

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

STAFF MEETING MINUTES

August 31, 2016

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

Commissioner Hyde called the meeting to order.

TRANSIT ADMINISTRATOR POSITION:

Discussion was held on the recent resignation of John Andoh as Transit Administrator due to a family emergency. Jean presented the Board with a Personnel Action to address that resignation. With that, ***Commissioner Fisher moved and Commissioner Heimuller seconded to approve the Personnel Action for John Andoh's resignation. The motion carried unanimously.***

Additionally, ***Commissioner Fisher moved and Commissioner Heimuller seconded to approve the Personnel Action for out of classification pay for Michael Ray for August and September or until the Transit Administrator position is filled. The motion carried unanimously.***

The Board then discussed inviting the second strong candidate for the Transit Administrator position back for another meeting. They directed Jean Ripa to make contact and set this up for Wednesday, September 21, 2016 when the full Board can be present. There was Board consensus to allow for reimbursement of travel expenses up to a maximum of \$500. Jean noted that this hire would require the County to undergo the federal Visa process for Canadian citizens and that, if a job offer were made, she would work with the Board to connect with one of our federal representatives for some guidance on the process.

PUBLIC INFORMATION OFFICER:

Jean Ripa presented the Board with an updated job description and title for the Public Information Coordinator. The revisions were based on input from Eric Schmidt, formerly of AOC. After review and discussion, ***Commissioner Fisher moved and Commissioner Heimuller seconded to approve the updated job description. The motion carried unanimously.***

The hiring process for this position was discussed in detail. Jean summarized the process as follows: Any resumes from candidates who meet the minimum qualifications would be provided to the Board with a cover sheet for them to choose whom they wished to interview. The interviews are set for 9/21/16 and up to 8 candidates can reasonably be interviewed in one day. The Board already have the first batch for review and Jean will provide the remaining candidates after the closing deadline. Eric Schmidt, prior Communications Manager with the Association of Oregon Counties, will be invited to sit in on the interviews to act as a subject matter expert. Given the timeline set for this position, no other interview panel will be utilized.

IT MANAGER:

Jean addressed the open position of Information Technology Manager. She noted that there wasn't many good responses for this position and many didn't appear to have the level of experience desired. She recommended that there be an initial interview panel of other managers who would work closely with this position. She would also prepare some type of hands on test which would not only test the actual technical skill but make it clear to candidates that this position is hands on. Further, she would want to allow some time for the IT staff to meet the final 2-3 candidates. Commissioner Heimuller indicated that he wanted the Board to review all of the accepted applications regardless of the interview panel's input. He clarified that he wanted this interview panel to simply provide an assessment of the candidates reviewed and not winnow the number down or rank the candidates. The Board also discussed adding a subject matter expert. Jean Ripa said she would make arrangements for this. The Commissioners gave their consensus for this proposed process.

Commissioner Heimuller then requested information on the salary rate set for this position. Jean noted that this was discussed in her first memo to the Board on the position and then proposed later and finally approved by the Board when they approved the creation of the position. She reported that the Milliman salary survey had analyzed this position and actually recommended that it be set 2 ranges higher but the Board had indicated a desire for a lower level when this was discussed during the budget process. She is concerned that this lower level may affect the County's ability to attract the type of candidates desired. Jean also reported that she had conducted a salary survey of our comparable counties and the assigned salary range fell in place with that. She noted that, especially with management positions, our competition with the Portland Metro area labor market, makes comparison with our comparable counties less effective. The Board indicated that they had no change to the assigned salary range at this time.

GENERAL SERVICES POSITION:

Jean reported that, with the unexpected changes that came up, she had not yet been able to draft anything for the Board to consider for this position. There is still plenty of time before the effective date of November 1 to get all the details in place. She said she would meet with each Commissioner to get their input on what the concept is for this position before she presented a draft. The Commissioners agreed by consensus with this. They also discussed that Glen Crinklaw would remain Assistant Public Works Director under Dave Hill until his retirement on 12/31/16 and would have dotted line responsibility in conjunction with Casey Garrett for those final two months of the year.

NEW SALARY RULES UNDER FLSA:

After a brief report by Jean, the new salary rules under FLSA will be added to the next consent agenda.

EXPLANATORY STATEMENT FOR JAIL OPERATING LEVY:

Sarah Hanson and Sheriff Dickerson discussed a draft explanatory statement for the 2016 Jail Operating Levy. The Board discussed changes to address the JOCAC report and clarified the role of the Committee in monitoring the levy funds. After discussion, ***Commissioner Fisher moved and Commissioner Heimuller moved to approve the Notice of Measure Election (SEL 801) for a Renewal of Local Option Levy for Jail Operations- Four Years and authorize the Chair to sign, subject to the wording changes as discussed. The motion carried unanimously.***

There was no Executive Session held.

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

Dated at St. Helens, Oregon this 31st day of August, 2016.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: _____
Anthony Hyde, Chair

By: _____
Henry Heimuller, Commissioner

By: _____
Jan Greenhalgh
Board Office Administrator

By: _____
Earl Fisher, Commissioner