

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday, September 10, 2012
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FILED
8/11
OCT 11 2012
3:54p
TASSI O'NEIL
COUNTY CLERK

COMMISSIONERS PRESENT: Charles J. Hurliman (AOC Committee Meeting)
Mark Labhart (AOC Committee Meeting)

COMMISSIONER ABSENT: Tim Josi (Vacation)

STAFF PRESENT FOR PORTIONS OF THE MEETING: Tassi O'Neil, Chair; Dave Dickman, Director, Human Resources; Dan Krein, Director, Juvenile Services; Travis Porter, Facilities Maintenance Manger; Michel Soots, Director, Information Services; Denise Vandecoeving, Assessor; Emily Hurliman, Circuit Court Administrator; Liane Welch, Director, Public Works; Bill Sargent, County Counsel; Deb Clark, Treasurer; Sara Charlton, Librarian; William Porter, District Attorney; Dan McNutt, Surveyor, Jana McCandless, Undersheriff; Paul Levesque, Chief of Staff, and Del Schleichert, Director, Parks and Recreation.

CALL TO ORDER: By Chair O'Neil at 8:03 a.m. in Commissioners' Meeting Room B.

ITEM NO. 1: ANNOUNCEMENTS/INTRODUCTIONS: There were none.

ITEM NO. 7: (TAKEN OUT OF ORDER) VIDEO CAMERA SECURITY SYSTEM

POLICY: Michael Soots distributed the draft (see attached). Paul Levesque suggested there be another exception for law enforcement investigation. Also, the system custodian should be able to review to determine whether there is a basis for notifying law enforcement. Dave Dickman felt department heads should be able to look at them if they have a reasonable suspicion.

There was a discussion about the language relating to work stations. Mr. Dickman suggested that it would not be used for employee related matters unless there was a reasonable suspicion. Paul stated that it needed to be reviewed by the court security committee. Michael said he will continue working on this.

ITEM NO. 2: ROAD DEPARTMENT POWER POINT PRESENTATION: Liane Welch gave a presentation on the revenues, expenditures and conditions of county roads (see attached). The focus was on the drainage system. She is looking at a ballot measure in May.

ITEM NO. 3: NEW AND/OR REVISED PERSONNEL POLICY ADOPTION

PROCEDURES: David Dickman presented and reviewed a proposed flow chart for the creation and adoption of personnel policies (see attached). The new policy manual will consist of rules and be informative, including a compensation policy.

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Mr. Dickman said there should also be an administrative procedures policy which would be codified. His department needs copies of departmental procedural policies to determine whether they are consistent with our collective bargaining agreements and personnel policies.

There was a discussion about the roles of the Leadership Team subcommittee. Mr. Dickman felt there was a good model for other types of policies.

ITEM NO. 4: HUMAN RESOURCES HOURS OF OPERATION: David Dickman talked about new hours of operations for the Human Resources Department. He outlined his work load and the need for training his department on the new on-line recruitment system. They propose an 8:00 a.m. to 4:00 p.m. day. There will also be five or six training sessions of four hours each. Chair O'Neil offered to help screen calls during the closures. Ms. Welch offered a two-hour block to staff Human Resources during the training. The Sheriff, Treasurer and Mr. Levesque also offered other staff help. Mr. Dickman said staff meetings would be held during the 4:00 p.m. closures. Ms. Welch said she supported the 4:00 p.m. to 5:00 p.m. rather than noon hour closure. Mr. Dickman said his employees are there during lunch hours about 90% of the time. Ms. Welch said we are all running on empty.

Dan Krein said his response to Commissioner Labhart is that staff cuts have to mean less service to the public. Chair O'Neil disagreed. Mr. Dickman said each department needs to design its own work/service delivery. He was fine with everyone closing at noon. Bill Sargent said the board was adamant that we stay open at noon. Mr. Dickman said today is the first day of the closure.

ITEM NO. 6: (TAKEN OUT OF ORDER) SPACE COMMITTEE: Mr. Levesque reported on the board action allocating meeting rooms A & B for jury assembly on Tuesdays and Thursdays and Wednesday afternoons. It could also be used for juries on Wednesday mornings for weeks when not needed by the board. There was a discussion about the need for additional meeting space. Sara Charlton said the library is an option, especially on Fridays when it is not used as often.

ITEM NO. 8: NEWSWORTHY DEPARTMENT UPDATES: Mr. Levesque provided an update on the move of the Surveyor to the TLC building.

