



**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday, August 6, 2012
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FILED
3:17 pm 20
SEP - 5 2012
TASSI O'NEIL
COUNTY CLERK

COMMISSIONERS PRESENT: Charles J. Hurliman
Tim Josi

COMMISSIONER ABSENT: Mark Labhart (vacation)

STAFF PRESENT FOR PORTIONS OF THE MEETING: Tassi O'Neil, Chair; Paul Levesque, Chief of Staff; Dan McNutt, Surveyor; Denise Vandecoevering, Assessor; Chris Chiola, Interim Director, Community Development; Sara Charlton, Librarian; Andy Long, Sheriff; Liane Welch, Director, Public Works; Bill Sargent, County Counsel; Emily Hurliman, Trial Court Administrator; Marlene Putman, Administrator, Health Department and Director, Commission on Children and Families; Del Schleichert, Director, Parks Department; Deb Clark, Treasurer; Dan Krein, Director, Juvenile Department; Michael Soots, Director, Information Services and Bill Porter, District Attorney .

CALL TO ORDER: By Chair O'Neil at 8:04 a.m. in Commissioners' Meeting Room B.

ITEM NO. 1: ANNOUNCEMENTS/INTRODUCTIONS: Chair O'Neil reminded everyone that the Circuit Court will be closed August 17th for a furlough day.

ITEM NO. 2: SMOKE SHACK REMOVAL: Tim Josi stated that Scott Kilgore had requested this item be on the agenda. Mr. Krein said the shelter is being used as a homeless shelter. He also stated needles have been found inside. Mr. Krein believes the shelter should be removed as it attracts problems. Sheriff Long felt that opening it up to higher view might help. Commissioner Hurliman and Mr. Chiola agreed. Mr. Soots suggested signing it for video surveillance. There was discussion about the potential designation of a smoke-free block. Commissioner Josi agreed to opening up the gazebo.

ITEM NO. 3: ADS FOR SAL IN ORDER TO BOOST COUNTY REVENUE: Mr. Soots did some research. Others won't share how much this will create in their budget. Mr. Soots will research some more. Limit to three ads per page? When you see the ad you get money and then when you click on the ad it is more money. County employees get no money. Denise Vandecoevering did not agree. The web page is already full. Pages will be harder to look clean. The web page is being revamped now. How do you decide who is a good advertiser? We would have to have a tight policy and time would have to be invested.

ITEM NO. 4: SPACE COMMITTEE: a) REPORT ON BOARD OF COMMISSIONERS' ACTION CONCERNING THE CARLICH HOUSE: Paul Levesque reported on the board's July 11 action where they voted two to one (Commissioner Hurliman voted nay) to allow the volunteer group until April 17, 2013 to come back with a signed

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proposal for full funding. If they were unable to do so, the opportunity for continued use of the Carlich house will terminate. Full funding meant having all the money obligated to move the house back on the property onto a good foundation, all cosmetic and structural work and opened for use. Mr. Levesque stated if the group was able to accomplish this requirement it would limit the county's future opportunities for county use of the remaining portions of the property.

b) RECOMMENDATIONS FROM THE JULY 20, 2012 SPACE COMMITTEE

MEETING: Mr. Levesque reported that the Space Committee recommended the law library be moved to the reference department of the County Library. He is still working out the details but all indications are positive. One of the two Lexis-Nexus terminals would move to the county library and the other would be placed on the hallway table outside the state court offices. When the final plan is fully formulated, he will seek approval from the local bar association.

Mr. Levesque also reported on the Space Committee recommendation that the Information Services Department move into the Surveyor's offices when they become vacant. As part of this move, the Information Services personnel presently located in the offices by the back basement door, as well as Michael Soots, would move. Debbi McClaskey would remain where she is presently located. The room at the back of the law library where the surplus equipment is being stored would also move.

