



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: April 15, 2024

SUBJECT: Volunteer E-Mail Policy Discussion

BACKGROUND AND POLICY IMPLICATIONS:

County Administration, Legal and Information Technology have developed the attached draft policy, which would require volunteer board/committee members to use a County-provided e-mail account for all communication related to the work of their respective board, commission, or committee.

Administration is proposing that initially, this policy would apply to the following boards/committees:

- [Deschutes County Audit Committee](#) – Internal Audit
- [Deschutes County Budget Committee](#) - Finance
- [Dog Control Board of Supervisors](#) - Administration
- [Facility Project Review Committee](#) - Facilities
- [Fair Board](#) – Fair & Expo
- [Planning Commission](#) – Community Development
- [Statewide Transportation Improvement Fund Advisory Committee](#) – Road
- [Wolf Depredation Compensation and Financial Assistance Committee](#)

During the Board's work session, staff will provide an overview of the policy and answer questions from the Board. If the Board is supportive of adopting the policy, staff will place the policy on the consent agenda for a future BOCC meeting.

BUDGET IMPACTS:

The cost of implementation is estimated at \$14 per user per month. Based on the scope outlined above, an annual cost is estimated at about \$10,000.

ATTENDANCE:

Whitney Hale, Deputy County Administrator
Stephanie Marshall, Assistant Legal Counsel
Tania Mahood, Information Technology