

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

October 12, 2016

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller and Commissioner Earl Fisher. Commissioner Hyde was not present.

Commissioner Heimuller called the meeting to order.

**PUBLIC INFORMATION OFFICER POSITION:**

Jean Ripa reviewed the results of the background check of the final candidate for the position of Public Information Coordinator. With that, ***Commissioner Fisher moved and Commissioner Heimuller seconded to authorize Jean Ripa to offer the position to Karen Kane. The motion passed unanimously.***

**JOB DESCRIPTION - GENERAL SERVICES DIRECTOR:**

Jean presented the Board with a draft copy of the job description for the General Services Director position. She noted that it simply combines the duties of the Facilities Services Manager and the Parks Supervisor. She noted that she is proposing a salary range of E06. While both Facilities and Parks are currently in E05 and the County would probably fill a new vacancy at that level, she was under the impression that the Board wanted to see a range increase for this position. The Board will review the draft and return any comments to her.

There was brief discussion on the status of the new Transit Administrator.

**BENEFITS FOR CERTAIN NON-REPRESENTED EMPLOYEES:**

Jean then presented a draft order granting the same ½ day additional holiday to non-represented employees who had been subject to furloughs. After discussion, the Board directed Jean to add approval of this Order to an upcoming consent agenda, after approval by County Counsel.

**OREGON AFFORDABLE HOUSING ASSISTANCE CORP:**

MaryAnn Guess and Robin McIntyre met with the Board to discuss a program by Oregon Affordable Housing Assistance Corporation (OAHAC) that will assist property owners facing property tax delinquency due to financial hardship. The program is funded by the Hardest Hit Fund and will provide loans to bring delinquent property tax accounts current for homeowners who have experienced a qualifying hardship and meet the eligibility requirements. There is no cost to the County to participate in the program however, the County's participation will require an agreement with OAHAC. The Board was favorable to the County's participation in the program and directed staff to place the agreement on the consent agenda following Counsel review and approval.

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 12<sup>th</sup> day of October, 2016.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

By: Not Present  
Anthony Hyde, Chair

By: \_\_\_\_\_  
Henry Heimuller, Commissioner

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

By: \_\_\_\_\_  
Earl Fisher, Commissioner