

COLUMBIA COUNTY BOARD OF COMMISSIONERS
BOARD MEETING

WORK SESSION MINUTES

April 26, 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.

CASA PROGRAM UPDATE:

Kathryn Bourn, Executive Director for CASA for Kids, came before the Board to give an update on the CASA program. Statistics show that children with Court Appointed Special Advocates (CASA) spend less time in foster care and are more likely to be adopted or achieve some other type of permanent home rather than stay in long term foster care. Kathryn reviewed what services the CASA program provides, statistical information, the progress made since taking over the program last year, their plans for the future and the challenges they face.

Jan Kenna, CCCC Director, was present to share information on State funding for the CASA program.

LETTER TO STAN MENDENHALL:

Jean Ripa, Human Resources, informed the Board that Stan Mendenhall, Juvenile Director, has formally submitted his letter of resignation and will be retiring June 30, 2011. He is asking that he be allowed to work as full time temporary to September 30, 2011 to help with the transition of the department. If the Board is in agreement with this arrangement, Jean has drafted a letter to Stan outlining the details. With that, Commissioner Fisher moved and Commissioner Heimuller seconded to approve the letter to Stan Mendenhall. The motion carried unanimously.

CELL PHONE STIPEND POLICY:

Jean Ripa, Human Resources, reviewed her memo to the Board outlining a proposed policy for a cell phone stipend. The Board reviewed this a couple of weeks ago and it was then taken to the Department Head meeting for review and comment. Some suggested changes have been incorporated. As the Board will recall, this policy establishes guidelines for stipends for use of county employees' personal

cellular telephones for county business. Employees use cell phones for county business with different frequency, varying from occasional use to frequent use.

The purpose of the policy is to provide for flexible, cost effective use of cell phones. Commissioner Heimuller questioned the language in paragraph 2 of Section 3 that states *departments should take the initiative to persuade employees to accept the stipend*. He has a concern with the word "persuade" and feels it sounds to aggressive. Jean changed the language to read *"departments should take the initiative to communicate this policy to employees"*. If the Board agrees with

this policy, she will draft an order for formal action to be effective 6/1/11.

The Board stated that the policy should be looked at again in 6 month to review the results.

FURLOUGH DAYS MITIGATION:

Jean Ripa, Human Resources, presented a list of ideas for the Board to consider to mitigate the effects of the 26 furlough days. Every department head and elected official has had a chance to review and comment. Discussion was held on each item listed below:

- Start the Friday furlough days on July 1. This schedule would mean the furlough days would not conflict with Friday holidays (Veterans Day and Day after Thanksgiving) during the fiscal year.
- Close all Courthouse offices to the public, including any department not furloughed in the Courthouse, such as the Commission on Children & Families, and any non Courthouse but furloughed offices, on all Fridays, not just the furloughed Fridays. This would allow employees to have sufficient time to process required work without disruption.
- State Courts: Both the DA's Office and the Juvenile Department work at the whim of the Court schedule. It would be very helpful for the Board to meet with the Judges and the Trial Court Administrator to explain the County's financial situation and the furlough schedule. If the Courts agree to work with the County, to the extent possible, in scheduling trials, that would be very helpful. Both Steve Atchison and Stan Mendenhall would like to be part of this meeting when it occurred.
- Propose to Local 1442 that on call pay be paid at a flat dollar amount rather than the days off granted in the current union contract. The County needs to move away from granting more time off in lieu of paying wages/overtime.
- Allow any non-represented employee with more than 10 years of service to accrue up to 500 vacation hours until June 30, 2012. The current limit

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is 400 hours and non-represented employees lose any hours at that point, except for employees with 20 or more years of service, who can already accrue up to 500 hours. With the number of furlough days, it will be difficult for your longer service non-represented employees to take enough time off to not have to lose their accruals. There is a potential cost to this as the liability for payout, should any one of these employees leave, is higher. **(This was not approved by the Board).**

- Allow FLSA exempt furloughed employees the option to swap up to 6 furlough days through the fiscal year to another day within the same payroll period. This would account for those occasions when a manager or an attorney simply has to work on a furlough Friday (say a trial is held over). If the FLSA exempt employee took that furlough day on another day within the same payroll period, it would be relatively easy to track. By limiting the total number of furlough days that could be swapped, it would limit the potential of too many employees swapping too many days.
- Approve an Order closing the Clerk's Office on the days the Courthouse offices are closed.
- Send a clear statement about the expectation regarding the services of administrative departments. Approximately 60% of the County will remain at full time, while 40% will be under the 10% furlough cuts. All of the administrative departments will be furloughed. It is not reasonable to expect that the full time (or furloughed departments) will be able to receive the same level of administrative services as previously. The four administrative departments need the Board to explicitly recognize and announce that fact.
- Be prepared for and receptive to proposals from furloughed departments as to services reductions and/or other ideas that will help the individual furloughed departments operate under the 10% furlough cut schedule.
- Have an heightened sense of the effect of the furloughs on County departments and consider this effect when considering any proposed new service, project or request from the public.

After review and discussion, the Board directed Jean to prepare a Board Order detailing the recommendations based on today's discussion.

GASB 54 RULE:

Jennifer Cuellar, Finance Director, reviewed information she received on the new GASB 54 Fund Balance Reporting. The Oregon Department of Revenue has stated that no changes will be made to Oregon Local Budget Law as a result of GASB 54, and the fund type definitions closely resemble fund types as defined by the Local Budget Law Manual. If a fund does not qualify as a Special Revenue Fund under GASB 54, it would have to be in the General Fund for GAAP reporting. It could still be a Special Revenue Fund for budgetary purposes. There would then need to be a reconciliation from the budgetary comparison schedules to the governmental fund finance statements. The County needs to implement these new rules in FY 2010-11. After discussion, Jennifer was directed to prepare a resolution for Board review and adoption.

REQUEST FOR EOC STAFF TO ATTEND TRAINING IN MARYLAND:

Derek White, Emergency Management Director, came before the Board to request approval for the Emergency Management Coordinator to attend the All Hazards Preparation and Response FEMA training in Emmitsburg, Maryland the week of July 18, 2011. All costs for this training is paid for by FEMA, with the exception of meals and mileage to the airport of approximately \$100. After discussion, Commissioner Heimuller moved and Commissioner Fisher seconded to approve the travel request as presented. The motion carried unanimously.

EXECUTIVE SESSION UNDER ORS 192.660(2)(d) - BARGAINING:

The Board recessed the regular session to go into Executive Session as allowed under ORS 192.660(2)(d). 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 26th day of April, 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

By: _____

Earl Fisher, Commissioner

Recording Secretary:

By: _____

By: _____

Henry Heimuller, Commissioner

Jan Greenhalgh, Board Secretary