Mr. Levesque outlined two options for moving the Veteran's office into the courthouse. The first option is that the two veteran's staff would occupy the room to be vacated by Michael Soots. They would also have the small conference room that is now part of the law library for use in conducting their interviews with vets. The second option is to takeover the rooms by the back basement door to be vacated by the IS Department. This latter option is to accommodate a number of vets who have issues about coming into a large institutional building like the courthouse. Bill Hatton, the Veteran's Services Officer, has not made up his mind yet about which of the options, if any, would work for his department. Mr. Levesque stated he will leave the final decision up to Colonel Hatton. The move to the courthouse would net a savings of about \$7,000 to the veteran's fund.

Mr. Levesque then reported on the recommendation to make the Commissioner's meeting rooms A & B available as a jury assembly room on Tuesdays, Wednesdays and Thursdays if the Grand Jury could be relocated to the main jury room. Bill Porter stated that he was willing to relocate the grand jury but it could not be to the main jury room since the court might be able to overhear their deliberations, which would not be acceptable. After some discussion Mr. Porter agreed that the new meeting room in the former community development department would be acceptable. Michael Soots stated he could make that part of the permanent schedule every Thursday for that room.

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There was then a discussion about how the weekly Commissioner meeting would take place. Paul Levesque suggested staff could be held at 1:00 PM in room B and the formal meeting at 3:00 PM in Room A, both on Wednesday afternoons. Emily Hurliman said they could work the jury around that. A number of Departments heads stated they would prefer to keep the meetings on Wednesday mornings. Sara Charlton said she could make the library meeting rooms available to the Commissioners for Wednesday mornings. The final decision on meeting times and locations will be made by the Commissioners.

Mr. Levesque then stated that the Space Committee recommended that the Watermaster not be moved to the courthouse at this time. He said this was based on the assumption that there were no general funds that would be saved since all watermaster expenditures from the half time clerical person, the consulting hydrologist and the rent came from the watermaster fund and are based on fees generated by the watermaster services. Deb Clark said that was not entirely true since the rent paid to the Port does come from the general fund. Paul Levesque stated that this still did not change his mind since the space in the courthouse discussed for the watermaster was the former law library and the final recommendation of the Committee (see below) was to use that for a meeting room to replace the meeting spaces to be lost by the use of A & B by the juries, the use of the former law library conference room by the veterans department if they decide to relocate and the use of the new training room by the grand jury every Thursday.

Mr. Levesque also stated that the committee recommended the former law library be converted to a meeting room to replace meeting spaces being lost or compromised by its other recommendations, if implemented.

ITEM NO. 5: RECOMMENDATIONS OF LEADERSHIP TEAM CONCERNING THE SPACE COMMITTEE'S RECOMMENDATIONS: It was the consensus of the Leadership Team to support the recommendations of the Space Committee for moving Information Services to the former surveyor's department, moving the veteran's department to the courthouse if Colonel Hatton was agreeable to either option and to move the law library to the county library if the local bar association was in agreement. The Team however decided to postpone acting on the recommendations for the water master and converting the former law library to a meeting room until the other recommended moves are confirmed.

ITEM NO. 6: GOVERNMENT TRAPPER: Commissioner Hurliman said coyotes are trapped without resources from Tillamook County. How would we handle it? How would the Sheriff handle this problem? We need to look at it as a whole; Parks, Road Department, etc. Road Department has \$5,000.00 in their budget for beavers. Go together with another local county? Can we call Oregon Department of Fish and

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Wildlife or Oregon State Police when there is an issue? Can we use local experienced hunters that can get certified? Commissioner Hurliman stated this could be the county's liability. Voters have voted down hunting with dogs. We need to keep our visitors and public safe.

ITEM NO. 7: ROAD DEPARTMENT POWER POINT: Presentation rescheduled for the September meeting as Liane Welch had to leave to check on the 3rd Street project.

ITEM NO. 8: NEWSWORTHY DEPARTMENT UPDATES: Commissioner Josi shared that the Territorial Sea project plan is being worked on and hopefully will be done by November 1st. There are concerns for local fishermen. The Board of Forestry meeting was here last week. There is a 40 – 50% off limits to harvesting. Tillamook County deeded these lands to the state. Now we need to help them see how to manage it. Some say we have no say. This could go to court. We will have to watch the administrative rules that are adopted. The department is going broke because they are not harvesting enough. They are starting to look at this a bit better now. The lawsuit on Marbled Murrelets is going on. August 15th meeting is to discuss management of county-owned forest land.

