

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

April 27, 2016

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.

**BUDGET OVERVIEW & DISCUSSION:**

Jennifer Cuellar, Finance Director, came before the Board for discussion on the process, nothing viewed as extraordinary or troubling. This is an annual process where actuals and appropriation levels are analyzed and updated appropriation levels are considered.

Some additional expenditure appropriations are funded by new funds - new grants or higher than budgeted revenues. Most individual changes are funded by intrafund transfers - moving appropriations from one budget category (ex materials and services) to another budget category (ex personnel) within a department or fund. Some are funded by contingency transfers when something new really did come up and there wasn't the ability to do an intrafund transfer.

Jennifer will keep the door open for another week in case there are any additional updates needed. She will draft the resolution which will go to Counsel for review and then will be on a Board consent agenda a few weeks from now.

A question about the transit fund came up. Transit doesn't have a significant issue in the FY16 supplemental budget but we do need to get together - finance and transit - to look at the FY17 budget. An update will be needed when negotiations for the transit

operator contract are further along. If there are issues with fund sustainability or need for one-time bridging support, we want to discuss options with the Board as soon as is feasible.

Inmate Housing Fee revenues were also noted as an issue to follow up on with the recent Order approved by the Board to increase those fees.

The Board is comfortable with the process, its timeline and the individual items slated for updated FY16 appropriations.

The financial activity of 205 Columbia County Children and Family Fund has come to a close and within the FY16 Supplemental process, Jennifer requested special consideration for closing that fund and authorizing a transfer from the general fund to cover its operating deficit of \$9,750. The Board discussed whether this made sense since the Commission is still operating, now with Juvenile Department staff.

Commissioner Fisher explained that because the activities of the old 205 have truly ended and the Commission and Juvenile staff are in the process of deciding how they would like to work in the future, he'd support closing 205 and then hearing a proposal in future from the Juvenile Director as to what might make sense going forward.

***With that, Commissioner Heimuller moved and Commissioner Fisher seconded the motion to close the 205 Fund and a transfer in the amount of 9,749.75 be made from the general fund to cover the fund deficit. The motion carried unanimously.***

Jennifer then requested guidance on the FY17 Board budget, specifically the PIO budget item. \$50,000 in consultants were budgeted for. The Budget Committee indicated that an actual staff person was preferable and the proposal is to eliminate the consulting dollars and add a staffer - "guesstimating" salary + benefit level at \$96,000, a net increase of \$46,000.

Jennifer reported that after doing all changes coming out of budget committee meeting, the general fund has over \$200k in excess of the two month target for operation expense in reserve - predominantly due to the health insurance costs coming in much lower than anticipated. Options are to drop those excess funds into contingency or use some of them to make new FY17 hires starting July 1 instead of Aug

1. That would cost \$46,000.

The consensus was to shift dollars from consultant to staff for PIO, leave other new hires as is and put any excess into contingency for next/future years.

**JOCAC REPORT:**

Garrett Lines and Dave Crawford, members of the Jail Operating Citizens Advisory Committee, came before the Board to present the JOCAC report, which was approved by the committee on 4/12/16. No action needed.

**RSVP "MY FAIR LADE" LUNCHEON:**

Discussion was held on the upcoming "My Fair Lade" Pageant. Columbia County has typically paid \$1,000 for the luncheon for seniors and veterans. RSVP is again requesting some funding to help assist with this event. After discussion, *Commissioner Fisher moved and Commissioner Hyde seconded to approve \$1,000 to RSVP as discussed. The motion carried unanimously.*

**UPDATE ON STRATEGIC COMMUNICATIONS PLANNING:**

This item was pulled and will be addressed at a later date.

No Executive Session was held.

//  
//  
//  
//  
//

Staff Meeting

4/27/16

Page 4

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

Dated at St. Helens, Oregon this 27<sup>th</sup> day of April, 2016.

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