

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

March 12, 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.

**VERNONIA SCHOOL PROJECT:**

Dan Brown, CAT and Sarah Hanson met with the Board to discuss the status of the Vernonia School Project compliance documentation. Several weeks ago the Board of Commissioners wrote a letter to the Vernonia School District asking for grant compliance documentation. Dan indicated that the School District sent him documentation right before coming to meet with the Board. Dan asked that Sarah review the documents regarding BOLI requirements for owner operated trucks.

Dan also reported that Mr. Gordan feels that the County didn't leave the property rented for FEMA trailers in good condition. CAT will be having the City of Vernonia make some repairs for \$600. There are unmet needs funds available to reimburse the City.

**UPDATE ON SAFE KIDS; EARLING LEARNING COUNCIL AND YOUTH DEVELOPMENT COUNCIL:**

Jan Kenna provided an update to the Board regarding the Early Learning Council (ELC) which included the following:

- The ELC held a budget webinar on March 11, 2014, during which budget

information for the upcoming Request for Applications (RFA) was included.

Exactly what information is required for hub revenue remains unclear.

For instance pre-school budgets are not readily obtainable.

- The Northwest ELC will be receiving technical assistance from Community Solutions for the application.
- It became clear that the governing board of the ELC hubs will have much more authority to manage the global children's budget than previously thought. This will inevitably create conflict. I suggested the governing board meet as soon as possible and receive training, despite the fact that we are not yet a hub.
- The Columbia County Early Childhood Team and the Commission on Children and Families each recommend to the Board that Northwest Regional Education Service District (NWRESD) continue to take the lead.

The Board took no action but noted the recommendation.

2. Secondly, Jan provided an update on the Youth Development Council (YDC) which included the following:

- It is still not clear how Juvenile Crime Prevention funds (JCP) and Federal Youth Investment (YI) funds will be distributed to Counties for 2014-2015.
- Jan's current recommendation is: If funds are RFA'd by the state to a county area, Columbia Community Mental Health be the applicant. They have the expertise in managing the program and have been reaching excellent outcomes. They can also insure the program is meeting all requirements, as it has been.

There was no action taken by the Board.

3. Lastly, Jan provided an update on the Safe Kids Program which included the following:

- The Commission on Children and Families each recommend to the Board that Community Action Team (CAT) become the lead agency for Safe Kids Columbia County.
- CAT has the most current information about the agreement between Safe Kids World Wide and local Coalitions. They are prepared to complete the agreement naming themselves as the lead agency and fiscal agent.
- The current ODOT grant to purchase seats will be closed out by June 1, 2014, and reporting completed to ODOT.
- Currently the County is holding about \$3,500.00 in the Commission on Children & Families account for Safe Kids. These funds will need to be transferred to CAT. Sarah Hanson was present and suggested it may not be necessary to complete a lengthy agreement but to simply send a letter and meet with CAT explaining it is the County's wish that these funds not be used for administrative expenses and Jan agreed.
- Jan would recommend that the program and funds be transferred to CAT prior to June 1, 2014.

There was no formal action taken by the Board at this time, but the matter will be addressed again after the agreement is completed.

**EXECUTIVE SESSION UNDER ORS 192.660(2)(d) - Bargaining:**

The Board recessed the regular session 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.

**COMMUNITY JUSTICE DIRECTOR RECRUITMENT UPDATE:**

Jean Ripa, HR Director, had previously updated the Board on the status of the

recruitment for Community Justice Director. With only two applicants who would qualify

for interview, Jean indicated she would want to expand the pool for consideration. After some discussion, *Commissioner Fisher moved and Commissioner Heimuller seconded to approve the extension of the deadline for the recruitment to March 28, 2014. The motion carried unanimously.*

#### TRANSIT PROGRAM ADMINISTRATOR:

While present, Jean asked the Board to consider the status of Janet Wright, Transit Program Administrator. Jean explained that, if the proposed situation of hiring a full time Transit Program Coordinator with Janet remaining part time throughout the year is to work, then Janet's hours must be reduced immediately from full time so that she doesn't exceed her allowable hours under PERS. After discussion, *Commissioner Fisher moved and Commissioner Heimuller seconded to approve the Personnel Action for Janet Wright, effective February 16, 2014. The motion carried unanimously.*

