

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

August 2, 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.

COUNTY VISION PLAN:

Karen Kane and Erin O'Connell met with the Board to discuss the county vision. The Commissioners generally liked the vision as written, but asked for a few changes, which were incorporated immediately. There was additional discussion on the details for the all-staff meeting set for August 15th and review of the agenda for that day.

PUBLIC WORKS RECRUITMENT:

Jean Ripa recounted that the Board has asked her to schedule some time with the Road Department employees regarding the upcoming recruitment process for the Public Works Director. During discussion, the Board indicated that they wanted this to be an open discussion just to hear what the employees may say about the process, the organization of the department, etc. The Board understands the need to be clear about the purpose of this discussion and that it is open ended but for input only. After some discussion, there was Board consensus to meet with the Road Department employees directly after the county picnic on September 6th. The Board directed Jean to set up the meeting.

Further, Jean was directed to move forward with the recruitment of the Public Works Director immediately. Jean stated that she would schedule time on the Board's 8.23.17 staff agenda for review and discussion on the draft job announcement and the recruitment process itself.

PUBLIC HEALTH RECRUITMENT:

Jean Ripa then reported that the recruitment for the Public Health Director/Administrator has started. She reminded the Board that they needed to discuss the criteria for the hiring process in public in order to conduct the interviews in executive session. Jean proposed a simplified process to assess candidates, given the circumstances. After discussion, the Board directed Jean Ripa to coordinate an interview panel consisting of themselves, Sarah Hanson and a public health expert. Jean is to work with Commissioner Heimuller to identify the public health expert to sit on the panel. The number and type of candidates received will help the Board to determine which level of the position to fill. Commissioner Tardif recommended that a candidate for a previously recruited position in Finance might be a good candidate and Jennifer Cuellar indicated she would extend a notice of the recruitment to this candidate.

Jennifer Cuellar then asked the Board about the budget effect of adding this new position. The Board recognizes that no additional monies were budgeted for this position and that the existing \$125,000, which is budgeted for Public Health and largely passed to the Public Health Foundation for services, will probably have to be spent to cover the costs of this. Commissioner Heimuller noted that the County was only considering adding this position because the State of Oregon had made it clear that the County was required to do so. This decision by the State will reduce the amount of money that is able to be provided in direct services for public health. Once the Board makes a hiring decision, the budgetary effects will need to be managed and may result in a supplemental budget. The Board agreed that the work being done in Human Resources to process the recruitment should not be charged, under the current formula, to the administrative services related to the current public health contract. Going forward, the normal administrative allocation would cover these costs.

FOPPO MEMORANDUM OF UNDERSTANDING:

Jean Ripa asked the Board if they had reviewed the MOU granting FOPPO a COLA increase. The Board noted they had reviewed the MOU and, after a short discussion, ***Commissioner Magruder moved and Commissioner Tardif seconded to approve the Memorandum of Understanding with the Federation of Parole and Probation Officers granting a 2.1% cost of living increase effective July 1, 2017. The motion carried unanimously.***

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, ***Commissioner Magruder moved and Commissioner Tardif seconded to approve the request to allow a one time only special transfer of 37.5 hours of vacation leave from employee Lonny Welter to employee Jackie Welter, to be used to reduce the current overpayment of wages owed to the County by Jackie Welter. Under discussion, the Board emphasized that this reluctant approval was based on the condition that this is known explicitly by the employees and both bargaining units involved to be a one time event with no anticipation that this type of special allowance would ever be repeated in the future and that this one time approval in no way constitutes a past practice. They mentioned their expectation that employees would monitor their paychecks so that mistaken overpayments are caught early. Upon stating these conditions, the motion carried unanimously.***

REQUEST FOR ROAD VACATION - COLUMBIA ACRES:

Dave Hill and Lonny Welter, Road Department, reviewed his 6.27.17 memo to the Board regarding a Road Vacation request by Trevor and Kara Rogers, to vacate portions of three streets in the Columbia Acres No. 3 subdivision south of Scappoose. The Rogers' propose this vacation so that they can "combine lots into a single buildable lot". They currently have an application with the Land Development Office for a property line adjustment.

Dave mentioned that since the Rogers' own all of the adjacent property, this road vacation can be approved without a hearing. The streets proposed to be vacated would not land-lock any properties nor would it eliminate any reasonable access to other properties, and the terrain on the subject right-of-ways is such that it is not conducive to construction of streets. With the Board's direction, Robin will prepare a Board order for a future meeting.

AMENDMENTS TO WORK CREW IGA'S:

Janet Evans and David Brooke, Community Corrections, presented the Board with some information regarding the work crew program and the benefits to the county and outside agencies. Janet noted that there are 4 amendments on the upcoming agenda and asked that the Board approve them.

FRAUD HOTLINE POLICY:

This matter was carried over.

COLUMBIA COUNTY LANGUAGE ASSISTANCE PLAN:

This matter was carried over.

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

Dated at St. Helens, Oregon this 2nd day of August, 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