Dan Krein had nothing to report.

ITEM NO. 10: (TAKEN OUT OF ORDER) EXCEL TRAINING AGAIN:

Michael Soots said the Excel training went well and another one will be offered this month. Denise Vandecoevering stated it was a great training.

ITEM NO. 8: NEWSWORTHY DEPARTMENT UPDATES (CONTINUED): Mr. Soots also talked about the 'change password' policy. There should be complexity with passwords, e.g. eight characters including upper and lower case, etc. Training will be offered in December. Some problems and being proactive.

Cameras in the work place discussion at a Leadership Team meeting, i.e. cash handling stations, etc. Only look at tape when there is a problem and who can view it? Patients at Health Department would maybe have to sign a waiver. Put a sign up that you are being recorded within this building. We would need to look at specifics for our policy. Office 2010 implementation happening. Phone system questionnaire, etc.

Commissioner Hurliman stated OPB will have the people suing the Department of Forestry about the Marbled Murrelets on TV tonight. Bill Sargeant will watch this for the county.

Deb Clark stated timber revenue came in last week. It was \$2,900,000 last year and \$2,700,000 this quarter. Tillamook County actually received \$780,000. Auditors will be

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here September 17 – 28 and there will be a larger team this year; possibly seven. Normally, there are three to five. Ms. Clerk reminded those who have been requested for information for the cost plan that it is due by August 24.

Del Schleichert said all camps are full except Trask River Park.

Marlene Putman stated they have been working on aging Accounts Receivable the past six to nine months. Covers cost for the contract to doing that. They are working closely with the Treasurer to not duplicate work with them.

Ms. Putman said the Health Department is looking into the cost of the South County clinic. Next year the Commission on Children and Families will transition to Early Learning Youth Development. Pulling together with local government, state, etc. will save money some believe.

Emily Hurliman stated the courts will be closed Friday, August 17 for a mandatory furlough day as Chair O'Neil had stated before.

Bill Sargeant had nothing to report

Bill Porter had nothing to report

Andy Long reported that the Search and Rescue breakfast at the Air Base was very successful. Kiwanda has been very busy lately. They are gearing up for fair week.

Sara Charlton talked about a screaming lady in their parking lot. They have all kinds of people that come to visit them. The summer reading program is going well. The library has a new computer and phone system. This will help with staff time. There were 50 meetings a month in the meeting rooms. There was a memorial service in the meeting room the other day.

Chris Chiola reported that some of the staff are still there. The Surveyor move is going slowly. The work load is busy. Staff are moving offices in preparation of the Surveyor's move. TLC and staff need to move things. Files are being moved from TLC to storage at the Courthouse. New Dividers need to be put in places. This all could happen maybe this week.

Denise Vandecovering had nothing to report.

Dan McNutt said he has not moved his things yet.

Tassi O'Neil had nothing to report.

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ITEM NO. 9: LIGHTWAVE PRESENTATION: This presentation was not made.

ITEM NO. 11: DATE AND TIME OF NEXT MEETING: September 10, 2012 at 8:00 a.m.

There being no further business Chair O'Neil adjourned the meeting at 9:50 a.m.

RESPECTFULLY SUBMITTED this 5th day of September, 2012.

County Clerk: Tassi O'Neil

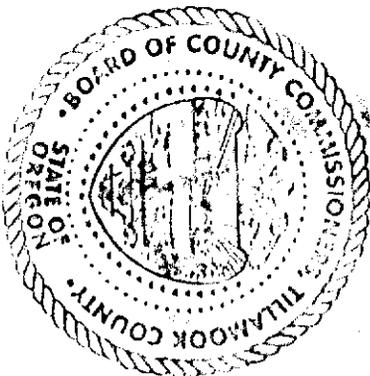
Susan L. Becraft
Susan Becraft, Recording Secretary
& Special Deputy

APPROVED BY:

Tassi O'Neil
Chair

Mark Labat
Vice Chair

Charles J. Hartman
Commissioner



NOTICE OF LEADERSHIP TEAM MEETING

of the

TILLAMOOK COUNTY BOARD OF COMMISSIONERS

with Tillamook County Elected Officials
and Department Heads

to be held

Monday, August 6, 2012 at 8:00 a.m.

