

Morrow County Department Heads, Board of Commissioners & Elected Officials
Meeting Minutes
March 14, 2017
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present

Commissioner Don Russell
Commissioner Melissa Lindsay
Commissioner Jim Doherty
Jerry Sorte, Administrative Officer
Dustin Breshears, Technology Specialist
Bobbi Childers, Clerk
Tony Clement, Maintenance Supervisor
Mike Gorman, Assessor/Tax Collector
Gayle Gutierrez, Treasurer
Kate Knop, Finance Director
Roberta Lutchter, Executive Assistant

Carla McLane, Planning Director
Tom Meier, Juvenile Director
Justin Nelson, County Counsel/D.A.
Anita Pranger, Coordinator, The Loop
Sandi Putman, Public Works Mgmt. Asst.
Melissa Ross, Sheriff's Office
Administrative Assistant
Linda Skendzel, Veterans Rep (via phone)
Sheree Smith, Public Health Director
Jordan Standley, Server Specialist
Karen Wolff, Human Resources Director

Call to Order and Pledge of Allegiance: 2:01 p.m.

Minutes

*Ms. Gutierrez moved to approve the minutes of January 24, 2017. Ms. Pranger seconded.
Unanimous approval.*

Accident Investigation Training

Karen Wolff, Human Resources Director

Luke Betts, SAIF Senior Safety Management Consultant

Ms. Wolff made note of the Safety Committee members, besides herself, also in attendance – Erik Patton, Bob Gates, LeAnn Wright, Sheree Smith and Tony Clement. Ms. Wolff discussed the efforts of the Safety Committee and employees in improving the County's safety statistics. She said the Workers' Compensation premium rate has moved from a multiplier of 1.43 to .86. Mr. Betts said the 1.43 multiplier meant the County was paying a premium rate 43% higher than others, while the .86 multiplier means the County's rate is discounted 14% compared to everyone else.

Mr. Betts provided a PowerPoint presentation as he reviewed the steps to be followed during the analysis of an accident or incident. He said he would make copies of the presentation available to Ms. Wolff. She explained she would be providing new safety manuals to each department that will also include updated accident report forms.

Administrative Discussion Items

Agenda Item Cover Sheet

Mr. Sorte said the Board of Commissioners (BOC) reviewed the Agenda Item Cover Sheet on February 1st and directed staff to move forward with its implementation. Mr. Sorte asked the group to review the cover sheet and provide comments by Wednesday, March 22nd. The form is available on the S-Drive with roll-out expected in April. He said it's intended to be used when submitting contracts, providing updates, or other miscellaneous items presented before the BOC. He said one of the benefits of the sheet is to make clear to the Board what the requested action is, whether it be a motion, appointment, or something else. Mr. Sorte said the completed cover sheet with supporting documents is due in the BOC Office by noon on the Friday preceding the Wednesday meeting. The goal is to have everything ready before we advertise on the agenda that something is going to be discussed, he added.

Commissioner Lindsay emphasized the form is not intended as "gate-keeping" but only to make the meeting process flow more smoothly for all involved. Commissioner Doherty said the more lead time the Commissioners have to prepare for BOC meetings, the better, in his opinion.

Fee Schedule Update

Mr. Sorte said the BOC requested fee comparisons to Grant and Umatilla Counties but not all Departments have responded yet. He requested the comparison be sent to Ms. Lutchter as soon as possible so they can be presented to the Board on April 5th.

Website Discussion – Online Payment Options

- Mr. Sorte said high resolution pictures are still needed for the homepage. If anyone is interested in donating photos with no copyrights attached, it would be very much appreciated, he said.
- Ms. McLane brought up the question of offering an online payment option through the website and asked how other departments process them. After hearing each department that currently accepts online payments uses separate companies, Commissioner Lindsay asked if a uniform process/provider could be implemented. Mr. Sorte said after Budget Hearings, Ms. Knop, Ms. Gutierrez and other interested departments should get together to continue the conversation and discuss options.

Fiscal Year 2017-2018 Budget Update

Ms. Knop said the Finance Office received most of the budget worksheets from Department Heads and is scheduling individual meetings with each of them to review budget requests. The tentative plan is to inform the BOC of FTE (full time equivalent) and capital item requests at its April 5th meeting.

Open Agenda

- Master Clockmaker Gary Kopperud will be in Heppner on March 15th to work on the Courthouse clock, according to Mr. Clement. Commissioner Russell posed the question of the future maintenance of the clock, and at what point does it become too costly.
- Ms. Gutierrez requested the back enclosed entry of the Courthouse be cleaned of miscellaneous items and leaf debris.

- Mr. Gorman requested a sink be added to the breakroom in the basement of the Courthouse. Ms. Putman asked that General Maintenance Work Order Requests be submitted for these and any other requests for the Courthouse.

Department Updates

Assessment & Taxation

Mr. Gorman said Kelsey Greenup-Fennern was hired as an Appraiser Trainee, and long-time employee, Cyde Estes (Lead Appraiser), will retire March 31st.

Public Works

- Ms. Putman reminded those present that General Maintenance Work Order Requests are available on the website and the S-Drive. Submitting a work request creates a paper trail that can be tracked by several people in the department.
- County Parks will open soon (May 11th).
- The Lexington Airport received a Federal Aviation Administration grant for tarmac and apron reconstruction.
- A six-month review of the cleaning contractor will take place in the near future.
- Mr. Clement said the deadline to remove snow tires is April 1st.

IT Department

- Mr. Standley introduced Dustin Breshears as the new Technology Specialist.
- The IT Department and the Administrative Officer are conducting an inventory of computers, equipment, etc.

The Loop

- Ms. Pranger said a new bus with a ramp is on-order.
- Ms. Pranger said she anticipates receiving two grants, however, one will be decreased by \$13,000. She will work with the Budget Committee on the anticipated short-fall.

Planning Department

- Ms. McLane said work continues with a consultant team on model code for resource zones (farm and forest use).
- A Planning Commission Work Session and Public Hearing will take place on Tuesday, March 28th in Heppner. Additional public hearings may take place in April based on Road Committee work and updates to Appendix B of the Transportation Plan by Public Works.

Sheriff's Office

Ms. Ross reported the contract for electrical work at the Sheriff's Office will expire soon and there is a new local contractor they may look into.

Veterans Services

- Ms. Skendzel discussed budget and legislative related matters impacting veterans.
- Two presentations were held in Irrigon and Boardman by representatives of the Walla Walla Veterans Affairs Medical Center; a total of 31 veterans attended.

Board of Commissioners

Ms. Lutchter requested updated staff names and phone numbers be forwarded to her. In addition, please indicate who should be listed in the staff directory on the website.

Human Resources

- Ms. Wolff asked that Department Heads/Elected Officials meet with her prior to Budget Hearings if FTE changes are anticipated.
- The Compensation Board will meet this week to review compensation for Elected Officials.
- If an employee is injured, please fill out an 801 form. It's better to have the form on file even if the employee didn't miss work or go to the doctor or emergency room. After the form has been filled out, please send it to Human Resources (the form is available online).

General Maintenance

- Mr. Clement said Safety Inspections are due April 1st but he hasn't received any yet. Mr. Clement said Mr. Sorte suggested Department Heads perform this function. Regardless of who the responsibility falls to, please review the safety inspection sheet prior to General Maintenance visiting to go over issues that need to be addressed. Safety Committee members Matt Scrivner and Bob Gates are the "hub" for this activity, according to Ms. Putman.

Next Meeting

Tuesday, May 9th, 2:00 p.m., Bartholomew Building Upper Conference Room

Adjourned: 3:52 p.m.