

Chehalem Park and Recreation District
Board of Directors – Special Board Meeting
January 6, 2025 – 9:00 am
Chehalem Cultural Center

Members Present: Matthew Smith, Jim McMasters, Lisa Rogers, Jason Fields, and Gayle Bizeau

Guests Present: Bob Keefer, SDAO Sr. Consultant; Shanta Carter, SDAO Consultant Services Manager

Staff Present: Julie Petersen, Bryan Stewart, Amber Hill, Kat Ricker (Morning session only)

President Matt Smith called the meeting to order at 9:00 am, January 6, 2025, in the ballroom of Chehalem Cultural Center, Newberg, Oregon. Mr. Smith introduced Sr. Consultant Bob Keefer to review the agenda for the day as the board interviewed four candidates for the Superintendent's position. Mr. Keefer reviewed the interview schedule, and the other activities scheduled for the day including candidate interviews with the Staff/Community Panel and the Meet the Candidates Public Open House. He reminded the board to stay on topic during the interview process and not to ask anything about family, marriage, sexual orientation or any other protected class. Mr. Keefer also reviewed the proposed scoring system for the board interviews that was outlined in the email he sent to the board on January 3, 2025.

Executive Session was called to order at 9:10 am, January 6, 2025, for purpose of interviewing finalist for the position of Superintendent in accordance with ORS 192.660(2)(a) and 192.660(7). The left Chehalem Cultural Center ballroom at that time and reconvened in the board room at the center.

The board reconvened into public session at 8:15 pm, January 6, 2025. The following motions were made:

- (1) Matt Smith moved that the board appoint Clay Downing as Superintendent of the Chehalem Park and Recreation District, contingent upon the successful negotiations of an employment agreement and acceptable background and reference checks. Lisa Rogers seconded the motion. Motion carried unanimously.
- (2) Matt Smith moved that the board appoint Lisa Rogers to work with Special Districts Association of Oregon and District's legal counsel in development of an employment agreement with Clay Downing for board consideration and approval. Jim McMaster seconded the motion. Motion carried unanimously.
- (3) Matt Smith moved that the Special Districts Association of Oregon proceed with background and reference checks and making the contingent offer to Mr. Downing with the contingent offer including a starting annual salary of \$145,000 and a proposed start date of February 15, 2025. All other benefits would be consistent with current district policy. Gayle seconded the motion. Motion carried unanimously.

The board further discussed how to announce the decision. Matt Smith agreed to inform staff of the decision and to work with Kat Ricker on sharing the information publicly. Bob Keefer will take the lead of informing the candidates of the decision and presenting the contingent offer to Clay Downing.

Meeting was adjourned at 8:25 pm.

Respectfully submitted,

Bob Keefer, SDAO Sr. Consultant