

**Board of Commissioners Meeting Minutes**  
**March 28, 2018**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present**

Chair Don Russell

Commissioner Jim Doherty

Commissioner Melissa Lindsay

Darrell Green, Administrator

Karen Wolff, Human Resources Director

Justin Nelson, County Counsel

Kate Knop, Finance Director

Roberta Lutcher, Executive Assistant

**Call to Order and Pledge of Allegiance:** 9:02 a.m.

**City and Citizen Comments:** No comments

**Open Agenda:** No items

**Consent Calendar**

Commissioner Doherty requested to move the Oregon Health Authority Agreement #154659 Amendment 1 to Business Items.

*Commissioner Doherty moved to approve the following items in the Consent Calendar:*

1. *Accounts Payable dated March 29<sup>th</sup> in the amount of \$216,041.45*
2. *Minutes of March 21<sup>st</sup>*
3. *Rabiner Resources Professional Services Agreement in the amount of \$5,500 for Leadership Training for Department Directors on May 8<sup>th</sup>*
4. *Borrowed Vehicle Agreement with Schetky Northwest Sales, Inc. to temporarily provide a bus for The Loop, free of charge until they build the correct bus that was ordered*
5. *Park Host Contracts: Bill Malone, Anson Wright Park, \$35 per day; Sandra McDonald, Cutsforth Park, \$45 per day; Mike Todd, OHV Park, \$60 per day; Terry Todd, OHV Park, \$35 per day (Assistant to Park Host)*
6. *Appointments to the Morrow County Parks Committee:*
  - *Kim Cutsforth representing Willow Creek Park District, term to be March 28, 2018 – March 31, 2019*
  - *Dean Robinson representing Park User Group (Equestrian), term to be March 28, 2018 – March 31, 2019*
  - *Thomas Wolff representing Park User Group (Hunting/Camping), term to be March 28, 2018 – March 31, 2019*
  - *Sheryll Bates representing Park User Group (Hiking/Biking), term to be March 28, 2018 – March 31, 2020*
  - *Jennifer Croft representing Umatilla National Forest Service, term to be March 28, 2018 – March 31, 2020*
  - *Glenn Maret representing Irrigon Park District, term to be March 28, 2018 – March 31, 2020*

- *Greg Close representing Morrow County Public Works Department, term to be March 28, 2018 – March 31, 2021*
- *Mike Gorman representing Park User Group (Motorized Recreation), term to be March 28, 2018 – March 31, 2021*
- *Scott Green representing Boardman Park District, term to be March 28, 2018 – March 31, 2021*

*Commissioner Lindsay seconded. Unanimous approval.*

## **Business Items**

### Surveyor Compensation

Darrell Green, Administrator

Mr. Green reported Surveyor Stephen Haddock is in agreement with last week's decision by the Board to classify him as an independent contractor. Mr. Green said he will work with County Counsel to draft the contract.

## **Fiscal Year 2018/2019 Staffing Requests by Department**

### The Loop – Morrow County Transportation

Mr. Green presented the request on behalf of Coordinator Anita Pranger, who was unable to attend the meeting. The request is to increase the hours of the part-time Dispatcher position to 19 hours per week. The position is, and will continue to be, grant-funded. The part-time Dispatcher currently works occasionally when Ms. Pranger is out of the office for more than a day at a time. However, Ms. Pranger anticipates greater need for Dispatcher hours if the program is expected to continue to grow. Discussion.

*Commissioner Lindsay moved to approve forwarding The Loop's request to the Budget Committee, that being to increase the Dispatcher position to 19 hours per week and noting it is a grant-funded position. Commissioner Doherty seconded. Unanimous approval.*

Commissioner Lindsay requested that staffing requests for Fiscal Year 2019/2020 be to the Board for consideration in October 2018.

### Planning Department

Carla McLane, Planning Director

Ms. McLane requested to increase the hours of the Office Assistant position from 19 hours per week to 40. She said there are tasks unable to be accomplished because of the part-time nature of the job and workload continues to increase in the Planning Department. Chair Russell said the Planning Department already faces space problems and asked if it would be better to wait until the new facility is built. Commissioner Lindsay said she was concerned the Administrator has not had enough time with the County to analyze overall office efficiencies and questioned the need for economic development outreach with three full-time Commissioners. She asked Mr. Green if another year would give him time to have an opinion on the request. He said it would, but economic development is happening and the Planning Department needs someone to process what's happening. Discussion.

*Commissioner Lindsay moved to deny for future consideration in the next budget cycle, the request to increase hours for the Planning Department Office Assistant position, adding more detail was needed. Commissioner Doherty seconded. Discussion: Mr. Green commented the current structure of bringing forward staffing requests one time per year presents some challenges because situations can change dramatically in departments throughout the year. He asked if requests could be presented twice a year, or would Oregon Budget Law preclude that. Finance Director Kate Knop said it is more efficient to do requests annually, and the Board has been open to listening to other staffing requests throughout the year, as needed. Commissioner Doherty said he views the budget as a living document and would have no challenge if Ms. McLane presented the request in the future if workload builds and grows in Planning. Or, he continued, please inform the Board if workload decreases so folks can be let go, since the Board needs to be consistent. Commissioner Lindsay added the Board needs to see a “big picture” analysis. The question was called. Ms. McLane said she would have no opportunity to come back to the Board based on this motion. Commissioner Lindsay amended her motion to say she moved to deny the request. Commissioner Doherty seconded. Vote – Aye: Chair Russell, Commissioner Lindsay. Nay: Commissioner Doherty. Motion carried.*

Chair Russell suggested Ms. McLane continue as-is until the new facility is ready. Commissioner Lindsay said the request needed more detail. Ms. McLane asked what was missing in the request because she provided a lot of detail. Chair Russell said that would be a good discussion for a Department Directors meeting.

