

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

January 9, 2017

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

Commissioner Heimuller called the meeting to order.

**JAIL MONTHLY UPDATE:**

Sheriff Dickerson met with the Board to advise them of the Sheriff's Office upcoming purchase of 2 motor vehicles for the Enforcement Division. He presented copies of the various pricing bids received from vendors. No action needed by the Board.

**FINANCE DEPARTMENT:**

John Dreeszen appeared before the Board on behalf of Finance Director Jennifer Cuellar-Smith to seek input and feedback on the following three agenda topics:

- Draft Budget Calendar for FY 2017-18
- Draft Budget Principles
- Preference for FY16 Audit Presentation

The Board acknowledged having received and reviewed the Draft Budget Calendar and Draft Budget Principles and indicated that they had no immediate calendar conflicts or concerns regarding the principles document. It was noted that flexibility had been built into the calendar for the timing of Board meetings, Budget Committee meetings and Board budget hearings. Commissioner Heimuller encouraged Commissioners Magruder and Tariff to double-check the calendar against their upcoming Commissioner College schedules.

Regarding presentation of the FY16 audit, there was a brief conversation clarifying the differences between the options suggested by Finance Director Cuellar-Smith after which the Board agreed that the formal audit presentation should be made in a January open morning session and that the more expanded "Audit 101" presentation should be made perhaps the same day in an afternoon staff meeting when everyone could attend.

**EXECUTIVE SESSION UNDER ORS 192.660(2)(h)(f):**

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

**COUNTY MISSION STATEMENT:**

Karen Kane, Public Information Coordinator, discussed the mission statement conversation that took place at the Department Head meeting of January 3. She reported that a small group of department heads had ongoing concerns about the finality of the wording in the statement. Karen asked them to state their thoughts about improvements or changes and received a few suggestions. She also explained the next steps of the process, and asked for volunteers to step forward to help. During that meeting, it was also suggested that the Board send a formal note to staff once the statement has been fully approved. Commissioner Heimuller instead suggested a message noting "general action to approve in concept." Karen recommended waiting until guiding principles were drafted to do so.

Karen also discussed her draft work on developing emergency/building closure notification procedures for county offices and facilities. She asked the Board to consider new methods. The county has access to Everbridge Mass Notification system, which allows us to send communication to targeted groups of individuals or groups using mobile phone, land line, text message, email or all four. As our current method of notifying employees of emergencies is not efficient, the consensus of the Board was to switch the notification system to Everbridge. Karen also noted the need to finalize the procedures and is working with appropriate staff to do so.

While present, Karen asked for approval to distribute a news release about the citizen seat open on the budget committee. The Board discussed the current process for reviewing and selecting individuals who volunteer for the committee. They agreed a news release and notification to the public via social media was important. Karen asked if other committees might also need new citizen participation; Jan Greenhalgh will determine those, if any, needs.

Discussion was also held on the need for the county to develop graphic standards. The county logo is not used consistently throughout all county offices. Karen noted that a county style guide for writing would be useful. These two items are on her list for future work.

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

Dated at St. Helens, Oregon this 9<sup>th</sup> day of January, 2017.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

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

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

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