

414
MAR 20 2014TASSI O'NEIL
COUNTY CLERK

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING – Monday, March 3, 2014
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WORKSHOP

COMMISSIONER PRESENT: Bill Baertlein

COMMISSIONERS ABSENT: Mark Labhart (NACo Conference)
Tim Josi (NACo Conference)

STAFF PRESENT: Tassi O'Neil, Clerk; Denise Vandecoevering, Assessor; Michael Soots, Director, Information Services; Deb Clark, Treasurer; Sara Charlton, Librarian; Mona Hamblen, Director, Human Resources; Joel Stevens, Justice of the Peace; Emily Hurliman, Circuit Court Administrator; Bryan Pohl, Director, Community Development Department; Del Schleichert, Director, Parks Department; Andy Long, Sheriff; Bill Sargent, County Counsel; Dan McNutt, Surveyor; and Paul Levesque, Chief of Staff.

CALL TO ORDER: By Chair O'Neil at 8:05 a.m. in Commissioners' Meeting Rooms A and B.

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

ITEM NO. 2: DISCUSSION REGARDING A BOARD ORDER FOR EMAIL FEES: Paul Levesque outlined the potential three categories for fees involving documents that did not involve scanning or locating and those that involved one or both of those. He said he didn't think there should be a fee charged if we knew a document's location on a county drive and merely had to click on it to attach to an email.

Chair O'Neil said many of their documents resided on the computer but required locating. She said many of her fees were statutory.

Michael Soots stated fees include the costs of creating the document. Ms. O'Neil said by statute she has fees she is required to collect. Joel Stevens and Andy Long said they already have a fee structure in place and didn't see the need to change this. Mona Hamblen said they too require a written request and a check. Denise Vandecoevering said they have been charging the FAX fee in the past but for the past month they have just been attaching to emails with no fee.

ITEM NO. 3: ACTIVE SHOOTER COLOR CODE: Mr. Soots said the active shooter topic was not considered in the discussion at the last court security meeting. Emily Hurliman said it doesn't apply to them since they do not have PA access. Mr. Soots said there are three locations that need speakers. There was a discussion about distinguishing an active shooter. There was consensus to eliminate the color placards and PA evacuations. Evacuations should be initiated by the fire alarm. Active shooter has its own guidelines that are separate. Sheriff Long will talk to Sgt. Scott Kilgore.

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ITEM NO. 4: COPYRIGHT REQUIREMENTS: Mr. Soots said the proposed policy was circulated. He summarized the major points. Mr. Soots will distribute the proposed policy again and it will be on the next Board of Commissioners' agenda. The Justice of the Peace felt it was adequate. Bill Sargent said it will provide some protection.

ITEM NO. 5: NEWSWORTHY DEPARTMENT UPDATES: Ms. Vandecoevering had nothing to report.

Mr. Soots said he found a way to have an "aka" email address for people with long last names. It is in place now. It is not possible to shorten the domain name. The next training will be advanced "Word" training. He also discussed employee "on board" training. It will include computer phones and policies. He would like feedback from departments as this is implemented. A union representative will also be involved in the same orientation. It all takes place on the first day of employment.

Mr. Soots distributed copies of fees for color copies/printers. As computers are set up they will now be set to black and white as the default since a color fee is otherwise charged for a black and white copy.

Deb Clark said bills need to be submitted in a timely fashion as it affects our credit report. It also causes interest and late fees. She also said the IRS is really cracking down on taxable fringe benefits for public agencies. It is just a matter of time before an audit. She said Klamath County recently had an audit. The IRS can go back ten years. It generates front page news. She read some of the headlines. There is no such thing as de minimis. Ms. Clark discussed some of the travel implications as well as moving expenses for distances less than 50 miles.

Sara Charlton said the needs assessment has been completed and will be presented to the Commissioners on March 19. She described her carpet failure and the seed exchange program. They will be setting up a new website. She also described expanded computer access. They are also getting a new HD projector for the meeting room from the Library Foundation.

Justice of the Peace Stevens reported on the new employee who is working out well. He is now on the board of the Justice of the Peace Association.

Emily Hurliman had nothing to report.

Ms. Hamblen was at training most of last week. She described Bureau of Labor and Industries (BOLI) training that is available for new managers. The quilt square "is being worked on".

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Bryan Pohl said they are preparing for the first Transient Lodging Tax returns in April. He thanked Information Services. They are migrating to e-permitting. A demo is being planned. He talked about the multiple benefits of this software to the entire enterprise. He described the phone work/listing they are developing.

Del Schleichert said boat launches have been repaired. He described park improvements being implemented.

Dan Krein said they have a detention budget that is out of control. They are expanding truancy mediation to the north and south county school districts.

Sheriff Long said they are starting a jail inspection. They have a deputy on light duty. They are cleaning out their evidence locker. He discussed legislative issues. They hoped to have everyone fully trained by July 1.

Bill Sargent reported on the Safety Committee inspections.

Dan McNutt had nothing to report.

Commissioner Bill Baertlein said he didn't have anything to report.

Mr. Levesque reminded everyone about the Space Committee meeting scheduled for 1:30 p.m. today. He also mentioned that Commissioners Josi and Labhart were dealing with a horrible snow storm back in Washington DC.

Ms. O'Neil said they have been issuing dog licenses. She has been working on the May election. She is also working on legislation. She is Vice-President of the Clerk's Association and will become President in August.

