

COLUMBIA COUNTY BOARD OF COMMISSIONERS

BOARD MEETING

**WORK SESSION MINUTES**

**January 23, 2019**

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

**BOARD DISCUSSION ITEMS:**

- The Board has received a request from the State Courts for a donation of \$100 to help offset the costs for the RSVP Volunteer Tea Party. ***Commissioner Tardif moved and Commissioner Magruder seconded to approve this request. The motion carried unanimously.***
- The Board needs to set a date/time for the next Coffee with the Commissioners to be held in Clatskanie. Jan will check all calendars for a good date and time and get it scheduled.
- Discussion was held on the process for employees getting a credit card, any policy, credit limits, etc.

**AMBULANCE SERVICE ADVISORY COMMITTEE/ORDINANCE/PLAN:**

Present for discussion were Sarah Hanson, Steve Pegram and Michael Paul. There was discussion on the amendments to the Ordinance to transfer the administration of the Ambulance Service Advisory Committee from Emergency Management to Public Health. The Board also considered charging a license fee to the ambulance service providers. County Counsel will research the fee issue.

**LS NETWORKS CONTRACT & COMCAST CONTRACT:**

Present for discussion were Holly Miller, Karen Kane, Sarah Hanson, Robin McIntyre and Tiffany Johnson. Holly provided a handout (Exhibit A) to the Board summarizing the recent work toward Facility Connectivity (including Internet enhancements) and Backup (including disaster recovery). She outlined the current state of facility connectivity and the limitations, as well as the benefits of the new network design. She indicated that the new design would allow for greater resource sharing and less duplication of hardware and systems, as well as creating a foundation for enterprise application use and expanding our replacement phone system options. She also explained how she arrived at the purchase of Comcast service via the state contract for the network, and internet service via LS Networks.

Holly then continued by discussing the current and future backup systems, the process for selection of a backup vendor, and the significant discount that was achieved by purchasing at the end of the vendor's fiscal year.

Commissioner Heimuller asked whether the changes being made would result in cost savings in any areas, and Holly indicated that yes – the facility connectivity would result in the reduction of site standalone internet connections, although the redundant connection at the Sheriff's Office would be maintained, in case of a network outage.

Robin McIntyre explained the contract challenges, particularly with two items in the LS Networks agreement. LS Networks' contract requires a limitation on liability and an indemnification provision to cover LS Networks in the event they are held liable for the acts of a County employee. Both Holly and Robin explained the type of risks involved with this contract. The Board felt that the contract provisions would be acceptable in this instance.

### **WEBSITE UPDATE:**

Karen Kane and Holly Miller provided a presentation on design concepts for the new county web site (Exhibit B). They explained that these concepts, if approved, would be provided to the web site vendor to guide them in creating a new design for the County's homepage. The presentation went over the various elements of the design, as well as overall design goals. Tiffany Johnson and Commissioner Tardif commented that the left side floating menu element seemed like it could be too obtrusive and indicated that a menu that popped out when you scrolled over it, would be better.

Commissioner Heimuller commented that he liked the News element design that was more photographic as photos tended to catch people's eye. He also liked the search box in the upper right of the screen, which allowed messaging to be added to the center of the homepage.

Commissioner Magruder indicated that she also thought the photo added to a new article display was a good idea, but liked the idea of it being optional, since a bad or poorly chosen photo was worse than no photo at all, so if staff might have difficulty keeping up with photo insertion, an optional photo would work best.

Commissioner Heimuller also indicated that the taller footer with useful links was nice, but the font needed to be large enough to be easily readable and keep the links from appearing to be an afterthought or unimportant. Also, he would like to see the contact information be prominent and available on every page. All the Commissioners liked the sectioned, scrolling page look.

Holly and Karen then opened several web sites for the Board to view. These included the state of Minnesota, the City of Coral Gables, and Jefferson County Colorado. The Commissioners liked all three sites but were particularly impressed by Jefferson County. Holly noted that the Board's feedback would be incorporated into the guidance provided to the vendor for the new site design.

### **EXECUTIVE SESSION UNDER ORS 192.660(2)(a)(b):**

The Board recessed the regular session to go into Executive Session as allowed under ORS 192.660(2)(a)(b). Upon coming out of Executive Session, ***Commissioner Magruder moved and Commissioner Tardif seconded to reject the complaint filed***

*by Nicole Read regarding the denial of a step increase as it was not a validly filed grievance. Under discussion, the Board noted that only the FOPPO President or the FOPPO representative (previously always filed by the FOPPO attorney) can file grievances beyond Step 1. Further, Commissioner Magruder and Commissioner Heimuller both noted that, even if this were a validly filed grievance, they would have denied it based on the merits. With the vote taken, the motion carried unanimously.*

**BOARD EVALUATION FORM:**

This matter was held over due to timing.

**PHARMACY/SCHOOL MOU'S & AMENDED TO WASHINGTON COUNTY IGA:**

Michael Paul, Public Health Coordinator, was present to address the Operational Readiness Review, which is part of the Cities Readiness Initiative (CRI); the County receives funding through an IGA with Washington County. The CRI grant supports the County's planning activities for a public health emergency event requiring medical countermeasures. Michael presented the Board with a 3-party MOU between Oregon Health Authority, the Oregon Board of Pharmacy and Columbia County. After discussion, the Board directed County Counsel to put the MOU on the 1.30.19 consent agenda.

Michael also presented the Board with an amendment to the IGA with Washington County. The amendment increases the County's award by \$10,521 for a total of \$35,642. After discussion, the Board directed County Counsel to put this amendment on the 1.30.19 consent agenda.

Michael then presented a draft MOA with each school district for use of school property as a point of dispensing during a public health emergency. The MOAs will be discussed with each school district this spring. No action is needed at this time.

**TRANSIT BUDGET:**

Todd Wood, Transit Director, provided draft applications for STIF discretionary and 5311f funds to obtain GPS tracking systems and software as well as operating North County intercity service. The applications would appear on next week's consent agenda. Todd answered questions regarding the applications. Todd also brought budget documents showing what would happen if Columbia County paid the deficit for this year. The document included an increase in the annual cost of operation of approximate 3% and showed how, without a stable local funding source, the system would fall into a deficit in just a few years. The discussion included long term prospects of the system and how to obtain stable funding.

//

//

//

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

Dated at St. Helens, Oregon this 23<sup>rd</sup> day of January, 2019.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: \_\_\_\_\_  
Henry Heimuller, Chair

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

By: \_\_\_\_\_  
Alex Tardif, Commissioner

By: \_\_\_\_\_  
Jan Greenhalgh  
Board Office Administrator