

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

WORK SESSION MINUTES

January 2, 2019

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

Commissioner Magruder called the meeting to order.

BOARD DISCUSSION ITEMS:

- None

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

Jean Ripa noted that the Executive Sessions were not needed and therefore canceled.

EXPECTATION LETTER FOR KAREN SCHMINKE:

Jean Ripa presented the Board with a draft expectation letter for Karen Schminke, the newly hired LDS Director and asked the Board for their input on the letter. The Board reviewed the letter and directed Jean to insert a few additional items such as focus on customer services, the mission/vision/values, professional associations, etc. Jean will update the letter and get it on the 1.9.19 consent agenda for approval.

JAIL VIDEO SYSTEM:

Brooke McDowell and Sarah Hanson were present for discussion on a contract for upgrades to the Jail Video System and new equipment for the Animal Control building to help monitor the animals and the facility. The contract will allow for upgrades to the existing video matrix switch (analog system) to a digital I.P. based system. The contract is currently being drafted by Counsel and, with approval from the Board, will be placed on an upcoming consent agenda. No action was taken at this time.

PROPOSED OFFICE SPACE OPTIONS FOR GENERAL SERVICES/PARKS:

Casey Garrett met with the Board to discuss office space options for the new General Services Administrative Assistant. Casey explained that they would need enough area to accommodate day-to-day administrative functions, along with room to move old Park's files from the Public Works office to the Courthouse to begin sorting and organizing them near the General Services office. After several recent conversations with Commissioner Magruder and staff from Land Development Services, Casey recommended moving the Courthouse mail room from it's current location to a room in the adjacent hallway, then set up the

General Services Admin Assistant office there. In addition, Casey would like to temporarily move Park's files into Land Development Services current conference room space, while still leaving enough area available for Land Development staff to utilize the room for meeting space.

The Board was supportive of the recommendations presented. No motions were made.

There was no Executive Session held.

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

Dated this 2nd day of January, 2019.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Margaret Magruder, Chair

By: _____
Henry Heimuller, Commissioner

By: _____
Alex Tardif, Commissioner

Jan Greenhalgh
Board Office Administrator