

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday, July 7, 2014
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FILED
4:56 PM
JUL 30 2014
TASSI O'NEIL
COUNTY CLERK

WORKSHOP

COMMISSIONERS PRESENT: Bill Baertlein
Mark Labhart
Tim Josi

STAFF PRESENT: Paul Levesque, Chief of Staff; Deb Clark, Treasurer; Tassi O'Neil, Clerk; Bryan Pohl, Director, Community Development; Bill Sargent, County Counsel; Emily Hurliman, Circuit Court Administrator; Del Schleichert, Director, Parks Department; Mona Hamblen, Director, Human Resources; Joel Stevens, Justice of the Peace; Andy Long, Sheriff; Michael Soots, Director, Information Services; Dan Krein, Director, Juvenile Department; and Travis Porter, Facilities Maintenance Manager.

CALL TO ORDER: By Chair O'Neil at 8:00 a.m. in Commissioners' Meeting Rooms A and B.

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

ITEM NO. 2: EMERGENCY ACTION PLAN UPDATE: Bill Sargent said a few name changes have been made. He reviewed the requirements for a fire drill and evacuation procedures. After some discussion it was determined that personnel needed to be posted to help people out. Andy Long said first responders could do that if it was a real incident; otherwise personnel would need to be assigned.

ITEM NO. 3: TRAINING: Mona Hamblen showed a sample packet for on-boarding and described the process for new employees. Information Services (IS) is also involved. There was a discussion on employee badges and the need for informing IS when persons with badges were no longer here. Michael Soots has set up time-limited accounts for temporary employees. Ms. Hamblen discussed the Oregon Family Leave Act (OFLA) training and its importance. Training on workplace violence is also being scheduled. Employees should attend once per year if possible. Ms. Hamblen also talked about proper performance evaluations and books available to assist with doing evaluations.

ITEM NO. 4: PARKING: There was a discussion about the history of parking around the courthouse. Ms. Hamblen said parking is a nightmare.

OTHER: A proposal has been submitted by the Teamsters and is presently being evaluated by our representative.

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ITEM NO. 5: COMMISSIONERS' MEETING MINUTES GOING DIGITAL: Paul Levesque outlined the procedures that were implemented at the board meeting last Wednesday for audio recordings as the permanent public record of Board of County Commissioners' meetings (see attached). He said the recording and log are posted on the county's webpage. He asked everyone to review this and welcomed any suggestions.

ITEM NO. 6: NEWSWORTHY DEPARTMENT UPDATES: Mr. Soots said the next Tuesday training (July 22) will be on printers.

Deb Clark asked if the Christmas party should continue. There was strong support for continuing the tradition. Ms. Clark said we ended up with budgeted cash as forecast but the one time contribution to the retirement plan was not possible. If we made the 25 percent actuarial contribution it would be substantial. The Veterans Department was over budget by \$1,200.

Travis Porter said we have a major rodent problem. He asked that we keep better control of food in the building. He will send an "All Employees" email.

Chair O'Neil said the Commissioners' Workshop on July 22 is for the retirement plan update. Commissioner Josi encouraged attendance.

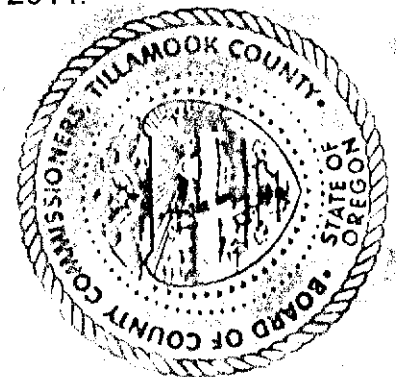
ITEM NO. 7: DATE AND TIME OF NEXT MEETING: August 4, 2014 at 8:00 a.m.

There being no further business Chair O'Neil adjourned the meeting at 9:05 a.m.

RESPECTFULLY SUBMITTED this 30th day of July, 2014.

