

COLUMBIA COUNTY BOARD OF COMMISSIONERS

BOARD MEETING

WORK SESSION MINUTES

January 22, 2020

The Columbia County Board of Commissioners met in scheduled session with Commissioner Alex Tardif, Commissioner Margaret Magruder and Commissioner Henry Heimuller.

Board Discussion:

Commissioner Heimuller was approached by Scappoose Senior Center who is in need of a new bread van. CC Rider has a surplus van that would meet the requirements that the Senior Center is looking for. The Board has directed staff to move forward with donating the surplus van to the Scappoose Senior Center and place on a consent agenda for approval.

Commissioner Tardif announced that Gina Nichols is the new AOC Executive Director.

Executive Session:

The Board recessed from regular session to go into executive session under 192.660(2)(e) real property, with Jacyn Normine, Sarah Hanson and Tiffany Johnson present. Upon returning to regular session, no action was taken.

The Board recessed from regular session to go into executive session under 192.660(2)(d) bargaining, with Jean Ripa and Sarah Hanson present. Upon returning to regular session, no action was taken.

BOC Staffing:

Jean Ripa requested that the Board take a moment to discuss some staffing issues. Jacyn Normine joined the discussion. Jean reminded the Board that, while they had already authorized the filling of the Office Specialist in the Board's Office, the position was still filled as a Cardinal temp. Each calendar year, a worker can work up to 6 months full time through Cardinal. After discussion, the Board directed Jean to come back later, perhaps in April, to discuss an active recruitment for the position.

Jean Ripa then asked the Board for some guidance on the retirement of Karen Kane from County employment. Jacyn reported that most accounts and passwords had already been shared with her. A few more were noted to follow up on with Karen. Jean asked for guidance on the status of the emails and the H drive. The Board directed Jean to have emails forward to Jacyn and the H drive placed on the Board's S drive. Jacyn and Jean will follow up with the final details to make sure the separation happens as smoothly as possible. Jean noted that there was a separation checklist for use at these times and she would make sure that Jacyn received a copy of that. There was discussion on the issue of recruiting for the position or not. Jean reminded the Board that they had requested input from the department heads on this and that they were meeting with the departments heads in early February. Any decision on the status of the position going forward was postponed at this time.

Combining an Elected position

Jean Ripa then talked to the Board about the issues surrounding combining an elected position, such as the County Treasurer, with an appointed position. Since no County employee can fill two compensated positions, the underlying appointed position cannot be increased in pay to compensate for duties that would be conducted by the elected County Treasurer. Also, there is an issue with an FLSA nonexempt position and the concept of overtime. The County could not pay overtime for duties that were the responsibility of the Treasurer and there may even be issues of paying overtime that was caused because duties of the Treasurer were done during regular working hours. However, the County also cannot refuse to pay overtime for extra hours worked by a nonexempt employee. None of these issues are of concern if the underlying appointed position is an FLSA exempt position. After discussion, Jean noted that she was just updating the Board on this issue and would be talking to the employee involved to make sure that expectations were realistic.

Lane County IGA's

Michael Paul reviewed the purpose, content and exhibits of two intergovernmental agreements between Lane County and Columbia County; previously, these agreements were contained in one IGA with Lane County, but Lane is splitting the original IGA into two IGAs so one of them can be canceled when the Oregon Health Authority assumes Lane County's role later this year. Michael Paul described the purpose of the first IGA with Lane County, which is to share revenue for food handler cards issued to Columbia County residents; Lane County maintains a statewide website and Columbia County refers individuals to the website. Discussion followed. Commissioner Heimuller requested data on the reimbursement rate per test and the number of cards issued to Columbia County residents in the last 3 years. Michael Paul informed the Commissioners that the County does not automatically receive a report with the check. He agreed to request the data and provide an update. Michael Paul reviewed the 2nd IGA for Columbia County to receive licenses from Lane County to use a licensing inspection software system, which the County currently uses to track licenses, payments, and inspections. Discussion followed. No objections were noted and the IGAs will be placed on the consent agenda.

Accounting Clerk position:

Louise Kallstrom, Finance Director, Nancy Merlette, Finance Manager and MaryAnn Guess, Tax Collector requested approval to promote the Accounting Clerk 1 position to Accounting Clerk 3 position. After discussion staff was directed to move forward and have placed on an upcoming agenda for approval.

Victim's Assistance position

Janice Faltersack, Advocate / Program Administrator requested to fill the open position for the Victim's assistance position this position is "grant funded". The grant agreement is pending approval from County Counsel, once the 2019-2020 VOCA/CFA grant agreement is approved the Board will discuss approval of the Victims Assistance position.

Deputy District 2 positions

Jeff Auxier, District Attorney requested to open and fill two DDA2's position, the Board directed Jeff to work with Human Resources to open the positions for recruitment.

By: Jacyn Normide
Jacyn Normide
Board Office Administrator

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: Alex Tardif
Alex Tardif, Chair

By: Margaret Magruder
Margaret Magruder, Commissioner

By: Henry Heimuller
Henry Heimuller, Commissioner