

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING  
MINUTES

September 17, 2003

The Columbia County Board of Commissioners met at 3:30 p.m. in a scheduled staff meeting with Commissioner Rita Bernhard, Commissioner Anthony Hyde, Janet Wright, Board Assistant, Jan Greenhalgh, Board Secretary and Jean Ripa, Human Resource Director.

Commissioner Bernhard called the meeting to order.

Commissioner Bernhard brought up the issue of Board letterhead. She would like to see separate letterhead for each Commissioner for times when only one Commissioner is signing. That would make it clear that the letter is from an individual Commissioner, as opposed to the entire Board. Jan was directed to come up with some draft letterhead for each Commissioner.

Jean Ripa was present to go over the criteria for interviewing the Community Corrections Director position.

While in attendance, Jean brought up discussion on the facilitated session this year for the Board and department heads. She made some suggestions for agenda items. She will work on a date for sometime in January 2004.

The Board received a call from Venice, Longview Daily News, asking for some comments on the election results. Commissioner Hyde will be calling her back.

With nothing further coming before the Board, the meeting was adjourned.

Dated at St. Helens, Oregon this 17<sup>th</sup> day of September, 2003.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: Not Present  
Joe Corsiglia, Chairman

By: Rita Bernhard  
Rita Bernhard, Commissioner

By: [Signature]  
Anthony Hyde, Commissioner

By: Jan Greenhalgh  
Jan Greenhalgh, Recording Secretary