

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

August 30, 2017

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller, Commissioner Margaret Magruder and Commissioner Tardif.

Commissioner Heimuller called the meeting to order.

**EXECUTIVE SESSION UNDER ORS 192.660(2)(d) - Bargaining:**

The Executive Session was not held.

**PUBLIC WORKS DIRECTOR RECRUITMENT:**

Jean Ripa requested feedback from the Board on the recruitment announcement she had prepared for the Public Works Director position. The Board discussed whether the title should be changed to reflect the oversight of just the Road Department and whether the salary could be adjusted. Jean stated she would update the salary survey already done and present that back to the Board. After discussion of the timeline, Jean will reschedule this topic for discussion at the 9/13 staff meeting.

**PUBLIC HEALTH RECRUITMENT:**

While present, Jean requested that the Board indicate which of the candidates for Public Health Director/Administrator they wish to interview. After discussion, the Board decided they wanted to interview no more than 5 candidates. Commissioner Heimuller identified an expert who could serve on the interview panel and noted that he would contact her about the date. The date for interviews was set for Friday, October 6<sup>th</sup>, at or after 9:30 a.m. Jean will prepare interview packets once she receives the choices from each Commissioner.

**REQUEST TO INCREASE HR CLERK POSITION:**

Commissioner Tardif mentioned that he no longer had any questions about whether or not to approve the budgeted increase in the Human Resources Office Specialist position from .49 FTE to .6 FTE. After a brief discussion, *Commissioner Tardif moved and Commissioner Magruder seconded to authorize the Human Resources Director to fill the .6 FTE position of HR Office Specialist. The motion carried unanimously.*

**EVALUATIONS OF NEW STAFF REPORTING TO BOARD:**

Jean asked, based on her prior email, whether the Board wished to conduct one year evaluations of new staff which report directly to the Board. Commissioners Heimuller and Tardif expressed their desire to retain the current annual process which occurs in the January-February time frame and Commissioner Magruder agreed. Jean will schedule time on an upcoming agenda to discuss the formal evaluation process.

**PLANNING COMMISSION INTERVIEWS:**

The Board interviewed Shaun Stewart and Brian Fawcett for the open positions on the Columbia County Planning Commission. No decisions were made at this time.

**“WORKING COMMUNITIES” PROJECT OPPORTUNITIES:**

Commissioner Tardif addressed the “Working Communities” project information with the Board and confirmed that there is no cost to the county for the services provided by the University. Commissioner Heimuller will share this information with CC Rider and the Fair Board and Commissioner Tardif will present the information at the Department Head meeting.

**COMMUNITY CALENDAR:**

Karen Kane addressed the idea of creating some kind of community calendar. Commissioner Heimuller asked Karen to come in to speak in the near future about the possibilities because he had received an email from Alta Lynch suggesting this. Karen explained that the new website would give us more flexibility but that we would need to have guidelines about what could and should be published. There was discussion on what other local entities have calendars and the overlap that could occur.

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

Dated at St. Helens, Oregon this 23<sup>rd</sup> day of August, 2017.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_ Henry

Heimuller, Chair

By: \_\_\_\_\_ Margaret Magruder, Commissioner

By: \_\_\_\_\_  
Jan Greenhalgh

By: \_\_\_\_\_

Board Office Administrator

Alex Tardif, Commissioner