

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

September 14, 2016

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller and Commissioner Earl Fisher. Commissioner Anthony Hyde was not present.

Commissioner Heimuller called the meeting to order.

**SARAH HANSON:**

Sarah Hanson, County Counsel, met with the Board to discuss an amendment to the Northwest Natural Adams lease and the corresponding amendment to the County's contract with Planchon Consulting. There have been on-going discussions about the form of the County/NWN confidentiality agreement and what our consultant will need to sign to access NWN confidential information. This discussion was informational only and no action was needed.

**RECRUITMENTS & RE-ORGANIZATION:**

Jean Ripa was present to review the recruitment process for the Public Information Coordinator. The County received numerous applications and candidates have been chosen for interview with the Board and Eric Schmidt, retired AOC Communications Manager on September 20th. Jean will have interview packets available for the Board within the next day or so. The Commissioners discussed the office space needed and their consensus was to utilize the office which was previously used by Commission on Children & Families as it is vacant.

Commissioner Fisher moved and Commissioner Heimuller seconded to recess the staff meeting to allow the Board to conduct interviews on 9.20.16 in Executive Session under ORS 192.660(2)(a). The motion carried unanimously.

With regards to the positions of Public Affairs Coordinator and IT Manager and clarification in the record, *Commissioner Fisher moved and Commissioner Heimuller seconded to:*

- *Create the position of Public Affairs Coordinator, approve the job description, assign to exempt salary range E04 and authorize the Human Resources Director to begin a recruitment to fill the vacancy*
- *Create the position of IT Manager, approve the job description, assign to exempt salary range E07 and authorize Human Resources Director to begin a recruitment to fill the vacancy.*

The motion carried unanimously,

Jean Ripa then updated the Commissioners on the recruitment process for the IT Manager. The response wasn't as great and many of the applicants did not meet the minimum qualifications. However, there is a very nice group to interview. The initial interview panel consisting of Jennifer Cuellar, Sue Martin, Brooke McDowall, and Casper Lehner (IT Manager for AOC) will be meeting on October 5. The earliest available date for all three Commissioners after that was October 24th, so that date has been set aside for their IT Manager interviews.

Jean then requested some guidance from the Board on their concept of the re-formation of the General Services Director position. The Board indicated that, at this time, the position was intended to cover the current Facilities Supervisor duties and add the Parks Supervisor duties. More duties may be added at later dates. Jean will prepare a draft job description for their review.

*The Board recessed the meeting at 3:00 p.m. and reconvened on Thursday, September 15, 2016 at 11:00 pm in the Board Office Conference Room. Present were Commissioner Heimuller and Commissioner Fisher.*

**MEETING WITH CLARK NUBER:**

Present were Commissioner Heimuller, Commissioner Fisher, Jan Greenhalgh, Jennifer Cuellar and Cheryl Olson, Financial Consultant with Clark Nuber.

General discussion was held on the vision for the future of Columbia County and how finance could better serve the county, public and/or be organized differently. Analysis of current operations and what financial services systems work well and where are our deficits. Priorities for financial system functionality, internal control and compliance solutions, personnel skill set needs or potential reorganization to consider, and upgrades/new software program needed for continuity and performance. Clark Nuber will draft a potential plan for the items discussed and will meet with the Board again within the next couple of months.

*The Board recessed the meeting at 12:00 noon and reconvened on Tuesday, September 20, 2016 at 9:30 a.m. in the Board Office Conference Room. Present were Commissioner Hyde, Commissioner Heimuller. Commissioner Fisher, Jean Ripa and Eric Schmit.*

**EXECUTIVE SESSION UNDER ORS 192.660(2)(a):**

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

By consensus, the Board will meet with the top 3 candidates for the Public Information Officer position on September 27, 2016 at 12:30 a.m.

Staff Meeting

9.14.16

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

Dated at St. Helens, Oregon this 14<sup>th</sup> day of September, 2016.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

\_\_\_\_\_  
Anthony Hyde, Chair

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

\_\_\_\_\_  
Henry Heimuller, Commissioner

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

Jan Greenhalgh

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

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

Board Office Administrator