

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Administrative Meeting of June 27, 2013  
9:00 a.m., Room 121, County Courthouse  
Pendleton, Oregon

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**COMMISSIONERS PRESENT:** Larry Givens, Chair; Bill Elfering, Vice Chair

**COUNTY COUNSEL:** In court

**MEMBERS & GUESTS PRESENT:** Connie Caplinger, Umatilla County Executive Assistant; Terry Rowan, Umatilla County Sheriff; Dick Ferranti, Principal Ferranti-Graybeal Insurance; Dan Lonai, Umatilla County Administrative Services Director; Jennifer Blake, Umatilla County Pay and Benefits Specialist

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**CALL TO ORDER**

The meeting was called to order at 9:03 a.m. Chair Givens reminded all present that the meeting was a public forum.

**BUSINESS ON AGENDA**

**Approval of Minutes:** The minutes of the meeting of June 19, 2013 were in circulation at the time of the meeting.

**Additions to agenda:**

Staffing discussion – Sheriff

**Consent Agenda:**

- 1. Authorization of payable to Perkins Coie - \$13,996.92
- 2. Authorization of Administrative Leave for Undersheriff Jim Littlefield

**Commissioner Elfering moved to approve the consent agenda, including the payable to Perkins Coie for \$13,996.92 for representation in the Hatley matter and authorization of administrative leave for Undersheriff as presented. Commissioner Givens seconded and the motion carried 2-0.**

**Agenda Items:**

- 1. **Budget Transfers:** The report on the transfers, as below, was provided by Laura Headley because the budget officer was on training.

a. **Commission on Children & Families, Budget Order 2013-67:** The budget transfer was necessary in order to remain within its authorized expenditures in the Personnel Services line. Funds were available in the Materials and Services line to accomplish that. **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 2013-67. Commissioner Givens seconded. The motion carried 2-0.**

b. **911 Dispatch, Budget Order 2013-68:** The transfer for 911 Dispatch was necessary for the materials and services appropriations to remain within authorized expenditures at year-end. The funds in the amount of \$2,000 would be transferred from the personnel services appropriations. **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 2013-68. Commissioner Givens seconded and the motion carried 2-0.**

c. **Health Department, Budget Order 2013-69:** The budget transfer for the health department was necessary to provide an increase to materials and services in the amount of \$4,000 to remain within authorized expenditures at year-end. The department would transfer the funds from its personnel services appropriations. **Commissioner Elfering, in the matter of a transfer of appropriations pursuant to ORS 294.463 for the fiscal year ending June 30, 2013, moved approval of Budget Order 2013-69. Commissioner Givens seconded. The motion carried 2-0.**

2. **Appointment to Hospital Authority Board:** Connie Caplinger reported that an order was prepared that would change the Board of Commissioners representative to the Hospital Authority Board from Commissioner Elfering to Commissioner Murdock. **Commissioner Elfering, in the matter of appointment of George L. Murdock to Board of Directors of Hospital Facility Authority, moved approval of Order Number BCC2013-057. Commissioner Givens seconded and the motion carried 2-0.** Connie Caplinger reported that an exchange of e-mails with San Tucker ensured that the Hospital Authority Board was made aware of the change.

3. **Liability, Casualty & Workers' Compensation recommendations:** Dan Lonai reported that the county needed to renew its insurance coverage annually and the time had come to do so. He introduced Dick Ferranti who was to provide the recommendations and added that the county needed to pay its premiums by July 10<sup>th</sup> to ensure the discount.

a. **Liability**

Dick Ferranti provided a history of the county's experience factors and noted that the Oregon Tort Claims Act also affected the rates and coverage, explaining that the act was intended to minimize financial damages to governmental entities. The act also required the claimant to file within 180 days of the date of the incident and absolved the individual and position from liability.

Dick Ferranti noted that the policy criteria also included errors and omissions (E&O) coverage and that the maximum damages ceiling would increase as the result of the findings from Clark v OHSU. The result was that the maximum damages would increase annually with a review of the rate of increase done every three years. Dick Ferranti provided a brief history of the establishment of CCIS, noting that in recent years the increasing cost of coverage caused the narrowing of the field of

available companies to one in Oregon, CCIS. Specific to the county, the company tried to hold down the increases in the premium.