#### ENTERPRISE ZONE RESOLUTIONS:

Chuck Daughtry, CCET Director, met with the Board to discuss the Photosolutions and Clear Water applications for extended enterprise zone benefits. Chuck asked the Board to approve the necessary resolutions pending negotiation of the agreements. The consensus was to put the resolutions on the next consent agenda for approval. Sarah will finish the resolutions and add them to the agenda.

#### JAIL LEVY:

Sarah Hanson met with the Board to discuss upcoming steps necessary to put a Jail levy

on the May ballot. The Deadline to file the Notice of Measure election is March 19, 2014. The Notice must attach an explanatory statement for the voters' pamphlet. Sarah discussed the explanatory statement with the Board and asked for input by the end of the week. No action was taken.

### **LABOR ATTORNEY RFP:**

Sarah Hanson and Jean Ripa met with the Board to discuss the Labor Attorney RFP. The RFP closed on February 13 and three proposals were received from LGPI, Barran Liebman and Harrang Long. Before discussing the rankings Jean and Sarah discussed an issue that recently came to light about the Bullard Firm. The Bullard Firm did not submit a proposal. The RFP was emailed to the general firm email account as is common practice. However, it appears that Akin Blitz wasn't aware of the email and a proposal was not submitted. Akin Blitz contacted Jean and asked if the Bullard Firm could submit a proposal post-deadline. The Board members expressed that Bullard has provided good counsel to the County but it is important to finish the process that was started. The Board then discussed the evaluation committee's proposal rankings. After discussion, *Commissioner Fisher moved and Commissioner Heimuller seconded to authorize the evaluation team to issue a notice of intent to award the contract to Barran Liebman. The motion passed unanimously.*

The Board also indicated they would like to send a thank you letter to Akin to express the County's gratitude for his work. The motion carried unanimously.

### **DISCUSS FORMATION OF JAIL LEVY ADVISORY COMMITTEE:**

The Board asked Sarah Hanson to come in to discuss formation of an advisory committee to oversee the expenditure of jail levy funds if the levy passes. The Board discussed membership, terms and purpose of the committee and directed Sarah Hanson to prepare an ordinance to create the advisory committee for discussion on March 19, 2014.

**EXECUTIVE SESSION UNDER ORS 192.660(2)(f) - Exempt Records:**

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

**FY15 BUDGET UPDATE:**

Jennifer Cueller was present to give the Board an update on the FY15 budget. Discussion was held on the options for closing the \$2.4 million budget gap in the initial FY15 budget projection. In summary, the Finance Director was directed to balance the budget with the following conditions:

1. Jail Closure;
2. (12) Furlough days
3. No additional positions (a handful outside the sheriff's office were requested in the initial budget);
4. Fund capital projects within the \$435,000 restricted capital funds available;
5. Increase the contingency beyond the 2 months operating level by 50-70k given the additional uncertainties facing the county this budget season.

A meeting with the department heads will be scheduled for 2:00 pm on Wednesday, March 19<sup>th</sup> to discuss the FY15 proposed budget.

With regards to the PERS Reserve, *Commissioner Fisher moved and Commissioner Heimuller seconded to authorize the Finance Director to establish and fund a PERS reserve using (as a rate) the difference between the budgeted FY14-15 Biennium PERS rate and the actual PERS rate charged after passage of SB 822 in the 2013 legislative session. The motion carried unanimously.*

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

Dated at St. Helens, Oregon this 12<sup>th</sup> day of March, 2014.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_

Anthony Hyde, Chair

By: \_\_\_\_\_

Henry Heimuller,

\_\_\_\_\_  
Commissioner

By: \_\_\_\_\_

Earl Fisher, Commissioner

By: \_\_\_\_\_

Jan Greenhalgh  
Board Office Administrator

Staff Meeting Minutes

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