

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

May 3, 2017

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller, Commissioner Margaret Magruder and Commissioner Alex Tardif, along with Jan Greenhalgh, Board Office Administrator.

Commissioner Heimuller called the meeting to order.

ETHICS/FRAUD HOTLINE:

Jennifer Cuellar, Finance Director, presented the Board with an overview of information they requested from their 4.19.17 Staff meeting, when a recommendation to implement an ethics/fraud hotline for employees was made. As for other Oregon counties, the large counties do have this type of program, however the smaller ones don't.

Jennifer felt that, given low cost (approx. \$1000/yr) plus the one-time educational materials, design and the fact that the county has been the victim of fraud in the recent past, this tool does seem like a reasonable action to take.

There was Board consensus to direct staff to move forward with this program and get the service up and running. They understand that a policy for hotline use and management, educational materials and related documents will be developed as part of the launch activity.

BRIEFING ON BRIAN RICHARDS HEARING:

Todd Dugdale, Land Development Services Director, came before the Board along with Robert Crain, Code Enforcement Officer and Robin McIntyre, Assistant County Counsel to brief the Board in preparation for a 5/10/17 hearing on an appeal filed by Brian Richards of a Notice of Violation and penalty for building a residential addition without permits. To provide context, staff reviewed the building violations process contained in Sections 23 and 24 of the Columbia County Enforcement Ordinance. Robin provided an overview on the conduct of the hearing next week. Staff then reviewed the particulars of the Richards' violation answering the Board's questions and referring to a summary of the process in the packet provided. As this was information sharing only, no action needed.

AUDIT ORIENTATION:

Jennifer Cuellar, Finance Director, came before the Board along with Matt Graves of Polly Rogers to provide an orientation to the municipal accounting & auditing environment and to summarize the County's financial reporting requirements at the federal and state levels. The County operates under the accounting, reporting, and note disclosure rules set by the Government Accounting Standards Board (GASB).

Matt explained that Pauly, Rogers & Co. conducts audits of the County itself as well as two of its three component units; the Columbia County Development Association

(CCDA) and the 4H Extension Service District. The third component unit, the Meadowview Lighting District, does not require an independent audit due to its small size. All three component units are included in the overall Consolidated Annual Financial Report (CAFR) of the County. The CAFR is reviewed each year by the Government Finance Officers Association (GFOA) and the Oregon Department of Revenue, both of which provide detailed feedback and suggestions for improvement. Pauly, Rogers & Co. also performs the federally mandated "Single Audit" which reviews the internal controls and legal requirements involving the administration of federal grant awards.

The group discussed the potential risks related to the County's numerous remote cash collection sites and noted the risk reduction initiatives currently underway, including enhanced cash handling training and procedures and the movement toward uniform and integrated point of sales systems. The conversation ended with the agreement to revisit next year the notion of whether there might be a benefit to the County of developing an Audit Committee to provide guidance and increase transparency to the audit process.

FUTURE CONNECT PROGRAM:

Pam Blumenthal, PCC Links Director, Tony Erickson, Oregon Aero, Adam Lucero, PCC Future Connect Coach, Samantha Quiroz, St. Helens High Student, came before the Board to discuss creating a sustainable way to support Columbia County students accessing PCC's Future Connect program. PCC was able to enroll 10 students this year through a state grant, but they do not have resources to continue without a community partnership. Future Connect costs \$2500/student per year and the PCC Foundation will match community contributions. After discussion, there was Board consensus to consider a potential funding option with a possible business match.

PUBLIC WORKS STAFFING:

Jean Ripa reviewed the Public Works Director job description for the Board's consideration. The Board discussed briefly how they might want to move forward. The consensus was to have Jean do some research on organizational options of like counties on the position and the organization. Jean will bring this back to the Board for discussion in early June.

HR UPDATE:

While present, Jean then reported on various projects she is working on in HR including: An online walking program for employees that will run during the summer and possible coordination with a PSU program for grad student assistance for safety programs and other items, when the budget is available.

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, no action was taken.

BOARD DISCUSSION:

- Commissioner Heimuller stated that, in previous years, the County has donated \$1,000 to RSVP for the luncheon during opening day of the Fair for seniors and veterans. After a brief discussion, ***Commissioner Tardif moved and Commissioner Magruder seconded to approve the donation of \$1,000 to the RSVP program. The motion carried unanimously.***
- Commissioner Heimuller then brought up a request from the Oregon Fair Association, who is seeking donations for the Fair Education Partnership Program for \$100. With that, ***Commissioner Magruder moved and Commissioner Tardif seconded to approve the donation of \$100 to the OFA. The motion carried unanimously.***
- Steve Pegram, Emergency Management Director, is requesting authorization for out of state travel. The funding for this travel is included in his budget. With that, ***Commissioner Magruder moved and Commissioner Tardif seconded to approve Steve Pegram's request for out of state travel on 5.23.17. The motion carried unanimously.***
- Discussion was held on the Future Connect Program that was presented earlier in the meeting. Commissioner Tardif would like to contribute \$5,000 now and then check back after other contributions are made. He also suggested that perhaps the County could create some type of competition event, with the use of Karen Kane and social media, to help raise money. Commissioner Heimuller liked that idea, but felt that shouldn't happen until after PCC breaks ground in Scappoose. After discussion on the pros, cons, and other sponsors, there was Board consensus to wait until other donors are putting forth before making a final decision.
- A very brief discussion was held on SB 432 on economically destitute counties and if Columbia County would meet the criteria.

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

Dated at St. Helens, Oregon this 3rd day of May, 2017.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Henry Heimuller, Chair

By: _____
Margaret Magruder, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator

By: _____
Alex Tardif, Commissioner