

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS
Administrative Meeting of April 29, 2014
9:00 a.m., Rm 121, Umatilla County Courthouse
Pendleton, Oregon

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Commissioners Present: Bill Elfering, Chair; George Murdock, Vice-Chair; and Larry Givens, Commissioner

County Counsel: Doug Olsen

Members and Guests Present: Mark Royal, Community Corrections Director; Kim Weissenfluh, Juvenile/Youth Services; Hulette Johnson, Community & Economic Development Director; Bob Heffner, Director of Budget; Paul Chalmers, Director of Assessment & Taxation; and Jennifer Blake, Payroll and Benefits.

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CALL TO ORDER

The meeting was called to order at 9:03 a.m. Chair Elfering advised it is Commissioner Givens' birthday – all wished him well. Chair Elfering reminded those present the meeting was a public forum.

BUSINESS ON AGENDA

1. **Approval of Last Meeting Minutes.** Commissioner Givens moved to approve the minutes of the 04/22/14 Board of Commissioners Administrative meeting; Seconded by Commissioner Murdock. Carried, 3-0.

2. **Agenda Items**
 - a. **Road Sign Order.** Doug Olsen presented Order No. RD2014-02 for Umatilla County taking ownership of the stop sign at the intersection of the SE corner of E. Highland Ave (County Road No. 1190) and SE 10th Street (County Road No. 1219) at the eastern boundary of the City of Hermiston.
Commissioner Givens moved to approve Order No. RD2014-02; Seconded by Commissioner Murdock. All voted aye. Carried, 3-0.

 - b. **Building Codes Program Discussion.**
Discussion included the background of the issue of the Building Codes Program coming back to the County after being operated at the state level; the group talked about the timeline of application process; the state going back and forth about accepting the County's application then tentatively denying it; state employees being taken over by the County, including certifications/qualifications of inspectors, what type of inspectors, cross-training, compensation and etc.
Tamra Mabbott advised there is a public hearing scheduled for May 5, 6 pm to 8 pm at the Pendleton Convention Center to discuss Umatilla County Building Inspection Services.

Discussion continued about employee costs; past and projected revenues. After additional discussion about the program requirements need to be confirmed for the first year only (the second year could be adjusted as needed) and Doug Olsen confirming that the City would take over the building codes program in the second year.

More discussion was held about permit fees, comparisons to other counties (Morrow and Union) and the state, the impact of the program coming under County control on the state office building. The group felt it best to focus on the agenda for the 5/5/14 public hearing/meeting and go point by point to address issues. In addition, Commissioners Murdock and Givens will plan to attend the public hearing/meeting on 5/5 at 6 p.m.

c. Position Reclassifications (Community Justice Department)–

i. Change from Office Manager to Office/Restorative Justice (ORJ) Manager.

Mark Royal noted authority is requested to re-class the position of Office Manager to Office/Restorative Justice (ORJ) Manager for fiscal year 2014-15. This is a newly developed position; it will have additional responsibility and supervision requirements; salary range would move from Range 22 to Range 24. Mark Royal noted this re-class is for FY2014-15 and is consistent with Community Justice Department programs. The office manager position would be expanded to oversee the work crew and youth services to take effect July 1. Funding is available.

Commissioner Murdock moved to approve the reclassification as requested; Seconded by Commissioner Givens. All voted aye. Carried, 3-0.

ii. OAIII to Systems Specialist. Community Corrections requests authorization to re-class the position of Office Assistant III/Transcriptionist to Systems Specialist I or II. Salary range requested is to move from 12 to 16. Funds required for this reclass are not general fund; funds are available and will be adjusted accordingly if approved with fund 1527.

Discussion included different classifications; required/necessary certifications; and comparison to LEDS requirements (salary ranges), UCLEA pay scale and AFSCME pay scale. It was felt some increase is warranted -- from 12 to 14 (rather than 12 to 16) was appropriate. Further discussion included union negotiations and possible lay-offs if budget is not available to sustain positions. Doug Olsen noted that if approved a memo of understanding with the association will be necessary.

