

**Morrow County Board of Commissioners Meeting Minutes
Continuation of March 28, 2018 Meeting to March 29, 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
Roberta Lutcher, Executive Assistant

Call to Order and Pledge of Allegiance: 9:01 a.m.

City and Citizen Comments: No comments

Open Agenda: No items

Business Items

Fiscal Year 2018/2019 Staffing Requests by Department – Reclassification Requests

Karen Wolff, Human Resources Director

Ms. Wolff informed the Board there were Reclassification requests from two Departments (Clerk and Veterans) for review today and pending requests from two other Departments.

Commissioner Lindsay asked if the requests were turned in by the November 1st deadline, according to Personnel Policy. Ms. Wolff said the request from Clerk Bobbi Childers was turned in timely and complete. Commissioner Lindsay said a future discussion is needed regarding Policy and precedence. A discussion also took place on the need for current performance evaluations when personnel actions that involve pay increases are being reviewed.

Ms. Wolff reviewed Ms. Childers' Reclassification requests to modify the two Chief Deputy Clerk positions to a Chief Deputy Clerk/Elections and a Chief Deputy Clerk/Records in order to reflect the difference in duties between the two positions. Discussion.

Commissioner Doherty moved to accept the recommendation of the Human Resources Director and forward it to the Budget Committee to split the Chief Deputy Clerk positions into two new positions, effective July 1, 2018 – Chief Deputy Clerk/Elections and Chief Deputy Clerk/Records, and move each from General Employee Pay Range 7 to Pay Range 8 (Step F for the current employees) based on the JobMeas™ evaluations. Commissioner Lindsay seconded. Unanimous approval.

Ms. Wolff reviewed the request from the Veterans Services Officer (VSO) to update the Job Description and wage to reflect the addition of supervisory duties. Discussion.

Commissioner Lindsay moved to forward the Veterans Services Officer Reclassification request to the Budget Committee to move the VSO position from General Employee Pay Range 6 to Pay Range 10, based on the JobMeas™ evaluation. Commissioner Doherty seconded. Commissioner Lindsay amended the motion to include it be effective July 1, 2018 and with the

caveat the Office Assistant position that necessitated the supervisory duties comes to fruition. If not, the supervisory duties will be removed and the pay return to Pay Range 6. Commissioner Doherty seconded the amendments. Unanimous approval.

Commissioner Reports

The Commissioners discussed various meetings they attended. Commissioners Doherty and Lindsay talked about proposed road closures in the National Forests that are occurring without public input. Commissioner Lindsay also mentioned discussions within the Local Public Safety Coordinating Council to set up a combined Drug Court with Morrow and Umatilla Counties.

Adjourned: 10:49 a.m.