

Morrow County Board of Commissioners Meeting Minutes
November 8, 2017
Irrigon Branch of the Oregon Trail Library District, Community Room
Irrigon, Oregon

Present

Chair Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Kim Cutsforth, Interim Administrative Officer
Karen Wolff, Human Resources Director
Richard Tovey, County Counsel

Call to Order and Pledge of Allegiance: 9:03 a.m.

City and Citizen Comments: No comments

Open Agenda: Interim Administrative Officer Kim Cutsforth asked to provide updates on several topics following her update on the north end facility planning proposals. Human Resources Director Karen Wolff requested a discussion to review the previously established recruitment process for the County Administrator.

Consent Calendar

Commissioner Doherty requested to remove the Accounts Payable from the Consent Calendar for further discussion.

Commissioner Russell moved to approve the following items in the Consent Calendar, noting the Accounts Payable were removed for discussion:

- 1. Manual Check dated October 30th; Community Bank, Bartholomew Building Loan Payment; Payroll Payables, Monthlies dated November 1st; November Retirement Taxes dated November 3rd; 2017 Q3 SUTA/WBF Quarterly Payment dated October 26th*
- 2. Board of Commissioners Regular Meeting Minutes of October 25th*

Commissioner Doherty seconded. Unanimous approval.

Accounts Payable

Commissioner Doherty and Chair Lindsay both questioned the Columbia Basin Electric Coop bills for the County Parks. Chair Lindsay also asked if Public Works' "Weekly Shop Laundry" charge from Aramark Uniform Services, Inc. in the amount of \$296.01 is a service that is put out to bid. Ms. Cutsforth said she would look into both matters.

Commissioner Doherty moved to approve the Accounts Payable dated November 9th in the amount of \$154,514.96. Commissioner Russell seconded. Unanimous approval.

Business Items

Update on a Request to File a Market Modification Petition with the Federal Communications Commission

Richard Tovey, County Counsel

Justin Nelson, County Counsel, via telephone

After listening to Mr. Nelson's recitation of the pros and cons of filing a petition, with staff time and expense being the primary concern, the Board decided to take no further action on the request. The request came about as a result of the September 27th BOC Meeting where Janet Greenup complained about DirecTV switching Morrow County subscribers from the Portland market to the Yakima/Tri-Cities market. Although Ms. Greenup opted to switch to a different provider that still offered the Portland channels (Dish TV), she wanted to make the Board aware that an option for recourse existed for County government entities. Commissioner Russell did comment it might be less costly for people to contact Oregon's Congressional Delegation to take up the cause.

Update on Proposals Submitted for North End Facility Planning

Kim Cutsforth, Interim Administrative Officer

Ms. Cutsforth recommended the Board conduct telephone interviews with the companies that submitted proposals. She said she will work with County Counsel to determine if the interviews should be conducted in executive session and report back.

Update on Proposed Reorganization of Human Resources and Finance Departments

Ms. Cutsforth said the architect for the Bartholomew Building was contacted about the feasibility of adding windows to the rooms that could become the HR and Payroll Offices and the response was positive. She explained the idea for the reorganization started with former Administrative Officer Jerry Sorte and she is now requesting approval to move forward with gathering the necessary information so the Board can make a decision one way or the other. Discussion ensued. Commissioner Doherty requested the topic be taken up again on November 29th and cost numbers be provided.

Update on Commissioner/Department Director Liaison Proposal

Ms. Cutsforth said she would like to present a more thorough analysis at the November 29th meeting as to how this might take shape. The idea is to have Commissioners assigned to certain departments to more closely interact with that department and the County Administrator. The Board agreed to hearing the presentation on November 29th.

Review Veterans Services Office Temporary Office Assistant Position Request

Linda Skendzel, Veterans Services Officer

Karen Wolff, Human Resources Director

Ms. Skendzel outlined the needs in her office and the advantages of a part-time assistant. After discussion, Ms. Wolff clarified the request is to hire a temporary Office Assistant for about six months, and then as the next budget cycle approaches, the position will be reviewed to see if it will remain part-time temporary or become permanent.

Commissioner Doherty moved to approve the creation of, and job description as submitted for, Office Assistant – Veterans; further stipulating it will be on a part-time interim basis and will be reevaluated in approximately six months to see if it might become full-time. Commissioner Russell seconded. Unanimous approval.

Commissioner Russell moved to approve establishing the Office Assistant - Veterans position at Pay Range 3, Step 1 of the General Employee Wage Scale (\$13.49 per hour). Commissioner Doherty seconded. Unanimous approval.

Department Reports

Veterans Representative Quarterly Report

Linda Skendzel, Veterans Services Officer

Ms. Skendzel reviewed her report. Commissioner Doherty mentioned he will be helping at the Boardman Community Thanksgiving Dinner and asked Ms. Skendzel if outreach materials could be made available at that function. She said she would be happy to do so, and added a great deal of the referrals to her office are from word of mouth.