#### Finance Department

Kate Knop, Finance Director

Ms. Knop requested approval of a full-time Staff Accountant in the Finance Department to assist with:

- Monitoring revenues/expenditures
- Accounting services and reporting of grants, contracts and agreements to ensure compliance
- Establishing and maintaining sound internal control procedures

Discussion.

*Commissioner Doherty moved to forward the Staff Accountant position to the Budget Committee. Commissioner Lindsay seconded. Unanimous approval.*

#### District Attorney Office

Justin Nelson, District Attorney/County Counsel

Mr. Nelson discussed the need for a Detective/Investigator in the office of the District Attorney. During discussion, it was asked if this position and the Criminal Deputy position being requested by the Sheriff’s Office could be combined. Both Sheriff Ken Matlack and Mr. Nelson discussed the reasons they would not be in favor of that proposal.

Mr. Nelson then discussed his request to make the Victim Assistant (VA) fully funded by the General Fund instead of grant and General Funds for salary and benefits. Currently, \$48,000 from the General Fund support the position; Mr. Nelson is requesting an additional \$40,000. He said the VA spends a great deal of time on grant reporting and is six months behind. If the grant funds were changed to support specific projects instead of salary, he said, the same reporting would not be necessary. Discussion. Commissioner Doherty said he sees some challenge with the request since he's "harped" on the idea that the County will not make up for lost grant funding. Commissioner Lindsay cautioned this could set a precedent. Commissioner Doherty later said this will be a "huge sell" for Mr. Nelson at Budget Hearings where the option to not fund it still exists.

*Commissioner Doherty moved to forward the Victim Assistant request as one FTE (Full-Time Equivalent) to the Budget Committee where it will be reviewed again, and directed Mr. Nelson to provide additional information on how the grant funding would work. Chair Russell seconded. Discussion. Commissioner Lindsay said the Board needs to remember grant-funded positions are to remain grant-funded and this changes that philosophy. Ms. Knop clarified the full FTE amount will be transferred out of the General Fund to support Victim/Witness Personnel Services, and if approved at Budget Hearings, the already approved 2018/2019 grant from the State for the Victim Assistant will have to be amended. The Board agreed. Vote – Aye: Chair Russell, Commissioner Doherty. Nay: Commissioner Lindsay. Motion carried.*

*Commissioner Doherty moved to not forward the District Attorney Detective/Investigator to the Budget Committee at this time. Commissioner Lindsay seconded. Unanimous approval.*

**Break:** 10:52 a.m.    **Resumed:** 11:02 a.m.

#### Sheriff's Office

Sheriff Ken Matlack

Undersheriff John Bowles

Undersheriff Bowles began by talking about the request for two new Patrol Deputies. The discussion turned to the Sheriff's Office ability to provide coverage 24 hours a day, seven days a week (24/7). Various discussions ensued.

*Commissioner Doherty moved to forward the request for two new Patrol Deputies to the Budget Committee. Commissioner Lindsay seconded. Unanimous approval.*

Undersheriff Bowles presented the request for a Criminal Deputy position. Discussion.

*Commissioner Doherty moved to not forward the request for a Criminal Deputy position to the Budget Committee. Commissioner Lindsay seconded. Discussion. Chair Russell said he was concerned about approving any FTE requests with the overall budget picture being unknown, and also not knowing whether the County can afford the FTEs going forward. Commissioners Lindsay and Doherty said they wouldn't have voted to approve the Patrol Deputy positions if*

24/7 coverage was also dependent on the Criminal Deputy position. Commissioner Lindsay requested a break.

**Break:** 11:56 a.m.    **Resumed:** 12:04 p.m.

*Discussion continued. Vote – Unanimous approval.*

*Commissioner Lindsay moved to rescind the earlier motion to forward the two Patrol Deputy positions to the Budget Committee for lack of understanding of the Sheriff's Office presentation. Commissioner Doherty seconded. Unanimous approval.*

*Commissioner Lindsay moved to forward one Patrol Deputy position and one Criminal Deputy position to the Budget Committee. Commissioner Doherty seconded, adding with the understanding it does not get the County to consistent 24/7 coverage. Undersheriff Bowles said there would be day-to-day 24 hour coverage, but if someone is on leave or has Court or transport duty, there might not be 24 hour coverage for those days. Vote – Aye: Chair Russell, Commissioner Lindsay. Nay: Commissioner Doherty. Motion carried.*

Oregon Health authority Agreement #154659 Amendment 1, Environmental Health Services  
Tabled until next week in order to return with answers to questions.

## **Department Reports**

### Sheriff's Office Monthly Report

Undersheriff Bowles reviewed the report during the Sheriff's Office Staffing Requests portion of the meeting.

### Road Department Monthly Report

Matt Scrivner, Public Works Director

Eric Imes, Assistant Road Master

Mr. Imes reviewed his report of activity for March 2018.

## **Correspondence**

- Letter from Slater Turner, Acting Forest Supervisor, Umatilla National Forest, updating the Board as to District Ranger position changes in the Heppner Ranger District and North Fork John Day District.

## **Commissioner Reports**

- Postponed

**Recessed to Work Session:** 12:23 p.m.

(See separate Work Session Minutes)

*Commissioner Doherty moved to continue the BOC Meeting until 9:00 a.m., Thursday, March 29<sup>th</sup>, same location. Commissioner Lindsay seconded. Unanimous approval.*

**Adjourned Work Session and recessed Board of Commissioners Meeting: 3:55 p.m.**