Dave Dickman said he had nothing further.

Dan Krein said school has started; they are busy.

ITEM NO. 5: (TAKEN OUT OF ORDER) TRAININGS: Michael Soots distributed a tentative schedule for updates and training events (see attached). Next Tuesday will be

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contracts training (an email will be going out with the announcement). He listed other training opportunities.

ITEM NO. 8: NEWSWORTHY DEPARTMENT UPDATES CONTINUED: Denise Vandecoevering said tax season is beginning.

Emily Hurliman said they will start jury orientation tomorrow on the murder trial. They have 180 in the pool but have weeded out many already.

Bill Sargent discussed the security issue at Community Development. This will be discussed at the Commissioners' meeting on Wednesday.

Deb Clark said the auditors will be here for two weeks beginning next week. They will be looking at policy compliance.

Sara Charlton talked about her meeting rooms at the Library. They are generally free on Fridays. She talked about a number of recent incidents.

Bill Porter had nothing to report.

Dan McNutt said they hope to be moved out of the Courthouse by the end of the week.

Since Liane Welch had to leave early, Paul Levesque reported on what he knew concerning the Wilson River Loop and Third Street projects.

Chair O'Neil said they are working on elections.

ITEM NO. 9: ADS FOR SALE BOOST COUNTY REVENUE: This item was not discussed.

ITEM NO. 10: LIGHTWAVE PRESENTATION: The presentation was not made.

ITEM NO. 11: SURVIVING AN ACTIVE SHOOTER VIDEO: This presentation will be made next month.

ITEM NO. 12: DATE AND TIME OF NEXT MEETING: October 1, 2012 at 8:00 a.m.

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There being no further business Chair O'Neil adjourned the meeting at 9:53 a.m.

RESPECTFULLY SUBMITTED this 11th day of October, 2012.

County Clerk: Tassi O'Neil

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

APPROVED BY:

Tassi O'Neil
Chair

Mark Gallet
Vice Chair

Charles S. Galt
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, September 10, 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, September 10, 2012 8:00 a.m.

1. ANNOUNCEMENTS/INTRODUCTIONS

NEW BUSINESS

2. Road Department Power Point Presentation– Liane Welch
3. New and/or Revised Personnel Policy Adoption Procedures – David Dickman
4. Human Resources Hours of Operation – David Dickman
5. Trainings – David Dickman
6. Space Committee – Mark Labhart
7. Video Camera Security System Policy – Michael Soots
8. Newsworthy Department Updates

OLD BUSINESS

9. Ads for Sale Boost County Revenue – Michael Soots, Bill Sargent

FUTURE BUSINESS

10. Lightwave Presentation – Paul Levesque
11. Surviving an Active Shooter Video (Presentation Next Month) – Andy Long
12. Date and Time of Next Meeting(s) October 1, 2012 at 8:00 a.m.?

ADJOURN

BOARD MEETINGS AND ANNOUNCEMENTS

The monthly Leadership Team Meeting of the County Board of Commissioners with the Tillamook County Elected Officials and Department Heads will be held on **Monday, September 10, 2012 at 8:00 a.m.** The meeting will be held in the commissioners' meeting Room B in the Tillamook County courthouse, 201 Laurel Avenue, Tillamook.

The commissioners will hold an executive session pursuant to ORS 192.660 (2)(a) to conduct interviews for the position of Director of the Community Development Department on **Tuesday, September 25, 2012** from **8:00 a.m. to 5:00 p.m.** The executive session will be held at the Community Development Department, in the new TLC Bank Building at 1510 B Third Street, Tillamook. The Executive Session is **not** open to the public.

9-10-12 Leadership Team

Tassi Omerl
Dave Dickman

Dan Krein

Travis Porter

Michael Soets

Denise Vandecoren

Emily Husliman

Liane Welch

Bill Sarawatt

Deb Clark

Sara Charlton

William Burke

DAN McNUTT

Dana McCandless

Paul Levesque

Del

Tillamook County

Video camera security system policy

This policy governs the use of video recording and surveillance equipment when utilized at all Tillamook County Premises for the purpose of ensuring the safety of persons and property, including such equipment when used for the deterrence and the investigation and potential prosecution of criminal behavior.

Purposes:

The purposes of video surveillance at Tillamook County are to:

1. Deter theft and vandalism and assist in the identification of those who commit damage to County Property.
2. Assist law enforcement with regard to the investigation of any crime which may be depicted,
3. Aid on-duty security and law enforcement personnel and staff in monitoring the overall security of county premises for the safety of staff and visitors.

