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MINUTES - TILLAMOOK COUNTY BOARD OF COMMISSIONERS' STAFF MEETING
Friday, September 25, 1987
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COMMISSIONERS PRESENT: Dean J. Kinkade, Chairman
Gerald A. Woodward, Commissioner

COMMISSIONER ABSENT: Gerald J. Creasy, Vice-Chairman

STAFF PRESENT: Kathy Kelso, Personnel Director
Karen Richards, Treasurer
Dorene Sheldon, Recording Secretary

STAFF PRESENT FOR PORTIONS OF MEETING: Sue Becraft, Executive Secretary; Lt. Tom Dye, Emergency Management

CALL TO ORDER: By Chairman Kinkade at 11:00 a.m. in the Commissioners' Conference Room.

ITEM NO. 1: CALENDAR REVIEW OF APPOINTMENTS FOR COMING WEEK:
The Commissioners reviewed their calendars. Ms. Becraft said Ms. Wagner needs the date of the Hebo meeting by September 29th, so the notices can be put in the water/sewer bills.

ITEM NO. 2: REVIEW OF WEDNESDAY, SEPTEMBER 30, 1987 AGENDA:
There were no additions.

ITEM NO. 3: SUGGESTION BOX: Ms. Becraft read the suggestions: Post minutes from Board meetings; copies of minutes are available upon request from the Commissioners' Office. There were two suggestions to not play country music on the radio, and three requests for more coffee. The Board felt the employees should form an association, similar to the Road Department's, to take care of the coffee situation; a memo will be sent to all employees on the coffee and radio issues.

ITEM NO. 5: DISCUSSION CONCERNING JUSTICE OF THE PEACE: Chairman Kinkade said the Board reviewed the ten applications during an Executive Session and felt Nancy Nordlander, Deputy District Attorney, was best qualified for the position. Commissioner Woodward said he was not present at the Executive Session, but concurred with the recommendation.

Commissioner Woodward moved, Chairman Kinkade seconded to recommend to the Governor he appoint Ms. Nordlander to fill the Justice of the Peace position, carried with two aye votes.

Ms. Jacobsen asked how long it would take the Governor to appoint the Judge. Chairman Kinkade said the statute says "immediately," but he didn't have a definite date.

Ms. Jacobsen explained Judge Christensen's retirement date is October 1, and the name must be changed on bank accounts and other documents.

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ITEM NO. 4: LIAISON REPORTS: Chairman Kinkade said the EMS Committee met last night. Mr. Young hadn't prepared comments on the Ambulance Service Area (ASA) Plan, and there are still encroachment problems with the Tillamook Advanced Life Support.

Lt. Dye said he asked Bill Pollard to ask Dr. Westermeyer to be their physician advisor, and Mr. Pollard did. Dr. Westermeyer has not responded yet.

ITEM NO. 6: CONSIDERATION OF REQUEST FOR ASSISTANT EXECUTIVE SECRETARY TO ATTEND A SEMINAR: Chairman Kinkade said money can be taken out of the Commissioners' travel line at the end of the year.

Commissioner Woodward moved, Chairman Kinkade seconded to allow Ms. Sheldon to attend the seminar, "The Working Woman as a Parent," carried with two aye votes.

ITEM NO. 7: CONSIDERATION OF REQUEST TO REPLACE TIRES ON A COUNTY VEHICLE: Chairman Kinkade said the tires on the car driven by the Assessor's Office need to be replaced. Commissioner Woodward said the Sheriff's Department or Public Works should be able to order the tires through their program. Lt. Dye said the price would be just as good at Les Schwab.

Commissioner Woodward moved, Chairman Kinkade seconded to purchase four tires from Les Schwab, carried with two aye votes.

The Commissioners signed the requisition.

ITEM NO. 8: DISCUSSION CONCERNING COST PROJECTION FOR COST-OF-LIVING INCREASE: Chairman Kinkade said Ms. Kelso prepared cost projections for 2% and 3% increases. The cost is substantial, and funds are not budgeted. He recommended budgeting for it next year.

Ms. Richards said it would have to be a contingency item, which is to be used for emergencies. She didn't feel this was an emergency, but rather it should be dealt with at budget time. Ms. Kelso said that is said every year, but management very rarely gets it. The union people get increases every year through their contract, but she agreed the money is not available this year for management.

Ms. Richards said it would be good for the Commissioners, Personnel, and the Budget Officer discuss salary increases before the budget projections are put into a documented form.

Ms. Kelso said the Board still has a request from Mr. Oshel, who did build it into his budget.

The Commissioners said they would like to discuss it further with Mss. Kelso and Richards before considering Mr. Oshel's request.

ITEM NO. 9: DISCUSSION CONCERNING MANAGEMENT SEMINAR CONCERNING COMMUNICATION TRAINING: Ms. Kelso said individuals at the college said Tillamook County is infamous for its lack of communication between its management people. She has had requests from management people within the courthouse for a form other than Elected Officials and Department Head meetings in order to come up with goals.

