

**Morrow County Board of Commissioners Meeting Minutes**  
**February 1, 2017**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present**

Chair Melissa Lindsay  
Commissioner Don Russell  
Commissioner Jim Doherty  
Jerry Sorte, Administrative Officer  
Kate Knop, Finance Department Director

Karen Wolff, Human Resources Director  
Justin Nelson, County Counsel  
Roberta Lutcher, Executive Assistant

**Audience**

Gayle Gutierrez, Treasurer  
Sheriff Ken Matlack

**Call to Order:** 9:01 a.m., followed by pledge of allegiance.

**City and Citizen Comments:** No comments.

**Open Agenda:** Request from Assessor/Tax Collector to discuss an intergovernmental agreement with Oregon Department of Consumer and Business Services; Request from Weed Inspector to review draft letter of support for continued funding of State and County Noxious Weed Control Programs.

**Intergovernmental Agreement (IGA) with Oregon Department of Consumer and Business Services for Manufactured Home Ownership Document System**

Mike Gorman, Assessor/Tax Collector  
Justin Nelson, County Counsel

Mr. Gorman and Mr. Nelson informed the Board of developments since last discussed on December 21, 2016. Mr. Gorman said there are two major sticking points to the IGA:

1. The requirement to make daily deposits of funds collected.
2. Processing out-of-county mobile/manufactured home transactions to record ownership, security interests and trip permits.

Mr. Gorman said while he would prefer not to process out-of-county requests, he recognizes some may forego the paperwork if the service isn't available, thereby, creating a loss of tax revenue for the County. After additional discussion of options, the Board was in favor of processing out-of-county transactions but at an increased fee. Mr. Gorman said he will return at a later date with the final IGA.

**Review Draft Letter of Support for Continued Funding of State and County Noxious Weed Control Programs**

Dave Pranger, Weed Inspector

Mr. Pranger reviewed the letter which seeks continued funding of County Noxious Weed Control Programs and ODA's Biological Control Program for Noxious Weeds. Various questions and answers.

*Commissioner Russell moved to sign the letter in support of funding State and County Noxious Weed Control Programs. Commissioner Doherty seconded. Unanimous approval.*

### **Update on Proposed Project on Lower Willow Creek**

Janet Greenup, Manager, Morrow Soil & Water Conservation District

Ms. Greenup explained SWCD and several other agencies are bringing together a conservation implementation strategy to rehabilitate the Lower Willow Creek because areas of land have been abandoned due to Russian knapweed. She said the group would like assistance from the Morrow County Weed District by way of time and resources. Administrative Officer, Jerry Sorte asked Ms. Greenup to meet with Mr. Pranger, Weed Coordinator/Inspector, to work out the details and report back to see if a collaboration is feasible.

### **Business Items**

#### **City of Heppner/Morrow County IGA for Judicial Services**

Bill Kuhn, Attorney, City of Heppner

Mr. Kuhn returned with the agreement that was discussed at the November 23, 2016 meeting. Discussion.

*Commissioner Doherty moved to approve the IGA with the City of Heppner for Provision of Judicial Services as presented. Commissioner Russell seconded. Unanimous approval.*

#### **Public Health Department Grant Opportunity – Good Shepherd Health Care System**

Sheree Smith, Public Health Department Director

Ms. Smith said her department was approached by Dennis Burke (President and Chief Executive Officer, Good Shepherd Health Care System), about a \$25,000 grant to the Public Health Department's CARE Program. Ms. Smith reviewed the grant proposal.

*Commissioner Russell moved to approve the Grant Proposal titled "Morrow County Health Department Home Visiting, Health Education Outreach and CARE Program" from Good Shepherd Health Care System in the amount of \$25,000; and authorize Chair Lindsay to sign on behalf of the County. Commissioner Doherty seconded. Unanimous approval.*

#### **Appointment of Commissioner Representative to the North East Area Commission on Transportation**

*Commissioner Russell moved to appoint Commissioner Doherty as the representative for Morrow County to the North East Area Commission on Transportation. Commissioner Doherty seconded. Unanimous approval.*

Chair Lindsay asked if the Public Works Director also needs to be appointed as an alternate. Mr. Sorte said this and other issues related to Road Committee appointments will be discussed next week.