General:

Surveillance cameras shall be used in a professional, ethical, and legal manner and shall avoid unnecessary intrusion upon individual civil liberties such as privacy, freedom of expression and freedom of assembly.

Only authorized personnel, as determined by the Tillamook County Sheriff or his or her designee will be permitted to access cameras governed by this policy and the recorded information that they produce.

Live image viewing only shall be allowed at specific locations within the privacy guidelines in this policy. Live image viewing by non-deputized personnel shall be limited to public areas, and shall not include audio.

The focus of cameras used in video surveillance will not cover employee's regular work stations, break areas, or meeting rooms, but shall only focus on public and publicly accessible areas where there is no expectation of privacy.

Access to the video system(s) and recordings from outside the County network is not allowed. As "security related" information, Video/Audio Recordings are exempt from public disclosure under ORS 192.501.

Video surveillance operators are prohibited from:

1. Monitoring individuals based on characteristics of race, gender, ethnicity, national origin, sexual orientation, or disability.
2. Monitoring intimate behavior.
3. Viewing the internal department work areas through windows, doors, or other means.

4. Duplicating, sharing, transmitting, or posting images or permitting access by others to surveillance images except as required in direct support of (1), (2), and (3) under "Purposes" above.
5. Using the equipment addressed in this policy for viewing, recording, accessing or otherwise using a video surveillance system or surveillance images in any manner that is inconsistent with this policy.

The Video Surveillance system shall not be used to monitor or record employee activities, movements, associations, or work habits except in direct support of (1) and (2) and (3) under "Purposes" above.

Video surveillance system viewers who become aware of employee activities, movements, associations or work habits through the use of such equipment shall not release, pass on, or communicate any such information except as required in direct support of (1), (2), and (3) under "Purposes" above.

Video Surveillance system viewers are prohibited from using any information obtained through the video system for personal gain, or disseminating any information gained through the video system except in direct support of (1), (2) and (3) under "Purposes" above.

Signage

Conspicuous public signage must be displayed at common surveillance locations.

While surveillance installations may not necessarily be monitored on a regular basis, the signage should state:

**THIS AREA MAY BE SUBJECT TO VIDEO SURVEILLANCE AND
RECORDING FOR SECURITY PURPOSES**

Specific Situations:

The following specific situations are allowed under this policy to meet specific needs where security and safety needs are paramount to individual expectations of privacy:

1. Remote Site Monitoring:
 - a. A remote, un-manned site may be outfitted with video cameras provided:
 - i. Regular viewing of the video stream is not allowed
 - ii. The location is not a regular work area for any employee
 - iii. An alternate means of alerting to ingress/egress of the premises is provided.
2. Cash Handling Stations:
 - a. Work areas where cash and/or other negotiable instruments are regularly handled may have video surveillance cameras installed provided:

- i. Live monitoring of the station shall not be available except to law enforcement personnel.
- ii. Recordings showing the actions of employees shall not be made available to other than law enforcement personnel except for the purposes of verifying criminal activities.
- iii. Cameras shall not focus on the employee, but on the customer, the till or cash drawer, and the handling of cash transactions.
- iv. The station must not be a "regular" employee workstation.

3. Justice Center video cameras:

- a. This policy shall not apply to the placement and use of video cameras in and around the jail facility at the Tillamook County Justice Center.

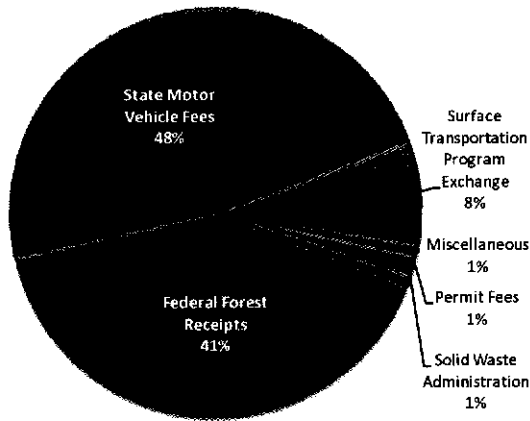
DRAFT



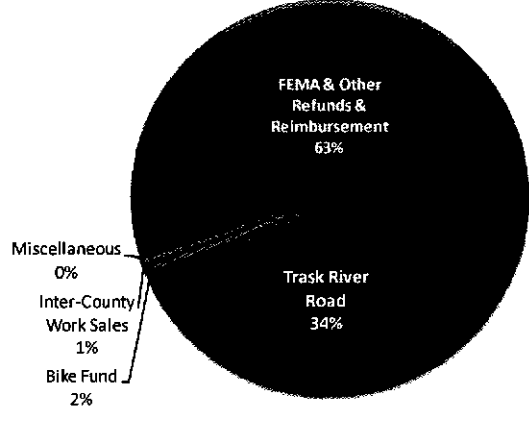
Tillamook County Roads 2011

Where did our money come from?

