

BOARD OF DIRECTORS
Administrative Meeting Minutes of January 12, 2016
9:00 a.m., Rm 114, Umatilla County Courthouse
Pendleton, Oregon

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Commissioners Present: Chair George Murdock and Commissioner Bill Elfering (appearing by phone)
Absent: Vice-Chair Larry Givens
County Counsel: Doug Olsen
Members and Guests Present: Dale Primmer, Community Justice Director; Capt. Dave Williamson, Sheriff's Office; Robert Pahl, CFO; Jennifer Blake, H. R. Director

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CALL TO ORDER

Chair Murdock called the meeting to order at 9:00 a.m. He reminded those present it is a public meeting. It is being audio recorded and minutes are being taken. Comments will be made part of the record.

Minutes. **Commissioner Elfering moved to approve the minutes of the December 16, 2015 and December 22, 2015 Board meetings. Seconded by Chair Murdock. Carried, 2-0.**

Additions/Changes to Agenda. Doug Olsen advised that item 4 (Transferred Employee Compensation) is deleted from the agenda and will be discussed at an upcoming Board meeting.

Business Agenda.

1. Award Contracts for Vehicle Purchases. Doug Olsen reported. Civil Division at UCSO issued invitations to bid for two vehicles; three bids were received. The lowest bid was from Power Ford for a total of \$35,336 (2 vehicles). The vehicles are in stock. He noted the bid from Denchel Ford was higher and the vehicles would have to be ordered. All vehicles are 2016 models. **Commissioner Elfering moved to approve purchase as outlined. Seconded by Chair Murdock. Carried, 2-0.**

Purchase of a 2016 Ford F250 pickup for Marine Patrol of UCSO. Mr. Olsen noted the low bid came from Denchel Ford in the amount of \$29,000. The cost will be paid from the Fleet Management Fund. **Commissioner Elfering moved to approve purchase as outlined. Seconded by Chair Murdock. Carried, 2-0.**
2. Local Advisory Council Appointments. Mr. Olsen reported. There are four individuals to be appointed to the County Local Community Advisory Council to Eastern Oregon Coordinated Care Organization; all have been active on the council and have filed applications. They are: Aimee Herbert, Mary Olsen, Darrin Umbarger and Scott Young. **Chair Murdock moved to approve appointments as set out in Order No. BCC2016-008. Seconded by Commissioner Elfering. Carried, 2-0.**

3. Create Position for Community Corrections. Dale Primmer, Community Justice Director, presented. This would be for a Systems Specialist I or II. It goes back to 2008 when positions were laid off. Recently, a lot of systems work has been taken on (related to the award of a Justice Reinvestment grant). He does not have sufficient staff to keep up with the workload. Tammy Sundin, Office Manager, has taken on more and more work over the years, but it has come to a point where she needs staff to help. Revenue is available and the need is there. This was previously discussed with Chair Murdock. **Chair Murdock moved to approve hiring a System Specialist I or II. Seconded by Commissioner Elfering. Carried, 2-0.**
4. Compensation Review Committee Appointments. Mr. Olsen noted this is an annual appointment. Individuals proposed are the same as last year: Tracy Hamby, Scott Sager and Steve Williams. **Commissioner Elfering moved to approve/adopt Order No. BCC 2016-006. Seconded by Chair Murdock. Carried, 2-0.**
5. Budget Committee Appointment. Mr. Olsen noted Nancy Mabry's term is up; she is willing to serve. **Chair Murdock moved to reappoint Nancy Mabry to the Budget Committee for this year. Seconded by Commissioner Elfering. Carried, 2-0.**
6. Fiscal Policy for Hand Pay Requests. Chair Murdock noted this was discussed previously at staff meetings. It would include changing signing requirements (department head and County Financial Officer vs. two Commissioners) and a fee would be added for processing outside the regular payment cycle. **Commissioner Elfering agreed with the details as spelled out in the policy and he moved to approve Policy F-12.0. Seconded by Chair Murdock. Carried, 2-0.**
7. Annual Commute Authorizations. Mr. Olsen advised these are annual approvals for employee use of County owned vehicles for commuting. Under Order No. BCC2016-004 several Public Works employees, Vegetation Management Supervisor, Dispatch Lt., Emergency Operations Supervisor and the D.A will be allowed to commute in county owned vehicles. All of the positions have tax implications (\$1.50 for each/commute – same as for 2015). Order No. BCC2016-005 is for law enforcement – they do not have any tax implications for the individual. **Commissioner Elfering moved to approve/adopt Order No. BCC2016-004. Seconded by Chair Murdock. Carried, 2-0. Chair Murdock moved to approve/adopt Order No. BCC2016-005. Seconded by Commissioner Elfering. Carried, 2-0.**

There were no commissioner reports.

The meeting adjourned at 9:12 a.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary
Umatilla County Board of Commissioners