Mark Royal talked about tech designations rather than office assistants – different program requirements/certifications vs. clerical only. He noted the Range 12 level is the same it has been since the program's inception in 1997.

Commissioner Murdock moved to authorize re-class and title change of two positions from OA III to Systems Specialist I or II with the approximate range of 12 to 14 for one year and to come back after the year to revisit the salary range question; Seconded by Commissioner Givens. All voted aye. Carried, 3-0.

d. Umatilla County Student Achievement Awards. Commissioner Murdock talked about the change in this program this year from athletic achievement to recognize outstanding,

well-rounded students in Umatilla County schools, based on success in school while enrolled in Eastern Promise or other college accredited courses, as well as strong citizenship and involvement in school and community activities. Commissioner Murdock noted the example of students in Rocky Heights Heroes program (in Hermiston). The commissioners felt this change is of focus is positive.

Commissioner Murdock moved to approve Order No. BCC2014-034; Seconded by Commissioner Givens. All voted aye. Carried, 3-0.

- e. Salvation Army Week: Discussion included concerns about County involvement with religious organizations. No action was taken.
- f. TOC/OWA Liaison: (The Oregon Consortium/Oregon Workforce Alliance). Commissioner Murdock advised this is an economic development issue. Discussion included focus and scope of the TOC/OWA – job-training related; background/history of TOC and local organizations; and issues with past improper expenditures (in another county). Commissioner Murdock reported there is an Association of Oregon Counties taskforce formed to look at reorganizing for workforce development programs. He will make contact with BMCC representatives, CAPECO representatives, and a representative from the Oregon Employment Department to meet and discuss workforce development and will keep the board updated on the progress. It was also suggested that Hulette Johnson should be involved from the economic development standpoint.
- g. 8th Street Bridge: Discussions with the City of Pendleton are continuing; letter writing and proposals/counter-proposals do not seem to be moving things forward. It was suggested that a face-to-face meeting be scheduled very soon with City representatives and some City Council representatives to try to come to some resolution.

3. Commissioners' Reports

- a. Commissioner Givens reported:
 - i. He will attend an MPO meeting May 1 with Homeland Security in Walla Walla.
 - ii. Waters of the US. This will be a big issue in Umatilla County. The AOC wants to look to the subcommittee on natural resources to carefully look at the issue of water. It is very far-reaching as it impacts farmers, landowners and etc. AOC's next regular meeting is 05/12 and this item will be discussed at that time.
 - iii. LOAC meeting will be held 05/12 as part of the AOC meeting in Salem.
 - iv. FSEC Rules Committee is scheduled to meet 05/15 in Hood River.
- b. Commissioner Murdock noted one change in his schedule – he cannot attend the 05/02/14 meeting in Ukiah. He can attend the following Friday, 05/09, if the other commissioners would like to go to Ukiah that day instead.
- c. Commissioner Elfering will attend part of the Wildhorse Conference on 05/14 (Hulette Johnson will attend the entire conference).
 - i. Commissioner Elfering advised while attending an AOC meeting on 04/28, that he was asked by Eric Schmidt (League of Oregon Cities) if Umatilla County could schedule an Eastern Oregon Public Safety Summit. The commissioners suggested after July would be best. The AOC would handle advertising; the County would provide space for a group of about 30 people and it could probably be held at the Safety Center. Commissioner Elfering will move forward with this summit.

- ii. Commissioner Elfering reported he received a call from Burns Mortuary asking if the commissioners could sign an authorization to cremate a deceased person with no family. This would not mean to pay for the cremation, just to sign the paperwork authorizing the mortuary to cremate. This is standard process and allowed by state statute.
- iii. County Leadership Institute. Commissioner Elfering reported there were some very good presentations held 04/28. The entire group met first, then broke into separate discussion groups. It was a positive meeting about leadership with practical information sharing. The next session will be held in June.

The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary

Umatilla County Board of Commissioners