Planning Department Monthly Report

Stephanie Loving, Planner I

Stephen Wrecics, GIS Planning Tech

On behalf of Planning Director Carla McLane, who was unable to attend, Ms. Loving and Mr. Wrecics requested permission to move forward on several planning-related items. The Board approved moving forward on an Order to clarify the discrepancies surrounding Columbia Lane and Columbia Avenue, and to reengage the Columbia River Heritage Trail Stakeholders. However, pending additional clarification from Ms. McLane, they tabled moving forward on the Natural Hazards Mitigation Plan Advisory Committee's proposed Wildfire Response Exercise, and the proposed amendments to Articles 4 and 5 of the Morrow County Zoning Ordinance.

Commissioner Russell moved to direct Planning Staff and County Counsel to draft an Order to clear up discrepancies with Columbia Lane and Columbia Avenue. Commissioner Doherty seconded. Unanimous approval.

Human Resources Review of County Administrator Recruitment Process

Karen Wolff, Human Resources Director

Ms. Wolff reviewed her September 8th memo concerning the recruitment process and focused on the point at which the County now finds itself in the process – a face-to-face interview with the possibility of an offer after that. Discussion. The Board designated Chair Lindsay to negotiate contract details when, and if an offer is extended.

Extension of Interim Administrative Officer's Contract

Ms. Cutsforth said her contract has an end date of November 16th. Commissioner Russell suggested it be extended through the end of November. The Contract Extension will be brought forth to next week's Consent Calendar.

Correspondence

- Letter of November 2nd from David Sykes, Publisher, Heppner Gazette-Times, in which he took exception with the Board's October 18th 7:30 a.m. Business Meeting and the public notice of it. He questioned the need to hold Business Meetings when the items could be taken up at the Regular 9:00 a.m. BOC Meetings. He also pointed out that Oregon Public Meeting Law requires meeting notices to contain "a list of principal subjects anticipated to be considered at the meeting," which the agenda for that meeting did not have. Discussion – The Commissioners admitted the agenda should have listed the topics and said that mistake will not be made going forward. Chair Lindsay clarified the agenda went out for the meeting but it just listed "Open Agenda," and minutes were taken and posted (website and email list on October 25th). The Commissioners defended the less-structured format of the Business Meeting and insisted it was not held at 7:30 a.m. to prevent people from attending. Chair Lindsay explained the Commissioners live in different geographic areas of the County and it made sense to schedule it on a day they would all be in the same location anyway for the Regular Meeting. Commissioner Russell said it had the added advantage of a definite end time since the Regular Meetings start at 9:00 a.m., whereas an evening meeting would not. Regarding public input, Chair Lindsay said the Board takes public comment at every Wednesday 9:00 a.m. Regular Meeting and the 7:30 a.m. Business Meeting is meant to be a round-table style work session for the Commissioners and staff, but it is a public meeting open to anyone. The earlier morning meeting is intended to increase transparency so there will not be the appearance the Commissioners had illegal conversations amongst themselves, said Chair Lindsay. In addition, if conversations can take place with staff and topics thoroughly vetted prior to the Regular Meeting, it means shorter meeting times for the public and staff who attend and wait for their agenda items at the Regular Meetings. The Commissioners emphasized decisions will not be made at Business Meetings, rather they will continue to take place at Regular Meetings. Mr. Sykes thanked the Board for the explanations and the Commissioners reiterated future agendas will contain the topics to be discussed.

Commissioner Report

- Commissioner Russell brought up the meeting schedule for next week's Association of Oregon Counties (AOC) Annual Conference in Eugene so the Commissioners could ensure proper representation at the various meetings.
- Commissioner Doherty said he's been lobbying for the AOC Second Vice President post and the election will take place next week. He also discussed a phone conversation with Mike Cooper, Lamb Weston, about transit needs in north County. He said the two plan to meet and he will provide a follow-up report to the Board.

Recessed: 11:14 a.m.

1:00 p.m. – Reconvened

Executive Session – Pursuant to ORS 192.660(2)(a) – To consider the employment of a public officer, employee, staff member or individual agent

2:17 p.m. Closed Executive Session

Commissioner Russell said he is in favor of extending an offer of employment to this candidate.

Commissioner Doherty said he is in favor of extending an offer of employment to this candidate.

Chair Lindsay said she is in favor of extending an offer of employment to this candidate.

Commissioner Doherty moved to remove the Budget Officer duties from the County Administrator job description. Commissioner Russell seconded. Unanimous approval.

Commissioner Doherty moved to offer the position of County Administrator to Darrell Green and authorize Chair Lindsay to negotiate on behalf of the Commissioners. Commissioner Russell seconded. Unanimous approval.

Ms. Bates thanked the Commissioners for allowing her to be a part of the recruitment process.

Adjourn 2:25 p.m.