

COLUMBIA COUNTY BOARD OF COMMISSIONERS  
BOARD MEETING

WORK SESSION MINUTES

January 25, 2011

The Columbia County Board of Commissioners met in a regularly scheduled work session at 10:00 a.m. with Commissioner Anthony Hyde, Commissioner Earl Fisher and Commissioner Henry Heimuller, together with Sarah Hanson, County Counsel and Jan Greenhalgh, Board Secretary.

Commissioner Hyde called the meeting to order.

NEW PROJECT PROPOSAL FORM:

Jean Ripa, Sarah Hanson and Jennifer Cuellar were present for discussion on a new project proposal form. The county departments currently use a project request form however it is lacking in needed information. The new form details the project description, justification, more detailed costs, budget effects, etc. Jean gave some examples of the types of projects it should be used for, i.e. accounting software, the transit project, etc. The completed project form would then be reviewed by the Project Review Committee for comments. This would give the Board the full and necessary information on a project so that they can make an informed decision when taking action. If the Board is in agreement with the use of this form, it will be taken to the next Department Head meeting for discussion. The Board agreed that this should be reviewed by the department heads and further noted that a Commissioner will start attending the department head meetings on a rotating schedule.

SHORT TERM/LONG TERM INVESTMENT IN INFORMATION TECHNOLOGY:

Regarding the county's information technology, Jean currently makes decisions on where we've been, where we're going and the funding that's available. Commissioner Fisher wants to know if there is a way to restructure our whole IT department to keep up with technology. Discussion held on efficiencies, costs to upgrade vs costs to work on antiquated programs, redundancies, etc. Jean talked about other options, such as cloud computing with google applications, as opposed to the costly Word program. Jean would suggest that the Board assemble a small working group who can give input on IT programs and services. Commissioner Fisher stated that he is hosting a "decision maker" meeting next Monday to discuss things such as shared services with other agencies. This could be another way to seek ideas on what programs and services are being used by these other agencies. After discussion, it was decided that Jean would meet with Commissioner Fisher on the

details of creating a working group.

**BUDGET CALENDAR:**

Jennifer reviewed the budget calendar with the Board. The days previously decided on are now not working and new dates need to be scheduled. After review of their individual calendars, the following Budget Committee meeting dates were set for: Monday, May 2, 2011 and May 24, 2011. Jennifer will check those dates with the other Budget Committee members and confirm with the Board.

**ACCOUNTING SOFTWARE:**

Jennifer explained the difficulties with the current accounting software, Springbrook, which is very fragile and extremely inefficient. To continue to use this program puts the accuracy of payroll, taxes and other accounts at risk.

To look at a new system for all programs would require a formal RFP process and she would need to hire a consultant to put that together as her staff simply does not have the time to do that. To replace only the payroll software, that could be done by a simple bidding process. Jennifer will need to work with Jean to determine the best way to approach this, considering the IT aspects.

Commissioner Heimuller asked if this is something Jennifer feels should be combined with the overall IT review just discussed or done independently. Jennifer believes it should be integrated with the county IT program to help eliminate duplication by other departments.

**EXECUTIVE SESSION UNDER ORS 192.660(2)(h) - LITIGATION:**

The Board recessed the regular session to go into Executive Session as allowed by ORS 192.660(2)(h). Upon coming out of Executive Session, no action was taken by the Board.

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

Dated at St. Helens, Oregon this 25<sup>th</sup> day of January, 2011.

NOTE: A tape of this meeting is available for purchase by the public or interested parties.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

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Anthony Hyde, Chair

Work Session Minutes

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

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Earl Fisher, Commissioner

Recording Secretary:

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

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

Jan Greenhalgh, Board Secretary

Henry Heimuller, Commissioner