

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

In the Matter of Amending the)
Columbia County Jail Operating) Ordinance No. 2026-1
Fund Advisory Committee Ordinance)

The Board of County Commissioners for Columbia County, Oregon, ordains as follows:

SECTION 1. TITLE.

This Ordinance shall be known as Ordinance No. 2026-1. Exhibit "A" which is attached hereto and incorporated herein by this reference, shall be known as the "Columbia County Jail Operating Fund Advisory Committee Ordinance."

SECTION 2. AUTHORITY.

This Ordinance is adopted under the authority of ORS 203.035.

SECTION 3. PURPOSE.

The purpose of this Ordinance is to amend the Columbia County Jail Operating Fund Advisory Committee Ordinance to reduce the number of Committee members and to correct scrivener's errors.

SECTION 4. HISTORY.

On April 4, 2014, the Board of County Commissioners approved Ordinance No. 2014-4, establishing the Columbia County Jail Operating Fund Advisory Committee." The Ordinance was effective on May 20, 2014. On August 16, 2017, the Board of County Commissioners approved Ordinance No. 2017-3, amending the Columbia County Jail Operating Fund Advisory Committee Ordinance, to reduce the number of member positions and stagger terms. The Columbia County Sheriff has recommended that the number of Committee members be reduced from nine (9) to five (5) due to problems obtaining a quorum.

SECTION 5. ADOPTION.

The Columbia County Jail Operating Fund Advisory Committee Ordinance, which is attached hereto, labeled Exhibit "A" and is incorporated herein by this reference, is hereby adopted.

SECTION 6. SEVERABILITY.

If any provision of this Ordinance, including Exhibit "A", is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the remaining portions thereof.

Dated this _____ day of _____ March, 2026.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Kellie Jo Smith, Chair

By: _____
Casey Garrett, Commissioner

By: _____
Margaret Magruder, Commissioner

Attest:

By: _____
Recording Secretary

First Reading: _____

Second Reading: _____

Effective Date: _____

Approved as to form

By: _____

Office of County Counsel

EXHIBIT"A"

COLUMBIA COUNTY JAIL OPERATING FUND ADVISORY
COMMITTEE ORDINANCE

Deletions stricken

Additions in **bold**

SECTION I. JAIL OPERATING CITIZEN ADVISORY COMMITTEE CREATED;
MEMBERSHIP.

A. Creation. There is hereby created the Columbia County Jail Operating Fund Advisory Committee (hereinafter referred to as the "Jail Operating Citizen Advisory Committee" or "JOCAC").

B. Membership. The JOCAC shall consist of ~~nine (9)~~ **five (5)** members appointed by the Columbia County Board of Commissioners (hereinafter referred to as the "Board") from the geographical areas served by the Clatskanie, Rainier, St. Helens, Scappoose and Nehalem Valley Columbia 9-1-1 Zones.

C. Removal. JOCAC members may be removed by the Board, after hearing, for misconduct or nonperformance of duty.

D. No Compensation. Members of the JOCAC shall serve without compensation other than reimbursement for duly authorized expenses. The Board may, by order, establish a per diem allowance and mileage expenses and otherwise authorize reimbursement of expenses incurred.

E. Terms. Appointments shall be for staggered terms of one (1) to three (3) years, ending ~~June 30~~ **December 31**. ~~Three (3) positions~~ **One (1) position** shall be filled for **a** 1 year terms, ~~three (3)~~ **one (1)** positions shall be filled for ~~two~~ **a 2** (two) year terms, and ~~three (3) positions~~ **two (2) positions** shall be filled for **three (3)** year terms. Vacancies shall be filled for the remaining term of the vacant position.

F. Qualifications. Qualifications are to include experience and/or interest in Jail operations. Members should be experienced in fiscal management and outcome based budgeting. **Members should complete a tour of the Jail within three (3) months of appointment.**

G. Role of Staff. The Board of Commissioners may appoint one or more employees to manage and the JOCAC. Staff shall serve at the pleasure of the Board of County Commissioners.

H. Appointments Following Vacancy. The Board of Commissioners shall appoint Members to the JOCAC to fill vacancies upon nomination of the JOCAC. If nominations are not timely received by the Board the Board may advertise for qualified County residents interested in serving, and may appoint Members from such list.

SECTION II. MEMBERSHIP REQUIREMENTS; POLICIES.

A. Advisory committee. The JOCAC shall act in an advisory capacity to the Board and the Department with respect to the use of operating levy funds.

B. JOCAC Requirements. JOCAC members shall at all times adhere to the following membership requirements:

1. Meetings. Members shall attend meetings. It is the responsibility of Members to notify staff of an intended absence from a meeting. If a member has two unexcused absences in a twelve month period the Chair shall ask for their resignation. If the Member does not respond to the request within 30 days, the Chair shall notify the Board of County Commissioners of the unexcused absences and recommend that the Board remove the Member.

2. Conflicts of Interest. Members shall adhere to all state laws, rules, and regulations regarding conflicts of interest and rules of ethics for public officials.

3. Policies and Procedures. The JOCAC shall **may** adopt and adhere to policies and procedures which shall not be inconsistent with this Ordinance or applicable laws, rules or regulations. A copy of all policies and procedures shall be provided to the Board of County Commissioners and to the Office of County Counsel.

SECTION III. MEETING PROCEDURES.

A. Compliance with Public Meetings Act. The JOCAC will conduct meetings in accordance with ORS 192.610 through ORS 192.690.

B. Regular Meetings. The JOCAC shall establish a regular public meeting schedule annually as provided in its policies and procedures.

C. Special Meetings. The JOCAC may hold special meetings and emergency meetings in compliance with ORS 192.610 through ORS 192.690.

D. Robert's Rules of Order. Meetings shall be conducted in accordance with Robert's Rules of Order.

E. Public Comment. The Chair shall allow public comment during all regular meetings. Public comment may be limited to three (3) minutes per person.

F. Compliance with Law. Meetings shall be held in compliance with Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, and with all

applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations, including the Americans with Disabilities Act of 1990, ORS 659.425, and all regulations and administrative rules established pursuant to those laws.

G. Quorum. A majority of appointed members shall constitute a quorum.

SECTION IV. OFFICERS AND COMMITTEES.

A. Officers. The JOCAC shall elect one member to serve as Chair of the JOCAC, and one member to serve as Vice-Chair with the power to act as the Chair in the Chair's absence. The Chair and Vice-Chair shall serve two **(2)** year terms. Officers shall be elected at the first regular meeting in January.

B. Duties of the Chair. The Chair shall:

1. Preside over and be entitled to vote at all meetings of the JOCAC at which s/he is present.
2. Serve as executive officer of the JOCAC.
3. Facilitate leadership.
4. Ensure correct meeting procedure is followed. Decisions may be made by a majority of the members present provided the members present constitute a quorum of the entire membership.

C. Duties of the Vice-Chair. The Vice-Chair performs the duties of the Chair in the absence of the Chair and performs such other duties as assigned by the Chair.

D. Terms and Sub-Committees.

1. The Chair may appoint one or more committees upon approval of the JOCAC.
2. Committees and teams shall consist of at least three (3) members. A majority of a committee shall constitute a quorum.
3. Teams and Sub-Committees shall comply with Oregon's public meetings laws.