

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

June 4, 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.

JAIL OPERATING FUND ADVISORY COMMITTEE:

The Board met with Sarah Hanson and Jeff Dickerson to discuss a process to fill the Jail Operating Advisory Committee positions. Sarah reviewed the Jail Advisory Committee ordinance with the Board. Membership on the committee consists of two people from each of the 911 Districts. Qualifications include interest in the Justice System and some knowledge of Oregon municipal budget law. The Board discussed whether to use the existing volunteer application or to create a new application. Each Commissioner indicated comfort with the existing application with a change so that applicants are specific about the commission(s) for which they are applying. The deadline for applications for the JOCAC is July 15th. The Board wants to have all positions filled by the end of July.

VERNONIA SCHOOL PROJECT - ESCROW DRAW:

Jim Tierney and Dan Brown of Community Action Team were present to discuss a request from the Vernonia School District to draw down funds in the Spencer Park Escrow Account. Jim Tierney reviewed the history of the Park project and timing of the Spencer Park project completion. Sarah Hanson provided the Board with the Spencer Park escrow instructions for discussion. The Board discussed the purpose of the escrow funds; to secure completion of the project. Commissioner Hyde will be meeting with

the District's new superintendent tomorrow. The Board did not take any action pending a status update after Commissioner Hyde's meeting.

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

The Board 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 by the Board.

REQUEST TO HIRE ELECTIONS POSITION:

Betty Huser, County Clerk, came before the Board to request authorization to fill the elections position that will become vacant July 1st. After some discussion on the makeup of that position, *Commissioner Fisher moved and Commissioner Heimuller seconded to authorize the County Clerk to fill the vacated Elections position. The motion carried unanimously.*

DISCUSSION ON JAIL STAFFING:

Sheriff Jeff Dickerson met with the Board to discuss the hiring plan for the Jail in light of the passage of the Jail Operating Levy designed to keep the jail open at appropriate staffing levels. The Sheriff requested a flexible hiring capacity to hire at will and to double-fill some positions through the first year of the levy due to a fluid staffing situation that includes the following factors: **1)** Currently staff have left the jail and more staff are considering leaving, therefore it is unknown how many positions will need to be filled over the next year; **2)** Chances are good that, out of those hired to fill vacancies, not all will make it through their probation, and since the cost of each position will not be fully realized in this first budget year, over filling positions initially will not cause the jail to go over-budget. Once all positions are filled with deputies who have passed their probation (or reasonably appear to be on their way to passing probation), he will make sure that jail staffing is maintained at the minimum level of 24; and **3)** Temporary positions will be needed for background investigation and jail management issues to

start and to get staffing up to the levels needed as quickly as possible (due to short staffing that the sheriff has).

After discussion, there was a consensus by the Board to allow the Sheriff some flexibility to hire Jail staff as needed during the period leading up to full staffing.

REQUEST FOR STAFFING CHANGES IN LAND DEVELOPMENT SERVICES:

Todd Dugdale, LDS Director, was present to request authorization to increase two staffing positions in the Planning Department. Based on the increased contract inspection activity for the cities of St. Helens, Rainier and Columbia City and unincorporated county, there is a need to increase the current .49 FTE Building Inspector II to a full time position. Secondly, he requested that the .49FTE Planning Secretary position be increased to full time. This position provides clerical support to the Planning staff, the Planning Commission and serves as a part of the Permit Technician team. The position is funded 40% from the General Fund and 60% from the Building Fund. After discussion, *Commissioner Heimuller moved and Commission Fisher seconded to approve the increase in staffing positions as discussed. The motion carried unanimously.*

FACILITIES/COMPUTER SOFTWARE PROJECTS:

This matter was carried over one week.

ESTABLISH A PUBLIC SAFETY FUND:

This matter was held over one week.

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

Dated at St. Helens, Oregon this 4th day of June, 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