On-Going Road Revenues
\$3.2 Million*



One Time Revenues
\$952,190



*Without Beginning Fund Balance - \$1.9 Million

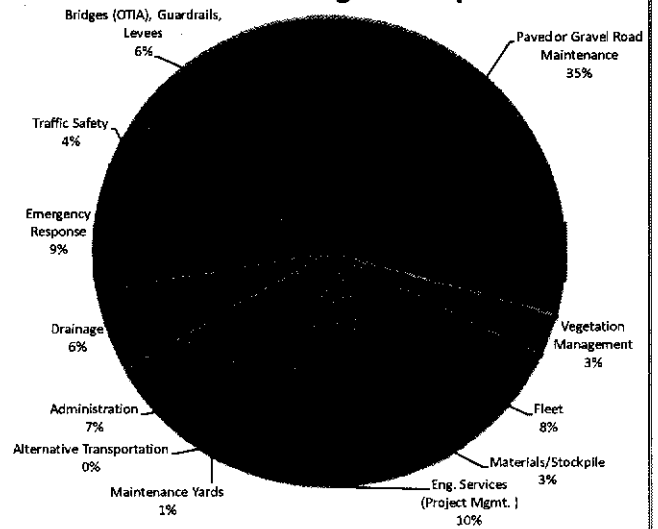
What did we spend it on?

Overlay 7.68 miles, portions of:

- Bewley Street
- Cape Kiwanda Drive
- College Street
- Cedar Street
- Elder
- Elm Street
- Evergreen
- Foss Road
- Hollyhock
- Jetty Park Road
- Long Prairie Road
- Marigold
- Marolf Loop Road
- McDonald Bridge
- Miami Foley
- Necarney Boulevard
- Nehalem road
- North Fork Road
- Resort Drive
- Slab Creek Road S.
- South Prairie Road
- 3rd Street
- Tideland
- Trask River Road
- Washington Street
- Whiskey Creek Road
- Woods Cloverdale Road

- Graded gravel roads (487 hours)
- Pothole repair (\$175,000) & Hot Patching (\$180,000)
- Boulder Creek Bridge replaced culvert
- Replaced Farmer Creek Road culvert with temporary one-lane bridge
- Clarence Creek embankment repair
- Replaced 12 culverts (529 lineal feet)
- Replaced tide gate on Resort/Broton
- Mowed and removed brush (1,260 hours) and weeds (438 miles)
- Ditching (1,562 hours)
- Responded to federally declared storm January 2011 (5,130 hours)
- Reviewed 354 permits
- Received and managed 551 service requests
- Re-striped & applied stop bars on 339 lane miles county roads
- Maintained 1,199 signs
- Produced annual 2010 Road Performance Report
- Restructured Road Department to reflect reduced staffing, and manage Extreme and High risk services
- Transferred road jurisdiction:
 - McCoy Street (City of Bay City)
 - Elm Street (City of Manzanita)
 - Port Area (Port of Tillamook Bay)
 - Cochran Road (Washington County)

