

BEFORE THE BOARD OF COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

Wednesday, April 8, 2015  
1:00 p.m.  
County Courthouse, Room 331

The Columbia County Board of Commissioners met in scheduled session with Commissioner Henry Heimuller, Commissioner Anthony Hyde, and Commissioner Earl Fisher.

Commissioner Heimuller called the meeting to order.

**JUVENILE CRIME PREVENTION FUNDS AND COLLECTIVE IMPACT:**

Jan Kenna and Janet Evans appeared to discuss concerns that the Board might have about moving the Juvenile Crime Prevention money under the Juvenile Department budget. The Board wanted to make sure that the money was not just absorbed into the Juvenile Department budget. This is a biennial grant that has already been agreed to by the Board and would likely have to be signed by the Board in the future. Jan agreed to report any additional concerns of the Commission on Children and Families to the BOARD.

Jan provided a brief update on the Community Schools funds. She had been in contact with Youth Development Division (YDD) Deputy Director, Brenda Brooks, asking if YDD had considered contracting directly with School Districts. YDD is exploring the possibility.

Commissioner Heimuller reviewed information shared at the previous meeting at which the Juvenile Crime Prevention Plan/Prevention (JCPP) funds and the future of the Commission on Children and Families (CCF) were discussed.

Commissioner Fisher reiterated the desire of the Board to continue funding the Teen and Family Transition program using JCPP funds.

Janet Evans shared her desire to keep the CCF intact and had no thoughts about changing the current use of JCPP funds.

Each Commissioner thanked Jan and the CCF for their good work. No other action was taken.

**ADP UPDATE:**

Jennifer Cuellar, Finance Director, and Jean Ripa, Human Resources Director, updated the Board on the ADP implementation. The third component, the time keeping system, is underway. It is being phased in to new departments over the course of the next several months. The County has contracted for a consultant to produce “how to” tools, both for employees and supervisors, in their tasks using time keeping on line. The Board stated concern as to whether people could sign in from home, since it's a web-based system. Jean stated that, while that could happen, the controls and audit trail information available to supervisors is superior in this system compared to the paper time sheet system.

**FINANCIAL SOFTWARE UPDATE:**

Jennifer Cuellar and Jean Ripa reported on meeting with potential consultants to help keep the software update moving forward. The Board raised some concern as to whether the firm we approached was the best option. Jennifer was asked to contact her list serve to see who else does this kind of consulting. The Board was given a memo, calendar, and the scope of work from consultant. No decisions no motions.

**EXECUTIVE SESSION UNDER ORS 192.660(2)(D) – BARGAINING:**

The Board, along with Jean Ripa, went into executive session under ORS 192.660(2)(d). No decision was made when they returned to regular session.

**NEW RECRUITMENT:**

Jean Ripa talked with the Board about the process that will be used to replace Renate Garrison, Emergency Management Director. The Board agreed with the plan to initiate a recruitment immediately and to have Renate take care of all the paperwork to have Vincent Aarts work out-of-class until a new appointment has been made. Jean also discussed the other staffing arrangements that could be made in Emergency Management and the Board was in agreement with that. Jean is to return in a few weeks with more details about the vetting process once applications have been received. Commissioner Fisher moved and Commissioner Hyde seconded to approve the Personnel Action for Renate's resignation. The motion passed unanimously.

**CCDA ADMINISTRATOR INTERVIEW -- CHUCK DAUGHTRY:**

The Board, along with Sarah Hanson and Jennifer Cuellar, conducted the interview with Chuck Daughtry for the Columbia County Development Administrator position. During the interview, they discussed Chuck's proposal. No decisions were made.

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

Dated at St. Helens, Oregon this 8th day of April, 2015.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

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

By: \_\_\_\_\_  
Anthony Hyde, Commissioner

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