

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING – Monday, April 7, 2014
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FILED

MAY 1 - 2014

TASSI O'NEIL
COUNTY CLERKWORKSHOP**COMMISSIONERS PRESENT:**

Bill Baertlein
Tim Josi

COMMISSIONER ABSENT:

Mark Labhart (Vacation)

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; Bill Porter, District Attorney; Bryan Pohl, Director, Community Development; Del Schleichert, Director, Parks Department; Andy Long, Sheriff; Bill Sargent, County Counsel; Dan McNutt, Surveyor; MaryJo Beckstead, Human Resources; Emily Hurliman, Circuit Court Administrator; Liane Welch, Director, Public Works; Dan Krein, Director, Juvenile Department; Marlene Putman, Administrator, Health Department, Director, Commission on Children and Families; 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. 3: (TAKEN OUT OF ORDER) SPACE COMMITTEE REPORT: Paul Levesque gave the space committee report. The first item was the potential purchase of the Tillamook City Police Station. The space committee reviewed the City offer to sell the police station for \$220,000. It is their recommendation that the County explore the option further to see if the City would take some of the Carlich Property as a partial payment. This is based on the assumption that the Carlich property as vacant land and a low value structure has less value than the new police station/property. As such the value of the Carlich property would be deducted from the purchase price of the City property and the balance in cash.

Michael Soots made a motion to move forward with the exploration of purchasing the property. Sarah Charlton seconded the motion. The motion carried with Denise Vandecoevering abstaining and Bill Porter voting no.

The second item was the potential move of the Treasurers' Office from its' current location to a location in the basement. Human Resources would then move into the current location of the Treasurers' Office. The State Courts would then take the Human Resources Office for storage and a private meeting room for privileged attorney and

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client meetings. Michael Soots commented that he would like to see rooms with windows used for offices rather than storage.

Michael Soots made a motion to approve the move. Sarah Charlton seconded the motion. The motion passed with Denise Vandecouvering voting no and Tassi O'Neil abstaining.

ITEM NO. 2: HUMAN RESOURCES UPDATE: Mona Hamblen said that all medical files should go to Human Resources; none should be kept by the departments. Human Resources no longer schedules the meeting rooms in the Courthouse basement. Ms. Hamblen gave guidelines on performance appraisals. The more you can document the better off you are for later evaluations. Human Resources continues to work on team building. Collective bargaining will be starting shortly. Ms. Hamblen is recruiting members for the bargaining team. All risk management questions now go to Bill Sargent. Deb McClaskey is in charge of scheduling downstairs meeting rooms and Sue Becraft is in charge of scheduling upstairs meeting rooms. Human Resources is no longer the lost and found department; everything should now go to the Commissioner's Office. If it has value we need to get it to Scott Kilgore to file a report. Chair O'Neil, in somewhat colorful language, said she does not want to be in charge of any items. Finally, someone else needs to clean the refrigerator.

Mary Jo Beckstead discussed recruitment procedures. Recruitments are way up and NEO Gov seems to be the reason. Send any questions on retirement to her. Retirement has an online calculator for those interested in computing future benefits. The Performance evaluation form is being updated to mesh with the union contract. Document any changes to the job descriptions so that they can also be updated. The Human Resources office is requesting exit interviews with employees who are leaving county employ. These exit interviews can be a good tool for department heads.

Diane Lyda gave a short report on the Family Leave Act (FMLA). Call her to set up a time for a FMLA presentation. There is also a new form for FMLA.

ITEM NO. 4: NEWSWORTHY DEPARTMENT UPDATES: Michael Soots and Andy Long gave an update on what to do in an emergency. If the building needs to be evacuated hit the fire alarm and leave the building. The fire alarm will automatically notify the fire department. We need to take responsibility for making certain that the general public does not enter the building. The meeting place is the parking lot across from the Museum. Also, if you need to call 911 remember to dial 8 first. So, the number is 8-9-1-1.

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Bryan Pohl reported that there will be a GIS meeting Friday at 3:30 p.m. This is a chance for every department to see how technology can help in their departments. Commissioner Baertlein recommended attendance if at all possible.

There will be a retirement plan performance update at 10:00 AM on April 24, 2014.

ITEM NO. 5: DATE AND TIME OF NEXT MEETING: May 5, 2014 at 8:00 a.m.

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

RESPECTFULLY SUBMITTED this 1st day of May, 2014.

