bates, Heppner Chamber of Commerce

The next task for this committee will be the review of the current Administrative Officer job description. We plan to bring a revised Job Description back to the Commissioners for review in one or two weeks. Once the Job Description has been approved, then we can move forward with the recruitment to fill the upcoming vacancy.