

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

October 14, 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.

**RISK MANAGEMENT COMMITTEE:**

Dave Hill, Jennifer Cuellar, Sarah Hanson, Todd Dugdale and Casey Garrett, representing the Risk Management Committee, met with the Board to discuss a couple of Risk Management issues.

- 1) City/County Insurance Services has an incentive program to reduce risk for their clients in that they would provide \$7500, matched with \$2500, that could be used for a wide variety of things. Casey presented a proposal for Columbia County to take advantage of this program by purchasing hardware in the form of security cameras to be installed at the Courthouse (inside and out) to assist with better security. Dave mentioned that the Road Department would also like security cameras at the Rainier Shop. After discussion, *Commissioner Hyde moved and Commissioner Fisher seconded to allow the Risk Management Committee, through the assistance of Casey Garrett, to purchase the cameras and other necessary hardware through this incentive program. The motion carried unanimously.*
- 2) Insurance at the County Fair. The Committee expressed a concern that there are many activities associated with the Fair and that there is risk involved when vendor services are requested and it appears that many times the vendors are hired through a purchase order as opposed to a contract. Using the PO process,

the County (and the Fair) may not be covered by insurance as much as we would like. It was decided to set up a meeting with Fair personnel to discuss this issue.

Later in the meeting, Janet Wright discussed the plan to eventually move the transit system to a cashless system. She asked if any of the CIS money could be used for that. It was suggested that she check with the committee.

#### **FINANCE & TREASURER FY16 WORK UPDATE:**

Jennifer Cuellar reviewed her 10/7/15 memo to the Board explaining the situation in her department. They are dealing with new regulatory demands, current commitments and the gap between best and actual practice requiring staff to stretch the time to accommodate unique, one-time tasks as well as the design of the new systems that will serve the county going forward. Her memo details some specific issues that staff is addressing, which she reviewed in detail. Discussion was held on the new Federal "supercircular" guidance which means new policies, formalization of internal control structure, new audit procedures and procurement rules that must be implemented. One option that jurisdictions did not previously have to uniformly apply a 10% indirect rate to federal grants. The Board was all in agreement that this is something the County should pursue. Jennifer will follow up with Department Heads and State agencies to make sure that our intent to uniformly include this indirect rate from here on out.

The suggestion was made to seek professional services for federal grant and contracts. This professional service category was added to the list of needed support in the memo which includes Municipal Advisor, Investment Advisor, Financial Systems Consultant (as precursor to financial software procurement). Another issue not included in her memo was cost recovery and user/license fee rate analysis. There was Board consensus to use a single RFP for the portfolio of professional services and directed the Finance Director to move forward with this.

#### **BUDGET BEGINNING BALANCES:**

This matter was held over for two weeks.

**PERS TOWN HALL FOR EMPLOYERS:**

While present, Jennifer presented the Board with a calendar of PERS town hall meetings.

This is an unprecedented series of meetings in which PERS offers significant information to employers on future contribution rates, pending changes, etc. Jennifer encouraged the Commissioners to attend a meeting if possible.

**AFFORDABLE CARE ACT REPORTING FOR 2015:**

Rohini Chand, Payroll Department, reviewed a memo she provided to the Board providing a high level overview of the Affordable Care Act (ACA) reporting that Columbia County will need to do early 2016 for calendar year 2015. The Board agreed that ADP can do the reporting and sign the contract with them because we already use ADP for payroll, HR and time attendance. The cost is \$5000 and a separate contract would need to be drafted to include an end date. Sarah Hanson noted that this would need to be published in the paper because IT has to go through the procurement process. Once everything is completed, Sarah will present the contract to the Board for consideration.

**HUMAN RESOURCES UPDATE:**

Jean Ripa reported to the Board on the work needed to be done by HR to comply with the employment law changes implemented by the Oregon Legislature this year. This includes policy updates, notices to employees, sick leave tracking, etc. The changes involve sick leave accrual for all employees, domestic violence leave, social media accounts. She also reported on the change that means she now cannot run national criminal background checks on potential new hires. This is requiring her to investigate and find an alternative. These changes have a large effect on the resources available in HR for other items.

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

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

**PUBLIC TRANSIT SPECIAL DISTRICT MEASURE:**

Janet Wright, CC Rider, was present to discuss the status of the proposed levy measure for the transit services. All cities, with the exception of Clatskanie and Prescott, have approved or are in the process of approving resolution supporting the levy. This is one of the steps needed to move forward with getting the measure on the May, 2016 ballot.

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

Dated at St. Helens, Oregon this 14<sup>th</sup> day of October, 2015.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

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Henry Heimuller, Chair

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

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Anthony Hyde,  
Commissioner

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

\_\_\_\_\_  
Earl Fisher, Commissioner

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

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Jan Greenhalgh

Board Office Administrator