

COLUMBIA COUNTY BOARD OF COMMISSIONERS
BOARD MEETING
MINUTES
November 20, 2020

The Columbia County Board of Commissioners met virtually in a scheduled session with Commissioner Alex Tardif, Commissioner Henry Heimuller, and Commissioner Margaret Magruder together with Sarah Hanson, County Counsel, Robin McIntyre, Sr. Assistant County Counsel, Tiffany Johnson, Assistant County Counsel and Jacyn Normine, Board Office Administrator via telecommunication with County staff and members of the public.

Commissioner Tardif called the meeting to order and led the flag salute.

DISCUSSION ITEMS:

Order 85-2020

Sarah Hanson, County Counsel briefed the Board on the EPA staffing services. Order No. 85-2020 In the Matter of a Special Procurement for a Contract to provide Temporary Staffing Services. Upon approval a notice will be published in The Chronicle, "Notice of Special Procurement Authorization" to run in the November 25, 2020 addition. Commissioner Tardif entertained a motion. Commissioner Magruder moved to approve Order No. 85-2020 In the Matter of a Special Procurement for a Contract to provide Temporary Staffing Services, Commissioner Heimuller seconded. The motion carried unanimously.

Order 86-2020

Jean Ripa, HR Director briefed the Board on Order No. 86-2020 Sixth revised Temporary Administrative Policy. Commissioner Magruder has supplied requested typographical edits to County Counsel. Sarah Hanson, County Counsel addressed the requested edits. After discussion Commissioner Magruder moved to approve Order No. 86-2020 Sixth revised Temporary Administrative Policy with edits as discussed, Commissioner Heimuller seconded. The motion carried unanimously.

C88-2020

Jean Ripa, HR Director briefed the Board on the new OSHA rule requirements. Order No. 88-2020 In the Matter of Adopting a Process to Notify Employees of a COVID-19 (Coronavirus) Exposure. After discussion, Commissioner Heimuller stated that as we have gone through this entire process for the last 9 mo. we have noted that we have to be very flexible with State and Federal requirements. With that Commissioner Heimuller moved to approve Order No. 88-2020 In the Matter of Adopting a Process to Notify Employees of a COVID-19 (Coronavirus) Exposure, Commissioner Magruder seconded. The motion carried unanimously.

C94-2020

Sarah Hanson, County Counsel explained the difference on the direct and special procurement processes. The dollar amounts for a direct procurement are not to exceed \$10,000.00 annually. The direct contract with Alliance for the proposed EAP does not require a special procurement, this contract falls into the direct procurement process. After discussion Commissioner Heimuller moved, Commissioner Magruder seconded to approve C94-2020 Public Services Contract by and between Columbia County and Reliant Behavioral Health and authorize Louise Kallstrom, Director of Finance and Taxation, to sign under authority granted by Ordinance No. 2015-2. The motion carried unanimously. Commissioner Heimuller explained that an EAP is an employee assistance program for our employees and their families.

CARES Act Funding

Louise Kallstrom, Finance Director, introduced the Financial Assistance to Support Oregon Businesses in the amount of \$500 thousand. The Board held the discussion on who should facilitate the disbursement of the funding. Commissioner Heimuller feels that we, with Louise's oversight, should ask CCET to funnel the money through them as we did in the first round of funding. Commissioner Magruder agreed. Paul Vogel joined the conversation and has no concerns funneling the funds through CCET. Paul would like to meet with the Board and have further discussion on how funds will be delegated to get the best bang for the money, for example requesting proposals from small businesses on how they would have the greatest collective impact. The Board of Commissioners are all in agreement to move forward and have directed staff to prepare a contract by and between Columbia County and CCET. At this time Business Oregon has not issued a deadline date. Commissioner Heimuller will work directly with Paul Vogel on processes that will best meet the needs of our community.

Louise Kallstrom, Finance Director, updated the Board on the current CARES Act Funding report. The Columbia Pacific Food Bank submitted a revised report. The purchase of the truck will be \$21,000.00 less than expected and they are requesting to reallocate the funds to provide additional food purchases. Commissioner Heimuller support leaving the \$21,000.00 with the Food Bank to purchase additional food. Commissioner Magruder and Commissioner Tardif are also supportive of the reallocation.

The Commissioners clarified that it had been determined that The Food Bank will purchase approved items and submit a reimbursement to the Columbia County Finance office. There are concerns about the forklift that has been ordered. The forklift and truck have to be delivered by December 30, 2020 to qualify for the CARES Act funding. The forklift has a delivery date four weeks out and the truck is 5 weeks out. It has been recommended that the Food Bank follow up with their vendors to assure that the items will be in the possession of the Food Bank by December 30.

Louise received a request from LT. McDowell for additional funding for the inmate scanner in the amount of \$7,500.00. There was additional cost to interface that staff was not aware of. The current balance available in the CARES Act is \$2,198.00.

Louise explained the PPE equipment money in the amount of \$50,000.00 and the distributed and inventory amounts. Of the \$50,000.00, \$21,695.00 was spent on inventory, the current inventory is \$14,744.60, \$3,524.75 worth of inventory was sold, and inventory that was sold was \$3,425.65. The sold inventory cannot be counted as part of the CARES Act funding since they have received money. We can count the inventory and the distributed, but we have nowhere to store additional equipment. Louise has recommended that we leave the \$50,000.00 with CCET and instead of requesting reimbursing through the CARES Act, we release the \$50,000.00 out of the marijuana fund as originally talked about, leaving an additional \$50,000.00 in the CARES Act funding to cover additional costs that are needed. Commissioner Tardif is supportive of Louise's recommendation to release the funding from the marijuana fund and allocate an additional \$7,500.00 to the Sheriff's Department. Commissioner Heimuller and Commissioner Magruder are also in support.

PUBLIC HEALTH UPDATE

Mike Paul, Public Health Director updated that we have a substantial community spread in Columbia County. Since Nov. 3rd we have had more than 100 cases, test positive rates have doubled. The Public Health services are strained, hospitalizations are at the highest State wide. Public Health is asking individuals that if you have tested positive to reach out to your close contacts and ask them to stay home for 14 days. Schools are not open and the State is in a two week freeze.

Avoid holiday gatherings. It is not too late to cancel your holiday gathering but if you must gather please follow travel advisories.

Mike Paul's recommendations for the County Court house is that anyone who could be should be working from home and those that are working in the building should stagger their hours. The building should be closed to the public with appointments if only necessary. State Courts are still open 9-11 and 2-4. Commissioner Magruder is okay with the way we are operating and that necessary business should be conducted by appointment only. Commissioner Heimuller agreed. Further discussion will be held as necessary.

EXECUTIVE SESSION

The Board recessed the regular scheduled meeting to go into executive session under 192.660(2) (a). Upon coming out of executive session no action was taken.

With nothing further coming before the Board, the meeting was adjourned at 11:04 AM

Dated at St. Helens, Oregon this 20th day of November, 2020.

NOTE: Audio/video of the meeting is also posted on our website at <https://www.columbiacountyor.gov/meetings>

BOARD OF COUNTY COMMISSIONERS

FOR COLUMBIA COUNTY, OREGON

By: _____
Alex Tardif, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Henry Heimuller, Commissioner

By: _____
Jacyn Normine
Board Office Administrator