Commissioner Elfering asked how far back the experience rating was set. Dick Ferranti answered that the county's entire history was used. He provided copies of the current property and liability tables, noting that the advisor allowance was allotted because the county had an attorney on staff. The premium rate for the 2013-14 fiscal year would be \$315,872. **Commissioner Elfering moved to accept the Ferranti-Graybeal property and casualty insurance proposal in the amount of \$315,872 for the premium. Commissioner Givens seconded. The motion carried 2-0.**

b. **Workers' Compensation:** Dick Ferranti provided a review of the county's loss history and provided some insight as to the high years related to the experience, which included the fatality in 2011. The county should expect the rating to change again within the next two years.

With respect to the premium, the county had the two options. The guaranteed cost plan, with the pre-payment discount, would make the premium \$272,058. The retro plan determined the average standard with a range from \$143,711 to \$423,638. Staff and the agent recommended the guaranteed cost plan. Dan Lonai commented that they were also recommending SAIF because its service was better than that from CCIS. **Commissioner Elfering moved to accept the proposal on the workers' compensation under the guaranteed cost plan in the amount of \$272,058. Commissioner Givens seconded and the motion carried 2-0.**

4. **Staffing Discussion – Sheriff:** Sheriff Rowan reported that the Civil Division was trying to work through budgeting on critical areas. Civil needed to ensure that it met the requirements in the concealed handgun license process, which meant it needed to meet the required deadlines.

Recently, the administrative assistant in that division left and Sgt Holcomb preferred an office assistant for the concealed license processing. The UCLEA was conceptually in agreement with the proposed change, which would be a range decrease for the position. It would be the sheriff's desire to increase patrol staff and add another office assistant using the savings from the reclassification of the civil position and the additional income from the increase in handgun licensing. Those factors would result in a \$47 difference in the sheriff's budget. He noted that Sgt Holcomb, in charge of the civil division, budgeted conservatively on revenue as a matter of course.

Commissioner Givens asked if there was an estimate on the additional revenue beyond the current estimate. Sheriff Rowan replied that there was not currently, but the expectation was that once the licenses were renewed, the renewals occurred at a steady rate.

Connie Caplinger added that if the board wished to approve the proposal, a motion was needed to change the administrative assistant position to an office assistant III position, add an office assistant III civil records clerk position, approve the new position description and authorize the addition of a criminal deputy. Commissioner Givens asked if the proposal was budget neutral. Connie Caplinger added that the motion would also need to waive the hiring freeze and authorize the recruitment and hire of the positions.

**Commissioner Elfering moved to authorize the reclassification of the civil administrative assistant position to an office assistant III position, approve the addition of an additional office assistant III, recruit and hire for those positions, approve the additional deputy position, authorize to recruit and hire for the deputy position and waive the hiring freeze. Commissioner Givens seconded. The motion carried 2-0.**

5. **Reclassification of position to COIII**: Sheriff Rowan reported that a deputy had taken on additional duties that were originally assigned to a sergeant and in consideration of that he felt it was appropriate to reclassify his position to a COIII. The reclassification was expected to be budget neutral. Connie Caplinger stated that the request was based on a review of the position description by human resources and that her department was supportive. **Commissioner Elfering moved to approve the updated position description and reclassification to COIII. Commissioner Givens seconded and the motion was amended, making the action effective on July 1, 2013. The motion carried 2-0.**

6. **Courthouse security** – sidebar: Sheriff Rowan reported that the department and the state courts had begun to determine what changes would be needed and the security committee would be reconvening shortly.

7. **Reclassification of CARE Coordinator Position**: Connie Caplinger reported that the request was based on an equity issue and that the program budgeted for the reclassification of the position. **Commissioner Elfering moved that the board grant the authorization of reclassification of the CARE Coordinator position. Commissioner Givens seconded and the motion was amended to make the reclassification effective on July 1, 2013. The motion carried 2-0.**

**Other Discussion**: None.

**Scheduling of Next Meeting**: The next meeting would be held July 3, 2013.

## ADJOURNMENT

The meeting was adjourned at 10:43 a.m.

Respectfully submitted,

Laura Headley  
Executive Secretary  
Umatilla County  
Board of Commissioners