

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

June 7, 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.

PROPOSAL TO PURCHASE COUNTY PROPERTY IN VERNONIA:

Steve Planchon was not present.

SHARPS DISPOSAL CONTAINERS IN COUNTY BUILDING RESTROOMS:

Todd Dugdale and Casey Garrett reviewed information in the agenda packet that the Board asked staff to look into regarding placement of Medical Sharps cabinets and containers in the County's public restrooms. The initial cost would be \$1,791 to the Solid Waste fund with replacement containers handled by General Services. Funds are available for these costs. The Board's consensus was to proceed with placement of the Sharps containers.

NEEDLE STICK PROCEDURES:

While present, Todd Dugdale referred to the draft needle stick procedure in the packet. This was developed by the Safety Committee and is expected to be approved for use at their next meeting. This procedure does not require formal Board action, only advise and consent. Commissioner Heimuller asked who would be responsible for enforcement of the procedure. Todd answered that Department Heads and employee supervisors would be responsible. Todd further clarified that incidents would be reported using the County's Incident Report form (Form 801) located on the county Intranet. The Board consensus was in support of the procedure.

DEPARTMENTAL FILES:

Holly Miller, Robin McIntyre and Sarah Hanson were present for discussion. Commissioner Tardif started the discussion explaining that several recent budget concerns had brought up a desire for him to be able to quickly and easily access department files and other departmental files. Not only does he not have access to other department's files, but our current network structure does not allow him to see the other department folders that exist. A recent request to open access to all department files was met with some concern. Holly explained that she was willing to provide access to department files, but that, as she was not the owner or expert on the contents of those files, a discussion with the various Department Heads would need to take place first. In some cases, there are confidential files, such as employee medical files or criminal case files, that would need to be excluded from access.

Sarah addressed confidential file needs and that general access to a department folder might prove frustrating, as some department files may not be well organized. Holly indicated that a document management system could really help by making files easy to search for but also applying security so that access to confidential files would not be an issue. Sarah asked what files the Board is specifically looking for. Commissioner Tardif responded that it was primarily financial files and that access to the financial system might really be what was needed. He went on to explain how excited he was about the new Financial System project and how a new system would significantly impact how the County conducts business. He also indicated that access to Transit files was particularly difficult as it had required being physically present at the Transit facility. Holly indicated that opening up access to the Transit files would not alleviate that problem as the network connectivity to Transit is extremely limited and accessing the files remotely would prove incredibly frustrating. She also indicated that the Board now had access to the Financial System and she provided a login instruction sheet to Commissioner Tardif to share with the other Board members. Commissioner Heimuller asked Commissioner Tardif if he felt that he and Holly could find an acceptable middle ground and Commissioner Tardif felt that yes, that could happen.

TGM GRANT APPLICATION:

Lonny Welter, Transportation Planner, came before the Board to request approval to submit an application for an Oregon Traffic Growth Management Grant. The grant total is to be in the amount of \$150,000, of which \$18,000 will be matching funds. The grant will be used to fund a study to determine the best corridor or route from Hwy 30 north of the City of Scappoose traveling to the east of Scappoose and connect back up to Hwy 30 south of Scappoose. The grant to be titled "The Scappoose Hwy 30 Alternate Route." After review and discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to approve a letter in support of this TGM grant. The motion carried unanimously.***

Further, ***Commissioner Tardif moved and Commissioner Magruder seconded to approve the TGM grant application, authorizing Lonny Welter to sign on behalf of the county and that Lonny be the contact person for this grant. The motion carried unanimously.***

CC RIDER YEAR END BALANCE:

Michael Ray introduced his latest Run Cut analysis which shows a 47% cut in service across the board for fixed routes. He stated that the cuts remained the same as the original draft, even with the additional metrics of fares received and cost per rider.

There were some assumptions that Michael discussed. He tried not to eliminate the last run of a line unless it could be served by another line (Line 1 is served by Line 7 at SW Salmon - ½ hour later. Line 4 is also served by Line 7).

Michael also suggested that Line 6 - Nehalem Valley be kept in its entirety because Line 6 is the only transit service in Vernonia and that eliminating it would create a hardship for transit dependent populations residing in Vernonia.

He outlined his next steps, which is to discuss the possibility of multiple run cuts with the Columbia County Rider Transportation Advisory Committee (CCRTAC) and how he will be taking each run cut through an Environmental Justice process to ensure that no populations within the county are going to be unduly affected above any other population (hence the proposal to keep Line 6).

Michael explained that ODOT Public Transit is coming up to St Helens tomorrow to discuss how to minimize run cuts and how to approach the possibility with the CCRTAC and the general public. He stated that the results of the discussion today could change with information received through his meeting with ODOT.

PUBLIC HEALTH CONTRACT:

Sarah Hanson, County Counsel, provided the Board with an update on the status of the FY15-17 Public Health contracts. The Oregon Department of Justice has determined that the extension cannot be issued without including language that makes the County the PHA for purposes of the Financial Assistance Agreement only. With respect to the Environmental Health Services agreement, the amendment does not require DOJ legal sufficiency review. Therefore, it will be a simple time extension of the existing contract. Sarah explained that she has provided the DOJ with revisions to the extension agreement that will address the objective of maintaining the status quo with the services/duties currently provided by the Public Health Foundation. Sarah will update the Board as information is received.

PUBLIC HEALTH DIRECTOR - JOB DESCRIPTION:

While present, Sarah Hanson also asked for direction related to the hiring of a Public Health Director or Administrator. After discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to create the position of Public Health Director, and assign the position to E07. The motion carried unanimously.***

Further, Commissioner Magruder moved and Commissioner Tardif seconded to direct staff to recruit for the position of Public Health Director. The motion carried unanimously.

BOARD DISCUSSION:

- Discussion was held on CCDA contract and the administration duties. Jan presented the Board with a copy of the information from ECONorthwest on what those duties entail. They appear to be very minimal and could be brought in house if cost effective. Jan will meet with Jennifer Cuellar to determine what those costs are. Sarah added that the contract with ECONorthwest expires June 30, 2017 and asked for direction from the Board. After discussion on the details, the Board directed Sarah to prepare a 1 year contract extension.
- Commissioner Heimuller briefly noted that the Board received a letter regarding Trojan allowing for any comments. No comments given.

- Karen Kane asked the Board how they felt the previous evening's open house went after the budget hearing in Clatskanie. The Board felt it went really well and more people attended than had in many years past. Discussion was then held on open house events in general, i.e. coffee with the Commissioners, etc. It was decided to schedule events every two to three months throughout the county, with Scappoose being the first on the list. The Board weighed early morning vs. after-work gatherings so it was decided that Karen plan both and those schedules would be re-evaluated to see how that worked out.
- The Board received an Out-of-State Travel request from Janet Evans for her staff person Nicole Read to attend a NAACP Annual Training Conference in Maryland. The costs to cover this travel were budgeted for. With that, **Commissioner Magruder moved and Commissioner Tardif seconded to approve the Out of State Travel request as discussed. The motion carried unanimously.**

The Board recessed the meeting at 3:15 pm and reconvened on Friday, June 9, 2017 at 9:00 am to allow the full Board to attend a company tour at the Cal Portland Santosh Mining Site.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 7th day of June, 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