

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

June 21, 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.

EXECUTIVE SESSION UNDER ORS 192.660(2)(f)(d):

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

PUBLIC WORKS RECRUITMENT:

Jean Ripa reminded the Board that, in order to conduct interviews of candidates in executive session, it is required that they must define and approve the hiring process in open session. She also presented the Board with comparable information for the Metro area counties and noted how difficult it is to compare to them. Not only does the County salary range top out at the start of theirs but the positions themselves are just not comparable. The Board discussed the qualifications they wished to see in the new Public Works Director. Jean noted that they could conduct a very open recruitment process that allowed applications from anyone who had the experience in roads but may have different educational or certification or even public service background. She also mentioned that they would want to consider the actual process they wished to use, such as an initial interview panel consisting of both internal and external experts. This would depend greatly on the number of candidates applying. If that number is very small, which is quite possible, then it would make no sense to have a multi step process. She would like to begin the recruitment process around the end of August. The Board discussed some ideas and Commissioner Heimuller noted that he would like to set up a town hall type meeting with the Road Department itself to hear their input. There was discussion about how this could be defined so that everyone clearly understood what the Board was seeking and that input may or may not be acted upon. Commissioners Magruder and Tardif both expressed support for this concept. Jean will schedule time on the 7/26 agenda with some possible dates/times for such a meeting, as well as to discuss the process in more detail.

PUBLIC HEALTH RECRUITMENT:

While present, Jean reported that she understood the Board had wished to gather some more input before deciding on what type of position to recruit for Public Health. There was discussion on whether there is a need for a Director, Administrator or even some lower level type of classification. Commissioner Heimuller reported that he had distributed the two job descriptions, previously considered by the Board, to some other

counties of similar size and make up as Columbia County and was waiting for their responses. Jean will coordinate with Sarah Hanson to provide a third level option for the Board to consider.

CRIMINAL JUSTICE COMMISSION CONTRACT:

Janet Evans, Corrections Director, came before the Board to request approval of Contract COC-17-01 with the Criminal Justice Commission. The contract is for reimbursement of training/conferences/travel in the amount of \$1,802.00. After review and discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to approve Contract #COC-17-01 with the Criminal Justice Commission and authorize Janet Evans to sign. The motion carried unanimously.***

TAX RFP:

Mary Ann Guess, Finance and Taxation, wanted to inform the Board that the tax office is wanting to move away from having the State print the tax statements and go with Master's Touch in Washington. Robin McIntyre explained that the ORS requires that we can only go with another company if they can provide something that the State does not. Because the State does not offer paperless tax statement and Master's Touch does, they plan to use them. This is something that Jennifer Cuellar can sign because of the cost.

COUNTY PROJECTS AND IMPACTS:

Annie Christensen and Carol Sweet came before the Board to talk about projects taking place in Columbia County and the impacts on the citizens of the county. They expressed their concerns with rail, traffic impacts from proposed development and economic development issues in general.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 21st 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