Ms. Kelso spoke with the college regarding setting up a seminar of this sort. This would be a 6-hour seminar for all department heads and elected officials to deal with communication skills within a political entity, in conjunction with the Work and Family Seminars. Cost would be \$2 per person per hour. Prior to the seminar, the college would send a representative to meet with some management people on a one-on-one basis to get the feel of what the problems are in communicating.

Mr. Affolter agreed it was a good idea, but was concerned with the quality of the facilitator. Ms. Kelso said the college suggested Donna Warren, who has a Masters in Communication or Jim Butler. Chairman Kinkade said anything that will improve communication skills would benefit employees.

Commissioner Woodward moved, Chairman Kinkade seconded to authorize Ms. Kelso to organize a 6-hour seminar for management with Tillamook Bay Community College, carried with two aye votes.

Ms. Kelso asked if the Board would like to meet with the two possible facilitators. The Board said, "yes."

UNSCHEDULED: CONSIDERATION OF OVERTIME REQUEST BY JUSTICE COURT: Ms. Kelso received a request from Ms. Jacobsen to have Ms. Johnson take tickets home to work on them. There was consensus to not allow the overtime.

Chairman Kinkade recessed the meeting at 12:03 p.m. and reconvened at 1:40 p.m. with Commissioners Kinkade and Woodward present. Staff present were: Karen Richards, Treasurer; Kathy Kelso, Personnel Director; Lt. Tom Dye, Emergency Management; Judy Wagner, Tax Collector; and Dorene Sheldon, Recording Secretary.

UNSCHEDULED: DISCUSSION CONCERNING PHONE SYSTEM: Lt. Dye said there has been some confusion concerning who has ordered phone work. He felt purchasing additional phone equipment and having work done should go through the existing Purchasing process.

Lt. Dye said he would prefer his department not be involved with the purchasing portion, but he had no problem in dealing with repair problems. Ms. Kelso didn't think it was the Board's intention to have Lt. Dye continue with the phone system; his job was to implement it.

Chairman Kinkade said the purchasing should be done like any other item. Ms. Wagner felt the department should call the order in themselves after they receive the purchase order. Commissioner Woodward said that could be a problem when a person requests an expenditure which is not in their own budget. Ms. Richards said if it was a repair problem, Ms. Wagner could authorize it. If it was a work order, it could be brought before the Board.

There was discussion concerning supersets. Lt. Dye said the Clerk's Office has all supersets because of the after-hours election calls.

Chairman Kinkade said phone changes should be done on a requisition and the department head would call in the work order, after it is approved by Purchasing. If it is for new equipment, it should require Board signature.

Ms. Kelso suggested the Board write a letter to employees stating Lt. Dye has completed his project, and employees should use the purchasing process for acquiring new equipment. Lt. Dye said employees could still call his department for repair work.

Lt. Dye said he would submit a draft of a letter for Board signature.

Ms. Wagner said she would like all services and repair work, not just telephone work, go through the purchase order system.

UNSCHEDULED: COMMUNITY DEVELOPMENT UPDATE: Mr. Affolter said he went to Neah-kah-nie today to review the Beaver Pond issue. The owners would like an opportunity to ditch through the Beaver Pond. This area is now called a drainage enhancement area, and ditching is consistent with drainage enhancement. He will be approving a development permit for it and will be working with DSL to help facilitate their permit with DSL. The permit is consistent with the Ordinance and will be monitored.

Mr. Affolter said he will meet with the Board in a couple weeks and discuss issues at the state level regarding rural planning.

Mr. Affolter said he will be working with the people in Pacific City this winter on a variety of issues, including dune grading, what can be done around the airport in terms of development, and other rezoning issues.

Mr. Affolter reviewed the situation with the parking lot at Cape Kiwanda and Ms. Scott's September 21 letter to the Board. Planning is involved because a business cannot be set up without regulations.

Mr. Affolter said the county must decide who will be allowed and how enforcement is handled. The county cannot legally discriminate between local and out-of-town vendors. It can discriminate between profit and non-profit vendors.

Mr. Affolter said a policy needs to be established. Some options are: 1) keep everyone off; 2) allow all non-profit vendors on a first come, first serve basis; and 3) allow them plus profit, and not worry about a limit until there is a problem. Also, on a couple weekends during the year, exclusive permits are issued. The vendor should have the permit "in hand" when in use.

Chairman Kinkade said the Sheriff will do anything the law allows, but they need guidelines. Mr. Affolter said the person would be in violation of the Land Use Ordinance, but a Board ordinance may be necessary. Mr. Affolter will speak to Mr. Young regarding enforcement. He said without the ability of the Sheriff's Office to enforce, the policy is meaningless.

Mr. Affolter asked what the Board's feelings were in regard to profit vs. non-profit groups. Chairman Kinkade said he didn't care about profit or non-profit groups, but would like local groups to have first chance. Mr. Affolter said the county cannot legally discriminate, but local groups would have the advantage of knowing when events are scheduled.

Mr. Affolter felt he had enough information to respond to Ms. Scott's letter. He will draft a letter for Board signature.

Chairman Kinkade adjourned the meeting at 2:30 p.m.

RESPECTFULLY Submitted this 2nd day of September, 1987.

Dorene Sheldon
Dorene Sheldon, Recording Secretary

APPROVED BY:

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