#### **Compensation Board Update**

Karen Wolff, Human Resources Director

Ms. Wolff said the Compensation Board will convene in the near future to review compensation rates for Elected Officials, and now is the time to determine the type of information provided to that Board. After discussion, Ms. Wolff was directed to gather additional information, such as:

- Some analysis/comparison to similar positions in the private sector.

- The number of subordinates supervised by Elected Officials.
- Analysis of the County's payroll for an internal cross-comparison.
- Contact current Compensation Board members and two tentative new appointees to ascertain if they are willing to serve. This would bring the Compensation Board to five members.
- Conduct comparisons to Umatilla County; Benton County, Washington; Wasco County; Jefferson County; Crook County.
- Solicit information from Elected Officials on who they believe they should be compared to, including the possibility of private sector positions.
- Ask Elected Officials to provide a brief narrative of their duties.

## **Break**

### **Review of Board Meeting Structure**

Mr. Sorte

Mr. Sorte discussed several ideas on how staff can better provide information to the Board of Commissioners (BOC) and how Wednesday Board meetings can be conducted more efficiently.

The following were discussed:

#### Consent Calendar

A tool that can be used to approve a host of non-controversial or previously discussed topics in a single motion. Consent calendars help to conduct a meeting more efficiently by focusing discussion to only those items that require discussion. He emphasized any member of the Board can choose to "pull" an item from the consent calendar for individual consideration. The Board was in favor with the understanding the process may require flexibility and will be reevaluated if it doesn't appear to be working.

#### Agenda Item Coversheet

The Agenda Item Coversheet would be required of all Department Heads and Elected Officials who would like to add an item to the BOC agenda. It would not, however, be required of members of the public seeking discussion on a particular subject. It will replace the existing Contract Review Sheet.

The Agenda Item Coversheet would ensure that departments provide background material and clarify the action they're seeking from the Board. It would also help explain a topic to the general public. Agenda Meeting Packets are posted to the website and the coversheet would help the public better understand County business. The Board was in favor.

#### Department Reports

Mr. Sorte asked if the Board would like to see additional or fewer Department Reports. The Board decided to receive monthly reports from the Planning Department, Sheriff's Office, Emergency Management, Treasurer and Road Department. Quarterly reports from Assessment & Taxation, Clerk, County Counsel/District Attorney, Finance Department, Human Resources, Justice Court, Juvenile Department, Public Health Department, Surveyor, The Loop, Veterans Services. The Board requested the rotation schedule be reassessed in June.

#### Department Head Meetings

The Board decided to stay with the current schedule of every other month.

## **Fiscal Year 2017-2018 Budget Preparation Process Overview and Appoint Budget Officer**

Mr. Sorte

Kate Knop, Finance Director

An overview of the upcoming budget process was provided. Discussion then took place on appointment of a Budget Officer.

*Commissioner Doherty moved to appoint the Administrative Officer, Jerry Sorte, as the Budget Officer under ORS (Oregon Revised Statute) 294.331. Commissioner Russell seconded. Unanimous approval.*

### **Reports Provided:**

County Counsel Report

Administrative Officer Report – After Mr. Sorte provided his report, the Board asked that a deadline be provided to all Department Heads for completion of employee evaluations.

### **Claims**

*Commissioner Russell moved to approve the Void Check dated January 26<sup>th</sup>; and the Accounts Payable dated February 2<sup>nd</sup> in the amount of \$107,668.81. Commissioner Doherty seconded. Unanimous approval.*

### **Minutes**

*Commissioner Doherty moved to approve the minutes of January 11<sup>th</sup> and January 18<sup>th</sup>, as presented. Commissioner Russell seconded. Unanimous approval.*

### **Correspondence Reviewed:**

- *The B2H Connection* newsletter
- Agenda for the February 7<sup>th</sup> meeting of the Morrow County Citizens Economic Development Task Force

### **Commissioner Reports**

- Commissioner Doherty reported on the advisory board meeting of The Loop – Morrow County Transportation; and a tour of Community Counseling Solutions' Lakeview Heights, which was also attended by legislators and commissioners from around the State.
- Chair Lindsay said she also attended the tour of Lakeview Heights; and she reported on the meeting of the Local Public Safety Coordinating Council.
- Commissioner Russell reported on the Columbia River Enterprise Zone II Board meeting of January 27<sup>th</sup>.

### **Adjourned:**

12:21 p.m.