

LEAGUE OF OREGON CITIES

Supplemental Questions

All candidates interested in being considered for LOC's Project & Program Coordinator position are required to answer four supplemental questions. Responses to the supplemental questions must be submitted simultaneously with all other application materials.

The purpose of the four questions is to identify an applicant's understanding of LOC's purpose, their experience with local government, and the type of creativity and vision they will bring to the position.

1. Please tell us why you are interested in this position and why you would like to work for the League of Oregon Cities.
2. The League of Oregon Cities is constantly looking for ways to increase attendance and participation at regional meetings and trainings that occur throughout the year, at various locations across Oregon. Some of these are regularly scheduled and others are scheduled as needed. Some of the trainings are free and others require a fee to attend. Describe what methods you would employ to increase attendance and participation at these events.
3. Please share what diversity, equity and inclusion means to you and how you envision your role in ensuring that LOC is inclusive of all of Oregon's city representatives?
4. Please listen to the 27-minute [audio recording](#) of the LOC Foundation Board of Directors meeting that transpired on June 16, 2020 and prepare a set of draft minutes. If you are not able to identify a speaker because they have failed to identify themselves please know that it is acceptable to describe such a person as Person X or Person Y. For ease of reference, the following persons were members of the Foundation when the meeting transpired:
 - John McArdle, President of the Foundation (Mayor of Independence);
 - Jake Boone, Director (Councilor for Cottage Grove);
 - Cathy Clark, Director (Mayor of Keizer);
 - Ken Gibson, Director (Mayor of King City);
 - Sherilyn Lombos, Director (City Manager of Tualatin);
 - Brad Nanke, Director (Councilor for Salem);
 - Peter Truax, Director (Mayor of Forest Grove); and

- Mike Cully, Secretary (Executive Director of the League of Oregon Cities).

Staff persons who would have potentially attended the meeting included: Jamie Johnson-Davis, Finance Director; John Steiner, Interim Operations & Member Engagement Director; and Kelly Richardson, Project Coordinator – Affiliates.

Per the Oregon Public Meetings Law, written minutes must include at least the following information:

- Members present;
- Motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
- Results of all votes; and, the vote of each member by name, except for public bodies consisting of more than 25 members unless recording by name is requested by a member of that body;
- The substance of any discussion on any matter; and
- A reference to any document discussed at the meeting, unless even a reference to the document is exempt under the Public Records Law.