

COLUMBIA COUNTY BOARD OF COMMISSIONERS

BOARD MEETING

**WORK SESSION MINUTES**

**June 26, 2019**

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller and Commissioner Margaret Magruder. Commissioner Alex Tardif was not present.

**BOARD DISCUSSION ITEMS:**

- Jan Greenhalgh, Board Office Administrator, presented the Board with information on an Agenda Management software program, which will help streamline the agenda preparation, improve video and audio of the meetings, increase transparency, etc. Jan has obtain the required three bids and is requesting approval to move forward with contract with Granicus. After review and discussion, the Board directed Jan to work with Robin McIntyre to prepare a contract with Granicus.
- While present, Jan again addressed the issue of amending the job descriptions for the Board Office Administrator and Board Office Specialist. After some discussion, it was decided that the current Board Office Specialist job description would be used to hire a temp through Cardinal Services. That allows some time to adjust the current job descriptions before someone is hired full-time.

**BRIEFING ON DON CAMPBELL APPEAL HEARING:**

This item was pulled and held over due to the hearing being rescheduled for a later date.

**HOOD TO COAST IMPACTS:**

Mike Russell, Public Works Director, Tristan Wood, Assistant Public Works Director, and Felicia Huber, Hood-to-Coast Event Director met with the Board to discuss costs associated with the event. Commissioner Heimuller explained that when Public Works came to the Board with this year's event application, it was mentioned that the \$25,000 deposit may not be covering all costs associated with the event and wanted to know how important the dust abatement performed by the Department was to the event.

Ms. Huber explained that the dust abatement was important and that she would like to continue that if possible. She also said that the partnerships with the various community groups, including Columbia County, are very important to the success of the event and is willing to look at costs.

Mike explained that the calculations used for the last two years did not account for the dilution of the dust abatement material used. This is resulting in a refund of approximately \$1,200 to the Hood-to-Coast event for last year. He stated that he is

satisfied that costs are being covered at this time, but that, as costs increase, there may need to be discussion of raising the deposit amount in the future.

#### **FEASIBILITY FINDINGS FOR JAIL FOOD SERVICES:**

Tony Weaver and Levi Raethke from the Sheriff's Office and Sarah Hanson, County Counsel, discussed Order No. 41-2019 with the Board of Commissioners. This proposed order would adopt findings of feasibility for use of the County's personnel and resources to provide food services in the Columbia County Jail. The analysis finds that the County does not have time or expertise to manage day to day food services and orders that the procurement for Jail Food Services shall be procured without conducting a cost analysis. Sarah explained the next steps to issue the RFP after which the results will be discussed with the Board prior to issuing a notice of intent to award a contract and then again prior to contract approval. The Order will be placed on the consent agenda for July 3, 2019. No decisions were made.

#### **COUNTY COUNSEL UPDATE:**

Sarah Hanson, County Counsel, provided the Board with an update on Counsel's Office. A confidential attorney/client report was discussed. Sarah explained that the office will be providing quarterly reports to the Board going forward and discussed both current and upcoming projects. No action was needed.

#### **REQUEST AUTHORIZATION TO HIRE FACILITY TECH POSITION:**

Casey Garrett, General Services, came before the Board to request authorization to hire a Facility Technician. After discussion, it was determined to carry this over until Jean Ripa was back in the office to go over some options.

#### **AMENDMENT #2 TO PSC WITH COLUMBIA HEALTH SERVICES FOR 2019-2020:**

Senior Assistant County Counsel Robin McIntyre and Public Health Administrator Mike Paul presented Columbia Health Service's (CHS) proposed changes to the Public Health Operations contract. CHS has asked for the removal of the Environmental Health Fees provision, waiver of the rent, and removal of the provision requiring CHS to actively seek FQHC certification. CHS has asked that the County consider these changes for a 6-month contract if we can't agree to them for the full year. Robin presented a contract with the changes requested by CHS, which would be in effect for 6 months. After discussion, ***Commissioner Magruder moved and Commissioner Heimuller seconded to approve contract C45-2018-2, Amendment #2 to the Personal Services Provider Contract by and between Columbia County, Oregon, and Columbia Health Services for Public Health Services FY 2019-2020. The motion carried unanimously.***

#### **ENVIRONMENTAL HEALTH ORDINANCE:**

Senior Assistant County Counsel Robin McIntyre and Public Health Administrator Mike Paul briefed the Board on the Environmental Health Ordinance, which will be coming to the Board for approval in July. This ordinance will address a compliance matter

identified by the Oregon Health Authority's last triennial review. The ordinance provides for a hearings process that is consistent with the Oregon Administrative Procedures Act for those food, pool, and lodging licensees who have had their license revoked, denied or suspended. The hearing process will require a hearings officer. The County doesn't currently employ one. Robin will draft the ordinance to give the County the ability to have the hearings officer be an employee of the County. The County can also contract out for this service. The ordinance will be coming before the Board in July.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 26<sup>th</sup> day of June, 2019.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

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

By: \_\_\_\_\_  
Not Present  
Alex Tardif, Commissioner

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