County Clerk: Tassi O'Neil

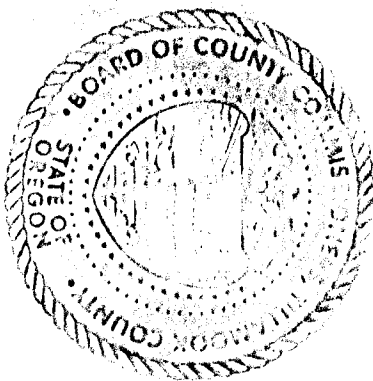
Susan L. Becraft
Susan Becraft, Recording Secretary
& Special Deputy

APPROVED BY:

Bill Baertlein
Chair

Tom Pohl
Vice Chair

Mark Latta
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, April 7, 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, April 7, 2014 8:00 a.m.

1. ANNOUNCEMENTS/INTRODUCTIONS

NEW BUSINESS

2. Space Committee Report and Consideration of a Recommendation by the Leadership Team – Paul Levesque
3. Human Resources Update - Mona Hamblen, MaryJo Beckstead, Diane Lyda

OLD BUSINESS

4. Active Shooter Color Code Discussion – Michael Soots, Andy Long
5. Newsworthy Department Updates

FUTURE BUSINESS

6. Date and Time of Next Meeting – May 5, 2014 at 8:00 a.m.

ADJOURN

BOARD MEETINGS AND ANNOUNCEMENTS

The commissioners will hold a Workshop on **Friday, April 11, 2014** at **3:30 p.m.** with Michael Soots, Information Services Director, for a presentation and discussion about geographic centric data search and presentation technology. The workshop will be held in the Commissioners' Conference Rooms A and B, 201 Laurel Avenue, Tillamook.

The commissioners and the county's budget officer will hold public budget committee workshops to hear presentations from county departments and non-department agencies regarding their 2014-15 budget requests. The workshops will be held on **Tuesday, April 15, 2014** at **9:00 a.m.**; **Wednesday, April 16, 2014** at **1:00 p.m.** and **Thursday, April 17, 2014** at **9:00 a.m.** in the Commissioners' Meeting Room of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. A copy of the budget document may be inspected or obtained on or after April 2, 2014, at the Tillamook County Treasurer's Office, 201 Laurel Avenue, Tillamook, Oregon, between the hours of 8:00 a.m. and 5:00 p.m.

The commissioners will interview applicants for the Tillamook Library Board on **Wednesday, April 16, 2014** at **10:00 a.m.** in the commissioners' meeting Room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners will hold a second public hearing on **Wednesday, April 16, 2014** at **6:45 p.m.** to consider and act on a proposed Ordinance #76 in the matter of declaring a moratorium on medical marijuana facilities. The public hearing will be held in the Hebo Fire Hall, Community Room, 30710 Highway 101, Cloverdale.

There will be **no** commissioners' workshop or business meeting on **Wednesday, April 23, 2014** due to the lack of a quorum.

The commissioners will hold a Workshop on **Thursday, April 24, 2014** at **10:00 a.m.** with John Upton for a quarterly report on Tillamook County's Retirement Plan. The workshop will be held in the Nehalem Room (formerly known as the Law Library Conference Room) in the basement of the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners, citizen members of the 4-H & Extension Service Budget Committee and the Tillamook County 4-H & Extension Service District's Budget Officer will be holding the Tillamook County 4-H & Extension Service District budget meeting on **Wednesday, April 30, 2013** from **1:30 p.m. to 2:30 p.m.** in commissioners' meeting room B in the Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners' evening board meeting schedule is as follows:

April 16, 2014

May 14, 2014

Hebo Fire Hall

County Courthouse

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

**BOARD OF COMMISSIONERS'
LEADERSHIP TEAM
MEETING**

April 7, 2014

PLEASE PRINT

Name Paul Levesque

Bryan Poll

DAN MCNUTT SURVEYOR

Mary Jo Beckstead HR

Emily Huskman Trial Court Admin

Del Schlerbert Parks

Michael Scots I.S.

Denise Vandecovering Assessor

Andy Long Sheriff

Tia Jos BOCC

Bill BACATERIA "

Bill SARGENT (comm. sec)

Wilbur Rosta DT Dist Atty's Office

Mona J. Hamblen HR

Tom O'Neil Clerk

Rob Clark Treasurer

John Hill Justice of the Peace

(Please use reverse if necessary)

Over
→

Liane Welch
Sara Charlton
Marlene Putman
Dan Krens

Public Works
Library
Health & Human Services
Jw.