ITEM NO. 6: DATE AND TIME OF NEXT MEETING: April 7, 2014 at 8:00 a.m.

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There being no further business Chair O'Neil adjourned the meeting at 9:30 a.m.

RESPECTFULLY SUBMITTED this 20th day of March, 2014.

County Clerk: Tassi O'Neil

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

APPROVED BY:

Bill Bantler
Chair

Vani
Vice Chair

Mark Zandt
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, March 3, 2014 at 8:00 a.m.

Commissioners' Meeting Rooms A & B

County Courthouse, 201 Laurel Avenue, Tillamook, Oregon

BOARD OF COMMISSIONERS

Bill Baertlein, Chair

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

Tim Josi, Vice Chair

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

Mark Labhart, Commissioner

E-mail: mlabhart@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, March 3, 2014 8:00 a.m.

1. ANNOUNCEMENTS/INTRODUCTIONS

NEW BUSINESS

2. Discussion Regarding a Board Order for Email Fees – Bill Sargent

OLD BUSINESS

3. Active Shooter Color Code – Michael Soots

4. Copyright Requirements – Michael Soots

5. Newsworthy Department Updates

FUTURE BUSINESS

6. Date and Time of Next Meeting – April 7, 2014 at 8:00 a.m.

ADJOURN

BOARD MEETINGS AND ANNOUNCEMENTS

There will be **no** Commissioners' workshop or business meeting on **Wednesday, March 5, 2014** due to the lack of a quorum.

The commissioners will hold a workshop on **Wednesday, March 19, 2014** at **2:00 p.m.** with Ruth Metz, the Library Director and Library Staff to discuss the Library Survey. The workshop will be held in the commissioners' meeting room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners' evening board meeting schedule is as follows:

March 19, 2014

April 16, 2014

May 14, 2014

Nehalem City Hall

Hebo Fire Hall

County Courthouse

The evening meetings will begin at 6:30 p.m.

**BOARD OF COMMISSIONERS'
LEADERSHIP TEAM
MEETING**

March 3, 2014

PLEASE PRINT

Name

Jessi Omer	Clerk
Keneth [unclear]	Assessor
Michael Soots	J.S
Deb Clark	Treasurer
Sara Charlton	Library
Mona Hamblen	HR
[unclear]	Justice Court
Emily Huskman	Circuit Court
Bryan W. Pohl	DCD
Del Schleichert	PARKS
Andy Long	Sheriff
Bill Sargent	Counsel
DAN MCNUFF	SURVIZOR
Bill BAERTLEIN	BOCC
Paul Jussque	BOC

(Please use reverse if necessary)

Model #	7/12 MTR	7/13 MTR	2012-13	2012-13	2012-13	2012-13	TOTAL OVGS	2012-13	2013-14	2013-14	2013-14	Base w/o Overages
			BASE COPIES	COPIES USED	OVERAGES	OVG COLOR RATE	COLOR OVG AMOUNT	AVG YEARLY VOLUME(CLR)	BASE COPIES	RENEWAL BASE RATE	BASE INVOICE AMOUNT	
CB203	1033	1158	100	125	25	0.10395	\$2.60	121	1000	0.11461	\$114.61	\$112.01
CB26S	391	1196	250	805	555	0.10395	\$57.69	805	1000	0.11461	\$114.61	\$56.92
CB35S	6965	8716	1400	1751	351	0.10395	\$36.49	1,704	1700	0.11461	\$194.84	\$158.35
CB35S	31561	33456	1500	1895	395	0.10395	\$41.06	1,849	2000	0.11461	\$229.22	\$188.16
CB26S	5526	10982	3000	5456	2456	0.10395	\$255.30	5,456	5000	0.11461	\$573.05	\$317.75
CB311	9111	15746	9000	6635	0	0.089	\$0.00	6,493	6500	0.09812	\$637.78	\$637.78
CB31S	1262	8160	900	6898	5998	0.10395	\$623.49	6,898	6900	0.11461	\$790.81	\$167.32
CB320	39280	47134	7200	7854	654	0.10395	\$67.98	7,854	7900	0.11461	\$905.42	\$837.44
CB31S	8118	16014	4600	7896	3296	0.10395	\$342.62	7,896	7900	0.11461	\$905.42	\$562.80
CB41S	31069	42704	12000	11635	0	0.10395	\$0.00	11,635	12000	0.11461	\$1,375.32	\$1,375.32
CB621	51383	65248	10800	13865	3065	0.08348	\$255.87	13,865	N/A	N/A	-	* got new machine/contract
CB35S	51556	69800	9700	18244	8544	0.10395	\$888.15	17,853	18000	0.11461	\$2,062.98	\$1,174.83
CB26	51901	73933	13300	22032	8732	0.10395	\$907.69	21,502	22000	0.11461	\$2,521.42	\$1,613.73
CB230	109506	155630	33800	46124	12324	0.10395	\$1,281.08	44,894	45000	0.11461	\$5,157.45	\$3,876.37
CB35S	104095	164793	33900	60698	26798	0.10395	\$2,785.65	59,079	60000	0.11461	\$6,876.60	\$4,090.95
			502757	714670	141450	211913	70463	0.0952	\$6,708.08	196900	\$22,459.52	

(12-13 OVG RATE 0.0952)

OVG CPC: 0.09996 (13-14)