

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

March 1, 2017

The Columbia County Board of Commissioners met in scheduled session with Commissioner Margaret Magruder and Commissioner Alex Tardif. Commissioner Heimuller was not present.

Commissioner Magruder called the meeting to order.

RESOLUTION 17-2017 - SUPPORT FAIR HOUSING PROGRAM:

Jan Greenhalgh gave a brief explanation on the Resolution and that it is required by the State as part of the CDBG grant program. With that, ***Commissioner Tardif moved and Commissioner Magruder seconded to approve Resolution No. 17-2017, "In the Matter of a Resolution Supporting the Fair Housing Program". The motion carried unanimously.***

HOLLY MILLER - IT DISCUSSION:

Holly Miller, IT Director, along with Robin McIntyre, were present for discussion. Holly provided a copy of her memo to the Board detailing the work done in her first 2 months of employment. Commissioner Magruder asked Holly for some detailed explanation of the various projects listed in her memo. Holly has been meeting with departments to familiarize herself with various IT needs within the county offices. Thus far, there appear to be 2 common areas of concern - lack of document/records management and no consistent office software. Holly plans to budget this year and next to address those concerns. Holly then reviewed several projects IT is working on that are low cost yet high benefit to the county. Holly then presented the Board with a "feedback" form and asked them to provide feedback on what was collectively most important to them. This would help to prioritize the growing list of technology projects and requests.

While present, Holly asked for direction on providing internet service to the Museum. She noted there would be little to no cost, other than some minimal staff time, involved in the implementation, and no security risk as the museum would not have access to the network. Robin explained that the Museum was operated by a third party, and she and the Board had a discussion about the ownership of museum artifacts and the history of the museum's formation. She indicated that, from a liability standpoint, since the service that was proposed was no additional cost to the County, any risk of providing it was minimal. After discussion, the Board directed Holly to move forward with setting up the service in the Museum as suggested.

AUDIT PROCESS REVIEW:

Matt Graves, Polly Rogers, was not present and will be rescheduled.

DISSOLVE THE UNMET NEEDS COMMITTEE:

This matter was pulled and held over.

PSC WITH BROWN & BROWN NORTHWEST:

This matter was pulled and added to the 3.8.17 consent agenda.

SPECIAL EVENTS INSURANCE COVERAGE:

This matter was carried over to the 3.15.17 Staff meeting.

EMPLOYEE MATTERS:

Dave Hill, Road Department, met with the Board along with Casey Garrett and Robin McIntyre to discuss his plans for retirement. Dave discussed the potential to retire between July 1, 2017 and January 1, 2018 with his desire to work for Casey in the Parks Department as a part time employee for many years thereafter. Dave believes that this is a great opportunity for both the County and himself. Dave and Casey will meet with Commissioner Heimuller on this subject at a later date. No action was taken.

PUBLIC WORKS RECRUITMENT:

Jean Ripa discussed the concept proposed to the Board by Dave Hill regarding the position of Public Works Director and Parks Supervisor. She noted that the retiree labor market was a wonderful resource for the County as it could retain or obtain a high level of experience for much less cost, given the lack of benefits. There was further discussion regarding the potential recruitment process and the qualifications needed at that managerial level. The Board directed Jean to put the item back on an agenda for discussion after Commissioner Heimuller is informed of the proposal.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 1st day of March, 2017.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: Not Present
Henry Heimuller, Chair

By: Margaret Magruder, Commissioner

By: Jan Greenhalgh
Board Office Administrator

By: Alex Tardif, Commissioner