

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Administrative Meeting of February 25, 2014  
9:00 a.m., Room 121, County Courthouse  
Pendleton, Oregon

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

**COUNTY COUNSEL:** Doug Olsen

**MEMBERS & GUESTS PRESENT:** Dan Lonai, Administrative Services Director; Bob  
Heffner, Budget Director; and Tom Fellows, Public Works Director

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**CALL TO ORDER**

The meeting was called to order at 9:18 a.m. Chair Elfering reminded all present that the meeting was a public forum.

**BUSINESS ON AGENDA**

**Approval of Minutes:** The minutes of the February 19, 2014 Board of Commissioners meeting were presented for approval.

**Commissioner Murdock moved to adopt the minutes of February 19, 2014. Commissioner Givens seconded. Commissioner Murdock, Commissioner Givens and Commissioner Elfering each voted aye. The motion carried 3-0.**

**Additions to agenda:** None

**Agenda Items:**

1. **Computer Purchase:** Commissioner Elfering read the request. Microsoft will no longer support Windows XP as of April 2014. Software and hardware companies will no longer make their products XP compatible. Dan Lonai explained there would be a need for 130 new computers in total and this was the second purchase of 30 for a purchase price of \$26,178.30. Dan also stated CIS would repurpose as many as possible. Commissioner Givens asked if there are budgeted funds available to which Dan replied yes, through transfers.

**Commissioner Givens moved to approve the purchase of 30 replacement computers for \$26,178.30. Commissioner Murdock seconded. Commissioner Givens, Commissioner Murdock, and Commissioner Elfering each voted aye. The motion carried 3-0.**

2. **Reappointment of John Standley to Umatilla County Planning Commission:** Doug Olsen explained John Standley's term expired on December 31, 2013 and he was not eligible for

reappointment as he had already served two terms. A request for Commission members has been advertised with no applications. The proposal is to extend Mr. Standley's term for 1 year.

**Commissioner Givens, In the matter of appointment of John R. Standley to Umatilla County Planning Commission, moved approval of Order Number BCC2014-015. Commissioner Murdock seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted aye. The motion carried 3-0.**

3. **Tobacco Free Personnel Policy:** Doug Olsen explained this was the Personnel Policy to implement the ordinance previously adopted by the Board. This policy states there is no smoking within 25 feet of County property and employees may be disciplined for non-compliance. Commissioner Elfering asked if this applied to visitors. Doug stated we cannot tell the public not to smoke in the street, but we can regulate County Property and employees. Signage will be put up. **Commissioner Givens moved to amend Personnel Policy 3.6 Smoking Regulations. Commissioner Murdock seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted aye. The motion carried 3-0.**

4. **Budget Transfers:** Bob Heffner gave the staff report for the two budget transfers. The first is for Communicable Disease to increase Materials & Services \$8000 through a transfer of appropriations from Personnel Services to better reflect the character of expenditures. The second is for Maternal Child Health to increase Materials & Services \$25,500 through a transfer of appropriations from Personnel Services.

**Commissioner Murdock, In the matter of a Resolution making a transfer of appropriations pursuant to ORS 294.463 for the Fiscal Year ending June 30, 2014, moved to adopt Budget Order 2014-43. Commissioner Givens seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted aye. The motion carried 3-0.**

**Commissioner Murdock, In the matter of a Resolution making a transfer of appropriations pursuant to ORS 294.463 for the Fiscal Year ending June 30, 2014, moved to adopt Budget Order 2014-44. Commissioner Givens seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted aye. The motion carried 3-0.**

5. **Professional Development Agreement:** Commissioner Murdock explained the proposal from Susan Bower in combination with Blue Mountain Community College as part of the Professional Development plan. He explained employees will have access to classes that could result in college credit. There is a Reserve fund to cover the costs of staff development. Once this year's costs are established the remainder of the money would be transferred to the Human Resources Budget for future budget years.

**Commissioner Givens moved to adopt the proposal and authorize a contract with Susan Bower for professional development services in the amount of \$8550. Commissioner Givens seconded. Commissioner Givens, Commissioner Murdock, and Commissioner Elfering each voted aye on the matter. The motion carried 3-0.**

6. **Transport Purchase Authorization:** Tom Fellows reported this was part of his budgeted fleet replacement for the year. He is requesting to purchase a used 5<sup>th</sup> wheel transport vehicle for

Public Works. A bid was received for Woodpecker Truck for a 2006 International 9400 in the amount of \$49,500.

**Commissioner Givens, moved to approve the purchase of a 2006 International tractor from Woodpecker Truck in the amount of \$49,500. Commissioner Murdock seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted aye on the motion, which carried 3-0.**

7. **Authorize Request for Proposals for Youth Services Vehicle:** Commissioner Murdock explained the Fleet Management Committee has met and considered the 3 vehicle requests. Those requests exceed the budget. Youth Services has funds available for the purchase of its vehicle. Youth Services is requesting an RFP. Discussion on whether to reimburse Youth Services from the Fleet Management fund should there be funds left over. Bob Hefner explained funds are transferred into the Fleet Management Fund as monies are expended so there would not be a balance left over. The decision was this was to be the Youth Services purchase separate form Fleet Management Fund. **Commissioner Murdock moved to authorize issuance of request for proposals for a new vehicle for youth services for transporting up to 8 passengers. Commissioner Givens seconded. Commissioner Murdock seconded. Commissioner Givens, Commissioner Murdock and Commissioner Elfering each voted aye on the motion, which carried 3-0.**

**Other Discussion:** Dan Lonai inquired as to the Commissioners wishes with county wide calendaring. He is looking into a Google App that is a more robust system for employees on the go. The Commissioners each had input as to what they desired.

Commissioner Murdock reported Room 130 was coming along with a target date of March 10, 2014.

Commissioner Givens requested Dan Lonai have maintenance add to their list putting up the sign dedicating Room 114 to Senator Hansell.

**Public input:** None

## **ADJOURNMENT**

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

Respectfully submitted,  
Deserae Hall  
Specialist  
Umatilla County  
Human Resources