

Morrow County Board of Commissioners Meeting Minutes
August 2, 2017
Bartholomew Building Upper Conference Room
Heppner, Oregon

Present

Chair Melissa Lindsay
Commissioner Don Russell
Commissioner Jim Doherty
Jerry Sorte, Administrative Officer
Karen Wolff, Human Resources Director
Kate Knop, Finance Director
Justin Nelson, County Counsel
Roberta Lutchter, Executive Assistant

Call to Order and Pledge of Allegiance: 9:59 a.m.

City and Citizen Comments: No comments

Recess until third Board member present: 10:01 a.m.

Resumed: 10:14 a.m.

Open Agenda Requests: Add: Community Counseling Solutions Update at 1:30 p.m.; July 19th regular meeting minutes and two Executive Sessions; July 26th regular meeting minutes.
Postpone: Surveyor Compensation Discussion.

Consent Calendar

Commissioner Russell moved to approve the following items in the Consent Calendar:

- 1. Accounts Payable dated August 3rd in the amount of \$324,692.94; Payroll Payables Immediates & Electronic dated July 19th; Two Manual Checks for Fair Judges dated July 25th*
- 2. Contract with Pioneer Construction, Inc. for Pavement Overlay Projects in the amount of \$1,116,900.65*
- 3. Minutes: July 19th regular meeting, July 19th Executive Session #1; July 19th Executive Session #2; July 26th regular meeting*

Commissioner Doherty seconded. Unanimous approval.

Business Items

Administrative Officer Recruitment

Karen Wolff, Human Resources Director

Ms. Wolff said at last week's meeting the Board created the Administrative Officer Recruitment Committee and determined it would include Commissioner Doherty, Ms. Wolff and one Department Head and one community member. Department Heads and community members were contacted and three letters of interest were submitted. She said she and Commissioner Doherty reviewed the letters and recommend appointing Planning Director Carla McLane, and Sheryll Bates, Heppner Chamber of Commerce Executive Director.

Commissioner Russell moved to appoint Carla McLane, Planning Director, and Sheryll Bates, Heppner Chamber of Commerce Executive Director to the Administrative Officer Recruitment Committee. Commissioner Doherty seconded. Unanimous approval.

Ms. Wolff said recruitment cannot begin until a job description is finalized and the goal is to present a draft job description to the Board on August 9th or 16th.

Administrative Officer Short-Term Options

Ms. Wolff discussed several options:

- A. Engage an Interim Administrative Officer
 - 1. Prothman Company could be hired to find an interim administrator. (Costs according to their proposal, for professional fees and expenses: approximately \$22,500.)
 - 2. Recruit and fill the position ourselves. The person would be a temporary employee (wages and taxes paid but no benefits).
- B. Handle the Short Term Ourselves
 - 1. Designate one Commissioner as the Interim Administrator.
 - 2. Divide the Administrative Officer duties among the three Commissioners.
 - 3. Appoint a Department Head to work out-of-class to cover the Administrative Officer duties, as well as his or her own.
- C. Some combination of the above

Commissioner Russell said he's given the option of a Commissioner serving as interim administrator a great deal of thought and given the fact it's, 1.) Already created some disagreement, and 2.) Commissioners' schedules are quite full; he'd prefer to hire an interim administrator.

Commissioner Doherty said he did not want to slow down the momentum the County is experiencing and would agree with Commissioner Russell.

Commissioner Doherty moved to direct staff to aggressively seek and vet some professionals to fill the Administrative Officer position on an interim basis. Commissioner Russell seconded and requested additional discussion. He said he is aware of recently retired public administrators in the region who may be interested and will contact them and forward the names to the Human Resources Director if they express interest. Additional process discussions took place. Unanimous approval.

Finance Director Kate Knop offered the assistance of her department in evaluating cost savings of the different options under consideration. Chair Lindsay said that would be great as it's a much needed piece of the decision process.

Assessor/Tax Collector Mike Gorman urged the board to take time for analysis and to make the position attractive so that the person hired will stay for the long-term. The County can't afford to

deal with replacing the administrator every few years because the hiring process can be so lengthy, he said.

Commissioner Russell said he agreed and planned to have a candid discussion with Mr. Sorte about what the County could have done differently to make the job more attractive to him. We owe it to the citizens of Morrow County to conduct an exit interview, he stated.

Department Reports

Treasurer's Monthly Report

Gayle Gutierrez, Treasurer

Ms. Gutierrez reviewed the monthly report. She noted she received additional monies from Business Oregon for Strategic Investment Program (SIP) funds on wind towers (Shepherds Flat and Willow Creek). They were received in a timely manner and she knew where the funds were to go, she said. The amount received July 14th was \$28,718.67 and is being distributed to the tax districts. The General Fund received just over \$6,000 from this amount.

Commissioner Russell asked if future reports could include information on Finley Buttes revenues, tippage fees, etc. Ms. Gutierrez said she would be happy to do that.

Administrative Officer Monthly Report

Jerry Sorte, Administrative Officer

- The Request for Proposal submissions for a Project Manager are due Tuesday, August 8th at 9:00 a.m.; an update will be provided next week.
- Preparing for the transition by writing project status reports.
- Five performance evaluations need to be completed before his departure.

Finance Department Quarterly Report

Kate Knop, Finance Director

Ms. Knop reviewed her quarterly report. When discussing the Morrow County Retirement Trust, she pointed to the fact when an employee requests an analysis, it costs \$750. She said she will be approaching the Board in the near future to ask for direction/guidelines as to what should be provided by the Trust. She also explained the County's actuary provides annual statements to all employees estimating retirement benefits at ages 62 and 65. These shouldn't be materially different from the analysis, she said.

Mr. Sorte said he and Ms. Knop have had multiple discussions about the retirement program and the Board should revisit this. He said Morrow County absorbs the cost of the Finance Department's administration of the program, but perhaps there should be a third party administrator, much like PERS, if the County continues with its current retirement program.

11:18 a.m.: Break

11:26 a.m.: Executive Session Pursuant to ORS 192.660(2)(g) – To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in

competition with governing bodies in other states or nations. Pursuant to ORS 192.660(2)(f) - To consider information or records that are exempt by law from public inspection.

11:55 a.m. Closed Executive Session – No decision

11:56 a.m. Resume Regular Meeting

11:57 a.m. Recess until 1:30 p.m.

1:30 p.m. Resume Regular Meeting

Community Counseling Solutions (CCS) Update

Kimberly Lindsay, Executive Director

Ms. Lindsay's update included discussions on:

- The CCS Board of Directors – its history, formation, bylaws, and director eligibility requirements
- Most recent State of Oregon Site Reviews and Greater Oregon Behavioral Health, Inc. (GOBHI) Site Reviews
- Senate Bill 561 (2015 Session) – Directs Oregon Health Authority to develop a plan for communication among local mental health authorities and systems to improve notifications and information-sharing when death suspected to be suicide involves an individual 24 years of age or younger

Department Reports, continued

Assessment & Tax Quarterly Report

Mike Gorman, Assessor/Tax Collector

Mr. Gorman reviewed:

- The 2016-17 Governmental Accounting Standards Board (GASB) 77 Declarations (Tax Abatement Disclosures)
- The Summary of Property Tax Collections for Fiscal Year Ending June 30, 2017
- The 2017 Foreclosure List

Adjourned: 4:00 p.m.