

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

August 16, 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.

**BRIEFING ON LUCS APPEAL:**

Todd Dugdale, Glen Higgins, Robin McIntyre were present to brief the Board on the LUCS appeal coming before the Board next week. Todd reviewed the staff report and answered questions by the Board. Informational only.

**FY19 BUDGET PROCESS & CALENDAR:**

Jennifer Cuellar, Finance Director, was present to discuss the upcoming budget process and calendar. After some discussion, the Board expressed support with the strategic efforts required to get the new system chosen and set up correctly. An alternative of doing a completely stripped down budget is not ideal or in the interest of transparency with the public so the Board agreed that getting the budget process started early was a good alternative.

The Board felt the draft of the new budget narrative format with goals and performance measures was a good start. They requested that Jennifer send this to the Mission group for their feedback.

In summary, the Board is comfortable with Jennifer sending out the budget grids with the budget principles still in draft form as well as the narrative grid in draft form.

**PUBLIC HEALTH:**

Sherrie Ford, Public Health Director, was present for discussion on the staffing changes for Public Health. The questions and answers follow:

The county currently employs a Public Health Administrator (Sherrie at 0.1FTE). Why was a situation created to make the current Administrator apply for and compete to keep the job? ***It is written in county policy that when a position changes from less than 0.5FTE to more than 0.5FTE, it must be publicly posted.***

When does the county intend to fill the position? *ASAP. Posting closes August 21st.*

How does the county plan to fund this position at a greater FTE than it is right now? ***It appears that this will have to come from the \$125,000 that is currently budgeted for Public Health services.***

The Foundation has budgeted \$125,000 county contribution for the FY 2017-18, as per the county budget. We recognize that it would likely be pro-rated based on the contract term ending January 31, 2018. Does the county intend to further reduce the amount to services by filling the Administrator/Director role prior to January 31, 2018? ***The County recognizes that this transition may require some additional start-up costs that the county may have to contribute in order to not negatively impact services and our current contract.***

What is the difference in job descriptions between Administrator and Director? ***Education requirements, experience. The position was posted as broad as possible to get applicants, out of fear of not getting any applicants and not having a clear understanding of what level of employee is needed to do the work. Sarah Hanson will provide to Sherrie the job descriptions.***

What role will the new hire have in developing the job description? ***There is some flexibility to create a position that can generate additional revenue for public health services, such as grants, MAC program administration.***

What role will the Administrator/Director play in the RFP process for Public Health services? ***It depends on the timing. The RFP needs to go out very soon. Hopefully the position will be filled soon enough to advise the RFP process.***

Will the RFP request Proposals for ALL Public Health services as a package, or would the county entertain applications for only certain programs? ***The Board would not comment on that because Sherrie represents the Foundation, and having a discussion about RFP contents would exclude the Foundation from being able to apply.***

Would the county entertain the idea of housing certain Public Health programs? ***Perhaps, if the Director made a compelling case for it, and it was cost effective, and there wouldn't be a disruption of services.***

What ideas does the county have to ensure that funding this position doesn't take away from public health services being provided to residents of Columbia County? ***The county hopes to fill the position with someone who can generate revenue to compensate for the cost.***

Is the county open to innovative strategies for reducing overhead cost and directing more resources to service provision? ***Absolutely.***

Sherrie will apply for the county position with the hopes of being able to protect Public Health services and generate revenue to support Public Health services, from a mission/vision focus of a healthier Columbia County. She will work with program staff and the PHFCC Board to ensure PHFCC is ready to submit a proposal when the RFP is released. The PHFCC Board is open to ideas that will help reduce administrative costs at PHFCC. Options dealing with reducing the Director position to half time or less, will be drafted in multiple budget scenarios. Sherrie will reach out to potential donors for transition funds for the fiscal year, to cover the cost of RFP application process, etc.

### **FRAUD POLICY - LETTER TO EMPLOYEES:**

The Board held discussion on the Fraud Policy. There are really no concerns with the policy itself, however it was the understanding by Commissioner Tardif, that complaints would be handled by an outside third party, not county employees. As that is not the case, it needs to be decided who at the county would be the point of contact when complaints are received. The Board suggested this matter be placed on another staff agenda when Jean Ripa, Sarah Hanson and Jennifer Cuellar can be present for discussion.

### **REQUEST TO INCREASE HR SPECIALIST POSITION:**

Commissioner Tardif had requested this be addressed at a staff meeting to look at possible changes in staffing hours for the HR Department. The request was to increase HR staff person from .49 FTE to .6 FTE. Commissioner Tardif was reviewing the HR Director job description and had some questions. It was determined to carry this request over to a staff meeting when Jean Ripa could be present for discussion.

### **JUSTICE COURT REQUEST TO INCREASE STAFF POSITION TO FULL-TIME:**

The Board discussed the request by Judge Wally Thompson to increase his half-time staff person to full-time. Commissioner Heimuller gave some understanding behind the reason for this request. Basically, they are very behind on paperwork and it's only getting worse with the number of cases being sited into his court. Wally has talked with Jennifer Cuellar, who believes there is enough funding to cover a full time position for 6 months. After discussion, ***Commissioner Tardif moved and Commissioner Magruder seconded to approve the increase of (1) part time clerk to full time in the Justice Court, with the understanding that the position will be reassessed in 6 months to determine if it can or cannot be maintained at full time. The motion carried unanimously.***

### **REPLACEMENT FOR WALLY THOMPSON UPON RETIREMENT:**

Commissioner Tardif brought up the issue of Wally Thompson's retirement in December, just 4 months out. The Board should consider how they want to pursue his replacement. Diana Taylor is currently the pro tem, however the Board felt that the position should be advertised to see who else may be interested. Jan will contact Sarah Hanson to determine the appropriate process for this type of appointment.

### **PLANCHON CONTRACT:**

Discussion was held on the contact with Steve Planchon, that is due to expire in September. Although the county now has a realtor on board, Steve is providing training and some oversight on property sales. He is also very adept at the gas accounting processes. There may need to be some review and adjustments to the contract, but the Board is very impressed with Steve's work and would like to continue the contract. Jan will check with Sarah Hanson on getting the contract prepared for renewal or extension.

**PCC'S "WORKING COMMUNITIES" PROGRAM:**

Commissioner Tardif updated the Board on the "Working Communities" program through Portland Community College. They have launched a project proposal site on line for project proposals to be submitted for consideration. Tardif understood that there is no cost to the county for this, but will double check.

Commissioner Tardif noted that he will be out of the office next week.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 16<sup>th</sup> 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