

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

November 4, 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.

SHERIFF DICKERSON - UPDATE:

Sheriff Dickerson met with the Board to give a general update on Jail showers, employee lounge and the Sheriff's Office security doors. No action was needed.

TRANSFER LDS VEHICLE TO EOC:

Steve Penham, Todd Dugdale and Jennifer Cuellar were present for the discussion on the request to transfer a Land Development Services vehicle to the Emergency Management Department. After a brief discussion, Commissioner Fisher moved and Commissioner Hyde seconded to approve the transfer of the vehicle from LDS to EOC. The motion carried unanimously.

Todd will confirm the vehicle information with Jennifer.

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, *Commissioner Fisher moved and Commissioner Hyde seconded to deny the Step 3 grievance of Trin Monahan regarding his schedule. The motion passed unanimously.*

CASH CARRYOVER FROM FY15:

Commissioner Fisher moved and Commissioner Hyde seconded to bank the excess cash carryover from FY15 to backfill the expected \$2 million shortfall in FY17 in order to retain existing positions. The motion passed unanimously.

DIBBLEE POINT ACCESS AGREEMENT WITH BCX EXCAVATION:

Glen Crinklaw was present for discussion. Columbia County currently has an agreement in place that allows BCX Excavation to use a roadway across county owned property at Dibblee Point. The agreement also allows the placement and operation of a gate which restricts public access to the county owned property. In light of the recent agreement entered into with the Oregon Department of State Lands (DSL) for management of DSL owned property at Dibblee Point, it was suggested by staff that the license agreement with BCX Excavation be amended. The commissioners discussed several options for amending the agreement with the focus being the present gate placement. There was Board consensus to direct staff to contact BCX Excavation's owner, Craig Smith, to determine which option he would consider most workable. County Counsel will draft an amended license agreement with a revised provision for gate placement and operation for Board review and consideration.

SAFETY CHARTER:

Jean Ripa then reviewed the updated Safety Charter, noting the changes to the Safety Committee member composition and the policies under the Committee's purview. The Commissioners directed her to place this on the next consent agenda for approval.

COMPENSATION FOR BOPTA COMMITTEE:

After review of the request by Betty Huser, *Commissioner Fisher moved and Commissioner Hyde seconded to compensate the Board of Property Tax Appeals Committee \$50 per meeting, mileage based on IRS rates and reimburse lunches up to \$13.80 per day. The motion carried unanimously.*

JANET EVANS - REQUEST FOR CHANGES IN STAFFING:

Janet Evans and Jean Ripa were present for discussion. Janet is requesting approval of the following changes in departmental staffing:

Juvenile Department:

The juvenile department currently has three classifications for probation staff: Juvenile Probation Officer I, II, III. The Juvenile Probation Officer I classification has not been used and there is no intention to use this position in the future. Janet is recommending elimination of the three existing classifications and create Juvenile Probation Officer I and II positions, consistent with current duties. There is no impact on the budget or employee pay.

After discussion, Commissioner Hyde moved and Commissioner Fisher seconded to eliminate the existing positions of Juvenile Probation Officer I, II and III, effective 12/1/15; approve the creation of the positions of Juvenile Probation Officer I and II effective 12/1/15; assign to non-exempt salary ranges 25 and 26 respectively; and authorize the Community Justice Director to fill the newly created positions through the Civil Service reclassification process. The motion carried unanimously.

Community Corrections:

With the resignation of the Office Manager, Janet has evaluated the needs of the department and adjusted current workloads. As a result, she has decided to eliminate the Office Manager position and create the position of Administrative Assistant II. She would also like to change the current support positions to align with increased workload.

This will not have a negative impact on the budget.

With that, Commissioner Hyde moved and Commissioner Fisher seconded to approve the creation of the position of Administrative Assistant II and assign to non-exempt

salary range 24 and authorize the Community Justice Director to fill the existing Department Secretary and new Administrative Assistant II positions through the Civil Service reclassification process. The motion carried unanimously.

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

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