

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

January 15, 2014

The Columbia County Board of Commissioners met in scheduled session with Commissioner Anthony Hyde, Commissioner Henry Heimuller and Commissioner Earl Fisher.

Commissioner Hyde called the meeting to order.

EXECUTIVE SESSION UNDER ORS 192.660(2)(I) PERFORMANCE EVALUATIONS:

The Board immediately recessed the regular session to go into Executive Session as allowed under ORS 192.660(2)(I). Upon coming out of Executive Session, no action was taken by the Board.

LETTER TO DAN BROWN:

Sarah Hanson discussed a letter received by the Board from Dan Brown addressing some problems obtaining grant compliance documentation from the Vernonia School District. The Board indicated a letter should be sent to the School District and directed Sarah to draft a letter for their consideration.

ADP UPDATE:

Jean Ripa and Jennifer Cuellar updated the Board on the status of the conversion to the ADP Payroll and HR systems. The County is really starting to see the benefits of this service. Jean has just rolled out the Self Service option to all managers and is rolling out the same service option to employees, group by group. She is also working with ADP on setting up the system so that the benefits enrollment can happen online. Jennifer noted that she was working with ADP to give us credit towards the costs to

compensate the County for the problems that have happened to date.

MANAGERIAL RECRUITMENTS:

Jean Ripa presented the Board with documents required to appoint Bob Severe as interim director. After some discussion, *Commissioner Heimuller moved and Commissioner Fisher seconded to appoint Bob Severe to the position of Interim Director of Community Justice, effective January 16, 2014, approve the hiring letter and Personnel Action. The motion passed unanimously.*

Jean then reviewed the options regarding the recruitments for the replacement of the CJD Director and the Transit Program Administrator. Jean described a potential process that would include extensive interviewing and background checks. She noted that conducting two concurrent executive search recruitments would be extremely time consuming for Human Resources. She had investigated the costs of executive search firms but those run \$15,000-\$25,000 per recruitment so that is not a feasible option.

The Commissioners agreed to the general concepts she proposed. Jean noted that she would return on a public meeting agenda to describe the process in more detail within the next two weeks.

FINANCIAL SOFTWARE FOLLOWUP:

Jennifer Cuellar and Jean Ripa were present to followup on discussions regarding the financial software, i.e., comparable to current software, option for collaboration with Lane County for software, context of how much do other counties spend on their software packages. After discussion, Jennifer will follow up on (1) explore Lane County software option, if there's capital cost involved (IE software purchase/implementation as capital purchase from restricted capital funds); budget software components, etc.; (2) investigate whether there are any financial software or software as a service options on the Oregon or Washington State contract; and (3) make comparison as best as possible with the information from FRI/Q.

EXECUTIVE SESSION UNDER ORS 192.660(2)(d) - BARGAINING:

The Board recessed the meeting to go into Executive Session as allowed under ORS 192.660(2)(d). Upon coming out of Executive Session, no action was taken by the Board.

REVOLVING FUND AGREEMENT WITH CAT:

Sarah Hanson and Jennifer Cuellar met with the Board to discuss the current revolving fund loan agreement with Community Action Team. Sarah explained that when it came time to implement the Agreement, both County and CAT staff came to the conclusion that it would be easier for both parties to have the County give the funds to CAT and take the funds, trust deeds, and other administrative actions out of the County. Sarah and Jennifer asked the Board if they would consider a new agreement giving the funding to CAT. The Board indicated they would support such an agreement but would like to have reporting from CAT as to the work done with the funding. Sarah indicated that she will draft an agreement and will bring it back for consideration and approval at a later date. No decisions were made at this time.

2014-15 BUDGET DISCUSSION:

Jennifer addressed some FY14-15 budget questions/clarifications. After discussion, there was consensus that Commissioner Hyde would be the point person on the Economic Development budget; Commissioner Heimuller would be the point person on any Transit questions and will work with Janet Wright on the budget; and Commissioner Fisher would be the point on Commission on Children & Families questions. The Board was comfortable with Jennifer working with Cynthia Zemaitis to analyze whether FY15 is the initial year for any PGE SIP revenue to flow.

MEET WITH SHERRIE FORD - PUBLIC HEALTH REQUIREMENTS:

The Board met with Sherrie Ford and Sarah Hanson to discuss implementation of a complaint/appeal process as required by the Financial Assistance Agreement for Public Health. There was discussion about the desired process. Sarah will provide Sherrie

with appeal language from the planning commission ordinance for an example and will look at the enforcement procedures for restaurants. No decisions were made.

FOUNDATION AGREEMENT:

Sarah Hanson discussed the Foundation/County agreement with the Board. There is one remaining issue related to the administrative reimbursement cap; whether the salary is included or not. The Board indicated that it makes sense not to include the salary in the administrative cost cap because they are two completely different things and the salary paid by the County is a direct dollar for dollar savings to the Foundation. However, in the interest of concluding the agreement the Board directed Sarah to draft language including the salary in the 100,000 administrative reimbursement cap.

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

Dated at St. Helens, Oregon this 15th day of January, 2014.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____

Anthony Hyde, Chair

By: _____

Henry Heimuller,

Commissioner

By: _____

Earl Fisher, Commissioner

By: _____

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Jan Greenhalgh

Board Office Administrator