

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Administrative Meeting of January 8, 2013
9:00 a.m., Room 121, County Courthouse
Pendleton, Oregon

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COMMISSIONERS PRESENT: Larry Givens, Chair; Bill Elfering, Vice Chair;
Dennis D. Doherty, Commissioner

COUNTY COUNSEL: Doug Olsen

MEMBERS & GUESTS PRESENT: Glen Diehl, Umatilla County Department of Law Enforcement Traffic & Civil Division Watch Commander; Stewart Harp, Umatilla County Jail Administrator; Bob Heffner, Umatilla County Budget Officer; Jack Esp, Constituent; Paul Chalmers, Umatilla County Assessment & Taxation Director

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CALL TO ORDER

The meeting was called to order at 9:01 a.m. Chairman Givens reminded all present that the meeting was a public forum.

BUSINESS ON AGENDA

Approval of Minutes: The minutes of the previous meeting of December 27, 2012 and January 4, 2013 were in review at the time of this meeting.

Additions to agenda:

Authorization to issue RFP for Weed Control Products

Consent Agenda:

1. Authorization to appoint Deputy Mike Smith into the open full-time position

Commissioner Elfering moved to approve the consent agenda as presented. Commissioner Doherty seconded and the motion carried 3-0.

Agenda Items:

1. **Sheriff's vehicle purchase authorization:** Commissioner Doherty commented that the request was the first action to be taken under the new F-10.0 policy for vehicle replacement. Glen Diehl reported that the department had yet to determine the most critical replacements, but that the department was weighing fuel mileage and resale value heavily. Commissioner Doherty commented that he had no problem authorizing the purchase of 6 cars at once for the sake of efficiency. Bob Heffner confirmed that the necessary budget

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adjustments had been made.

Glen Diehl explained that the equipment costs for the vehicles came from a separate program in the budget. Commissioner Givens asked who was to document the equipment and Glen Diehl replied that it was the responsibility of staff to work with the outside shop, Steve Myren, that installed the equipment. Doug Olsen pointed out that the department could purchase vehicles and equipment without resorting to the bidding process off the GSA and state contracts.

Commissioner Doherty commented that the re-working of the vehicle replacement process had been a 5 year process and asked Glen Diehl what the timeline for the currently requested vehicles would be. Glen Diehl stated that the department expected the process to take anywhere from 3 to 6 months, dependent upon when the vehicles meeting the specifications came available.

Commissioner Doherty asked how much the expense of fitting the vehicles out was expected to be. Glen replied that it could range from \$600 to \$4,000 depending on whether the department could reuse equipment taken from vehicles being replaced. Commissioner Doherty commented that it would expedite and make the process more efficient if the equipment were included in the approval. Commissioner Elfering asked for clarification on the estimated high end cost for equipment of \$4,000. Doug Olsen explained that most of the equipment was purchased off contract, but that it was not a sole source item.

Commissioner Givens suggested that the board should pre-approve the equipment to \$4,000. Commissioner Doherty supported the proposal as long as the legal and budget requirements were followed and that a proper paper trail was available for the auditors. **Commissioner Doherty moved to authorize the purchase of up to \$150,000 and to authorize the retro-fitting of the vehicles pursuant to the adherence to budget and legal constraints, not to exceed \$4,000 per vehicle from the sheriff's budget. Commissioner Elfering seconded. The motion carried 3-0.**

2. **Authorization for eligibility for Bilingual Certification:** Stewart Harp reported that the deputy, Sargent Oliveras, requesting to take the certification test would be covered as though he was association staff. Connie Caplinger reported that it would ordinarily be required without board approval, but this deputy was an exception because he was in an exempt position. The testing process would remain the same. Stewart Harp explained that although the deputy had been providing translation services, there would be no retroactive pay request. However, the request for the exception to take the test for certification and receive certification pay was a result of the deputy's translation abilities and service. Commissioner Doherty commented that he felt it was advisable for the jail to have an exempt staff member certified as a translator. He also supported the request for certification pay to retain parity with between the association and exempt staff. **Commissioner Doherty moved that the board authorize Lieutenant Harp to extend the bilingual certification eligibility and, if certified, pay to Sargent Oliveras pursuant to the terms laid out in the collective bargaining agreement. Commissioner Elfering seconded and the motion carried 3-0.**

3. **Budget transfers (2):** Bob Heffner reported that the two transfers were simply housekeeping processes for the Civil-Sheriff's and Veterans' Services programs.

a. **Civil-Sheriff, Budget Order 2013-27:** Bob Heffner reported that the transfer was necessary to properly allocate overhead for the program as a result of the merging of the emergency management program into the sheriff's department. The transfer would increase the allocation to the civil program.

Commissioner Doherty, in the matter of a resolution making a transfer of appropriations for the fiscal year ending June 30, 2013, moved approval of Budget Order 2013-27. Commissioner Elfering seconded. The motion carried 3-0.

b. **Veterans' Services, Budget Order 2013-28:** Bob Heffner explained that the program required the transfer to adjust the budget appropriately for the expenditures. Commissioner Doherty asked if the program had been appropriately budgeted. Connie Caplinger explained that an hourly employee in the program needed to increase the December hours for the program which was not ordinarily expected. **Commissioner Elfering, in the matter of a resolution making a transfer of appropriations pursuant to ORS 294.463 for the fiscal year ending June 30, 2013, moved approval of Budget Order 2013-28. Commissioner Doherty seconded and the motion carried 3-0.**

4. **Authorization to issue RFP for Weed Control Products:** Doug Olsen reported that the RFP was to be issued for an annual purchase of weed control products. The program would return to the board with a recommendation once the bids were received and reviewed. **Commissioner Doherty moved to approve the request for authorization to issue an RFP for weed control products. Commissioner Elfering seconded. The motion carried 3-0.**

Public Comment: None.

Other Discussion:

Commissioner Elfering commented that Judge Brauer had brought up the subject of the courthouse security.

Scheduling of Next Meeting: The next meeting will be held January 16, 2013.

ADJOURNMENT

The meeting was adjourned at 9:34 a.m.

Respectfully submitted,

Laura Headley
Executive Secretary
Umatilla County
Board of Commissioners