


**Date:** July 5, 2018  
**To:** Environmental Quality Commission  
**From:** Richard Whitman, Director   
**Subject:** Agenda item R, Informational item: Officer and liaison roles  
July 11-13, 2018, EQC meeting

**Why this is important**

The Oregon Environmental Quality Commission is a five-member body, with commissioners appointed by the Governor and subject to Senate confirmation. The current commission has served without a permanent chair and vice-chair since mid-2017 due to an ongoing vacancy on the commission. With the fifth position now filled, the commissioners will discuss their chair and vice-chair roles for EQC, as well as opportunities to re-establish formal liaison roles with other State of Oregon boards and commissions.

**Officer roles**

The role of EQC officers are not prescribed by statute; however, the past practice of the commission has been to elect a chair and vice-chair. The commission has not generally specified term lengths.

The chair is generally responsible for the leading EQC meetings as the presiding commissioner. The chair also is typically the designated signatory for commission orders and actions, unless otherwise specified by the commission.

The vice-chair serves as the backup for the chair, in the event the chair is unable to attend a commission meeting or perform other duties in their capacity as EQC chair. The chair and vice-chair typically are involved in helping to set the agenda for EQC meetings, along with the director.

**Liaison roles**

In 2013, the vice-chair of EQC established a liaison role with his counterpart on the Board of Forestry. This liaison structure was replicated with the Board of Agriculture, the Water Resources Commission, and the Land Conservation and Development Commission. In each case, one member of EQC self-selected as the commission's liaison to the other board or commission, with reciprocity from the other body. While there is no statutory requirement for these liaison relationships, they have assisted the commission in the past in understanding the perspective of other boards and commissions with related responsibilities.

The past nature of the liaison roles are outlined in attachment A of this

report. Following direction from the EQC, DEQ will assist commissioners in developing individual arrangements with other boards/commissions as appropriate.

In addition to the liaison roles noted above, EQC holds a seat on Oregon's Watershed Enhancement Board. The responsibilities for the OWEB role are more formal than the other liaison roles, as the individual serves as a voting member of OWEB.

**Attachments**

- A. Liaison role descriptions
- B. OWEB membership role description  
<https://www.oregon.gov/oweb/about-us/Pages/board/members.aspx>

**Next steps and  
commission  
involvement**

DEQ recommends that the commission take action on officer, liaison and OWEB member roles at the Sept. 13-14, 2018, EQC meeting.

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## **Background**

Board, commission and agency leadership has expressed a desire to strengthen communication and coordination activities between EQC and several other State of Oregon boards and commissions.

A primary goal of this liaison relationship is to develop a better understanding between the two agencies and boards and to develop potential areas of collaboration and cooperation.

Past liaison relationships have existed between EQC commissioners and members from:

- Board of Forestry
- Board of Agriculture
- Water Resources Commission
- Land Conservation and Development Commission

## **Liaison responsibilities**

1. Attend board/commission meetings on a regular basis, as determined by agenda items and need for updates
2. Meet on a periodic basis with the directors of both agencies to review potential areas of collaboration and cooperation
3. Provide written or oral updates to commissioners/board members on topics that have potential impact on the two agencies and their commission/board
4. Commit to at least a year of service in the liaison role
5. Provide materials or oral communication to the directors of both agencies prior to meetings for review or consultation
6. Provide accurate information on topics discussed, using materials such as meeting minutes, director reports and staff information
7. Report to their respective board and commission members on any topics that are of potential interest or impact
8. Look for opportunities for the two boards/commissions to develop compatible goals or policies

## **Additional logistical information**

1. Length of service: At least one year; determined by commissioners and of sufficient length that allows liaisons to gain a significant understanding of relevant issues and policies
2. Expenses and costs: The "home" agency pays for the normal and routine costs associated with participation, in accordance with the rules governing the payment or reimbursement of costs. This includes any regular stipend the commission/board member receives for their service.