

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

July 1, 2015

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

Commissioner Heimuller called the meeting to order.

**FACILITIES UPDATE:**

Casey Garrett, Facilities Services Manager, was present to report on the Facilities budget and the expected savings in fiscal year 2015-16, specifically in janitorial/ restroom supplies and services and HVAC maintenance. The department will now be managing more of these services in-house, rather than paying outside contractors to do the work. Casey informally proposed using a portion of the expected savings to hire an additional Facilities staff position. He explained that additional staff would not only help with the new in-house services, but also with a wide range of improvement and repair projects that will be necessary to maintain county owned facilities.

The consensus of the Board was to have Casey proceed with completing a Personnel Cost Form and include other written documentation to clearly identify how the expected savings will cover the total cost of employing an additional staff member.

**UPDATE ON INTERVIEWS FOR EMERGENCY MANAGEMENT DIRECTOR:**

Jean Ripa updated the Board on the status of the Emergency Management Director recruitment. She confirmed the interview scheduled for July 29 beginning at 1:00 p.m. as the next step.

**JANET WRIGHT:**

The Board presented Janet Wright with a letter detailing expectations for moving Michael Ray into her position by December 31, 2015. No action needed.

**JANET EVANS:**

Janet Evans, Community Justice Director, came before the Board to request the creation of the two positions. Due to the changes in the Department of Community Justice, which includes the retirement of the Office Manager II, it is recommended that a re-organization occur to align with the Department of Community Justice goals which support adult and juvenile services. To accomplish this, Janet is requesting the creation of the position of Adult Division Supervisor for the Department of Community Justice and assign to exempt salary range E05. She would also ask that she be authorized to fill any subsequent probation officer position, if open as a result of hiring an Adult Division Supervisor.

Additionally, Janet is requesting the creation of a Community Services Coordinator position and assign to Salary Range 25 and authorize her to fill that position. Again, she would ask that she be authorized to fill any subsequent work crew supervisor position, if open as a result of hiring a Community Services Coordinator. She noted that both of these positions are funded via the State funding to Community Corrections and receive no general funds

*After discussion, Commissioner Fisher moved and Commissioner Hyde seconded to approve the creation of the Adult Division Supervisor and the Community Services Coordinator positions as requested. The motion carried unanimously.*

There was no Executive Session held.

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

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Dated at St. Helens, Oregon this 1<sup>st</sup> day of July, 2015.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

\_\_\_\_\_  
Henry Heimuller, Chair

By

Anthony Hyde, Commissioner

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

Earl Fisher,

Commissioner

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

Jan Greenhalgh

Board Office Administrator