Commissioners' Meeting Rooms A & B

County Courthouse, 201 Laurel Avenue, Tillamook, Oregon

BOARD OF COMMISSIONERS

Tim Josi, Chair

E-mail: tjosi@co.tillamook.or.us

Mark Labhart, Vice Chair

E-mail: mlabhart@co.tillamook.or.us

Charles J. Hurliman, Commissioner

E-mail: churlima@co.tillamook.or.us

201 Laurel Avenue

Tillamook, Oregon 97141

Phone: (503) 842-3403 FAX: (503) 842-1384

ANY QUESTIONS? Contact

Paul Levesque (503) 842-1809

E-mail: plevesqu@co.tillamook.or.us

COUNTY WEBSITE: <http://www.co.tillamook.or.us>

NOTE: The Tillamook County Courthouse is accessible to persons with disabilities. If special accommodations are needed for persons with hearing, visual or manual impairments who wish to participate in the meeting, please contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

AGENDA

CALL TO ORDER: Monday, August 6, 2012 8:00 a.m.

1. ANNOUNCEMENTS/INTRODUCTIONS
 - a. Circuit Court Closure on August 17

NEW BUSINESS

2. Smoke Shack Removal – Scott Kilgore
3. Ads for Sale in Order to Boost County Revenue – Michael Soots, Bill Sargent
4. Space Committee – Paul Levesque
 - a. Report on Board of Commissioners' Action Concerning the Carlich House
 - b. Recommendations from the July 20, 2012 Space Committee Meeting
5. Recommendations of Leadership Team Concerning the Space Committee's Recommendations
6. Government Trapper – Charles Hurliman
7. Road Department PowerPoint – Liane Welch
8. Newsworthy Department Updates

OLD BUSINESS

9. Lightwave Presentation – Paul Levesque
10. Excel Training Again? – Michael Soots

FUTURE BUSINESS

11. Date and Time of Next Meeting(s) September 10, 2012 at 8:00 a.m.

ADJOURN

BOARD MEETINGS AND ANNOUNCEMENTS

The Commissioners **will not hold a workshop or board meeting** on **Wednesday, August 8, 2012** in order to participate in activities and events at the Tillamook County Fair.

The commissioners will hold a workshop on **Tuesday, August 14, 2012 at 1:00 p.m.** with auditors from Boldt, Carlisle & Smith to receive and discuss information about the audit for the year ending June 30, 2012. The workshop will be held in the commissioners' meeting room A of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners will hold a workshop on **Wednesday, August 15, 2012 at 1:30 p.m.** to discuss management of county-owned forest lands. The workshop will be held in the commissioners' meeting Room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners' workshop with John Upton to receive a quarterly report on Tillamook County's Retirement Plan has been rescheduled. It will be held on **Thursday, August 23, 2012** at **10:00 a.m.** in the commissioners' meeting room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The workshop was previously scheduled on August 27.

The commissioners will hold a workshop on **Thursday, August 23, 2012** at **1:30 p.m.** with the Salary Adjustment Panel in the commissioners' meeting Room A of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The Commissioners' **evening meeting** schedule will resume in October.

8-6-12

Tassi O'Neill ✓
Paul Lvesque
DAN McNUFF ✓
Denise Vanderveering ✓
Chris Chida ✓
Sara Charlton ✓
Andy Long ✓
Lance Weld ✓
B. J. SARGENT ✓
Emily Huskman ✓
Mervyn Putman ✓
DEE SCHLEICHER ✓
Deb Clark ✓
Chuck Huskman ✓
Michael Soots ✓
Dan Krein ✓
TIM JOSE ✓
Bill Porter