Fiscal 2011 Road Program Expenditures



Grant Funded Opportunities

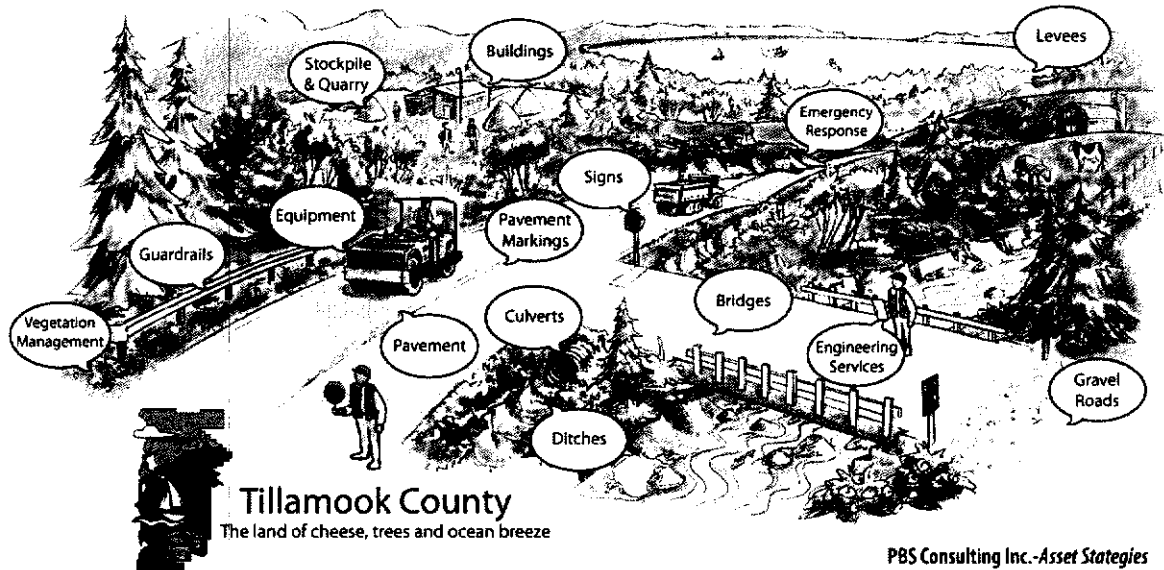
- 10 positions to assist with flood damage and provide employment training for 6 months
- Blaine Road chip seal
- Partnered with City of Tillamook on 3rd Street for bicycle and pedestrian road improvement (Pine to Marolf design)
- Culvert replacement design
 - Slab Creek
 - Roy Creek

Maintained Road Department equipment & buildings

- Serviced 57 (47%) pieces of equipment
- Performed 118 (100%) equipment safety inspections
- Acquired three -5 ton utility trucks
- Modified spray truck for one-operator use
- Updated vehicle distributors for efficiency
- Painted North and South County shops

Your County Road Dollars At Work

\$393 Million Replacement Value



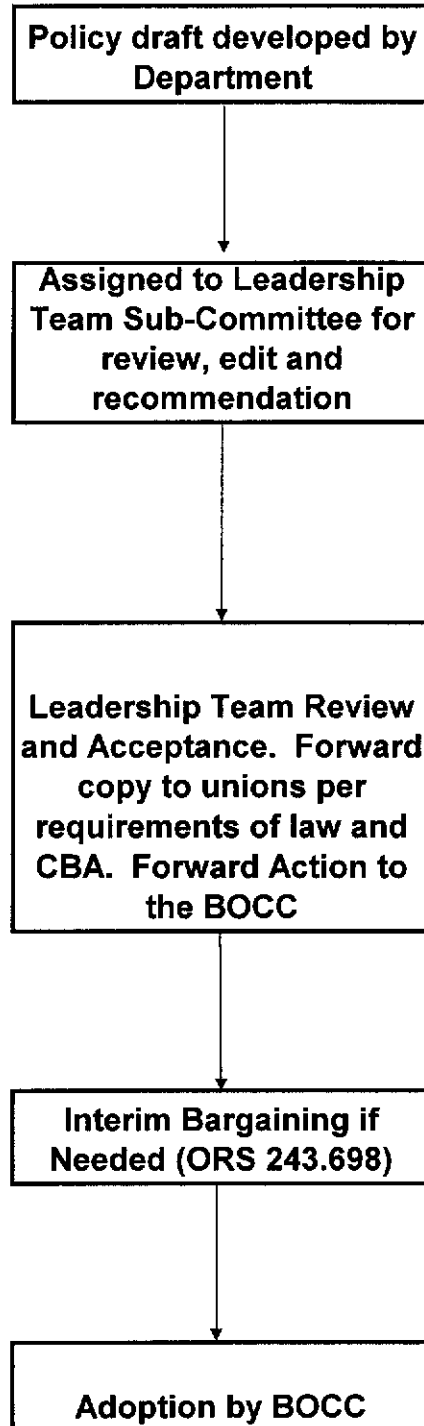
TILLAMOOK COUNTY ROAD NETWORK INVENTORY, CONDITION, AND VALUE JULY 2011

FACILITY	GASB34	STATUS	REPLACEMENT VALUE	CONDITION*						TOTAL UNMET NEED**
				VG	G	F	P	VP	TBD	
PAVEMENT										
Paved	X	269 centerline miles	\$261,600,000		27%	15%	24%	34%		\$57,000,000
Gravel		65 centerline miles	\$2,405,670						X	N/A
			\$264,005,670							\$57,000,000
STRUCTURES										
Bridges	X	99	\$100,211,496		67%	20%	13%			TBD
Guardrails		10.1 miles	\$1,152,385	39%	8%	8%	33%	10%	2%	\$495,526
Levees		7	TBD						X	TBD
			\$101,363,881							\$495,526
DRAINAGE										
Culverts	X	3,210	\$17,866,808						X	TBD
Ditches		196 miles	TBD	1%	6%	63%	22%	8%		TBD
TRAFFIC SIGNALS		1	\$45,000						X	TBD
STREET SIGNS										
Signs (Condition for Stop Signs only)	X	5,426	\$173,632						X	TBD
Delineators	X	456	\$10,032						X	TBD
Posts	X	4,173	\$91,806						X	TBD
			\$275,470							
PAVEMENT MARKINGS										
Painted center lines miles		299	N/A							N/A
Painted Stop Bars		TBD	N/A							N/A
VEHICLES & EQUIPMENT***	X	118	\$3,966,527						TBD	TBD
MAINTENANCE YARDS	X	3	\$4,000,000						X	
RIGHT-OF-WAY***		2,367 acres	\$1,475,557							
TOTAL			\$392,998,913							

*Asset condition categories vary using 3, 4 and 5-level condition assessment categories.
 **Unmet need varies by asset class; the level of service is defined specific to the asset class' highest performance for the least cost, or can simply be the elimination of assets in poor condition (e.g., signs).
 ***Tillamook County Comprehensive Financial Annual Report, June 30, 2010. ROW width: minor arterials & major collector: 60 feet; minor collector width is 60 feet; locals 45 feet.
 Notes: VG = Very Good, G = Good, F = Fair, P = Poor, VP = Very Poor, TBD = To Be Determined, N/A = Not Applicable

Source: 2011 Tillamook County Road Performance Report, Fall 2011
 Information July 1, 2010-June 30, 2011

Policy Creation and Adoption Procedures



I.S. 2012

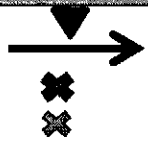
W Interval(W/M):

I.S. Contact:	
Department/Line:	
Budget:	
Wrap-up meeting	

Start Date:	Who	9/3/2012	9-10	10-1	10-8	10-15	10-22	10-29	11-5	11-12	11-19	11-26	12-3	12-10	12-17	12-24	12-31	1	1	1	
Library ILS	Chris	7/31/2012	→																		
Library PC Reservations	Nick	8/20-10/29	→																		
Library DeepFreeze	Nick	9/3-10/8	→																		
Winter Preparedness testing	All		→																		
E-Tickets	Wayne	9/17/2012	→																		
TAX Season	Jeff	7/1-11/16	→																		
Accella/DCD	Jeff		→																		
Office 2010	9/24/2012	8/8-11/12	→																		
CH Top Floor			→																		
CH Mid/Basement			→																		
DCD/Surveyor			→																		
Parks/Veterans			→																		
Public Works			→																		
TCHD			→																		
Justice Center			→																		
Library			→																		
ORMS install	Ron		→																		
Bocc (3)			→																		
Justice Court			→																		
Personnel (3)			→																		
DA (3)			→																		
I.S. (3)			→																		
Training			→																		
Cyber Recruiter	Jeff	8/8 to 10/1	→																		

Phone System RFP	Loren																			
Specification/Documentation																				
RFP Build																				
Publish RFP		10/15/2012																		
Proposals due		12/10/2012																		
Phone selection		12/10 - 1/22																		
Purchase & Install																				
Computer Refresh one	Wayne																			
Library Computer Refresh	Nick																			
Memo to Funds	Michael	8/27/2012																		
Computer Refresh Two	Wayne																			
Memo to Funds	Michael	1/28/2012																		
Budget	Michael	2/14/2012																		
Workstation Replacement list	Wayne	2/1/2012																		
Server Replacement List	Loren	2/1/2012																		
Other Network Hardware list	Loren	2/1/2012																		
Other Projects List	Michael	2/28/2013																		
Website Update	Jeff	8/1-10/15																		
Server Virtualization/Consolidation	Loren	9/4-12/18																		
Bids																				
Prep																				
Migration																				

Events / Key Dates
 Processes
 Project on Hiatus
 Project Waiting



Communications Plan