County Clerk: Tassi O'Neil

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



APPROVED BY:

Bill Bantle
Chair

[Signature]
Vice Chair

[Signature]
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, July 7, 2014 at 8:00 a.m.

Commissioners' Meeting Room A
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, July 7, 2014 8:00 a.m.

1. ANNOUNCEMENTS/INTRODUCTIONS

NEW BUSINESS

2. Emergency Action Plan Update – Bill Sargent
3. Training – Mona Hamblen
4. Parking – Mona Hamblen
5. Commissioners' Meeting Minutes Going Digital – Paul Levesque, Michael Soots

OLD BUSINESS

6. Newsworthy Department Updates

FUTURE BUSINESS

7. Date and Time of Next Meeting – August 2, 2014 at 8:00 a.m.

ADJOURN

BOARD MEETINGS AND ANNOUNCEMENTS

The commissioners will hold a workshop on **Wednesday, July 2, 2014 at 1:00 p.m.** to meet with Tillamook Community Development Department staff and to learn about the requirements of the Endangered Species Act as it related to the National Flood Insurance Program from Oregon Department of Land Conservation staff. The workshop will be held in the commissioners' meeting room A&B in the Courthouse, 201 Laurel Avenue, Tillamook.

INDEPENDENCE DAY is an observed holiday for Tillamook County, as well as the Circuit Court. All offices in the Courthouse, including the Circuit Court will be **closed** on **Friday, July 4, 2014.** In addition, the Tillamook Library, administrative offices in the jail and justice facility, Tillamook County Road Department, Tillamook County Community Development Department, Tillamook County Surveyor's office and health department and clinics will also be closed.

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, July 7, 2014 at 8:00 a.m.** The meeting will be held in the commissioners' meetings Room A in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The commissioners will hold a workshop on **Tuesday, July 22, 2014 at 2:00 p.m.** with John Upton for a quarterly report on Tillamook County's Retirement Plan. The workshop will be held in the commissioners' meeting Room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook.

The Commissioners **will not hold a workshop or board meeting** on **Wednesday, August 6, 2014** in order to participate in activities and events at the Tillamook County Fair.

The Commissioners **will not hold a workshop or board meeting** on **Wednesday, August 20, 2014**. The Commissioners will attend the Oregon Coast Economic Summit hosted by the Oregon Legislative Coastal Caucus in Florence, Oregon.

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

**BOARD OF COMMISSIONERS'
LEADERSHIP TEAM
MEETING**

July 7, 2014

PLEASE PRINT

Name

Paul Levesque

Deb Clark

Tassi Omer

Bryan Pohl

Mark Lubbert

Bill Sargent

Emile Huckman

DEL SCHLEICHERT

Mona L. Hymble

Jaf W. Still

Andy Long

Bill BAERTLEIN

Michael Soots

TIA JOY

Dan Krin

(Please use reverse if necessary)

Procedures for capturing audio at meetings:

- A. An audio recording of the meeting will be made with the recorder set to record in MP3 mode at no less than 64Kbps.
- B. A written Tape log will be created by recording the following information:
 - a. For each item discussed at the meeting:
 - i. Who made and seconded any motions
 - ii. The vote of each of the commissioners
 - iii. The elapsed meeting time at which discussion of the item started.
 - b. Any items appearing under "Unscheduled" will have the same information noted, plus a descriptive title, for the record.
- C. At the start of each meeting and when necessary, the chair will remind the attendees that each speaker must identify themselves before speaking and to speak from the speakers table using the microphone.
- D. After the meeting, the recorded audio file will be uploaded to TRIM with a document title stating the meeting date using the current filing conventions (Folder for each year, Sub-folder by meeting date containing all related documents).
- E. When the Tape Log is ready, the Tape Log will be uploaded into TRIM in the same manner as the Audio File, and filed with the County Clerk in the County Court Journal.
- F. The uploaded recording along with the Tape Log is the official record of the meeting.
- G. A convenience copy of the recorded audio and/or Tape Log will be retained for use on the County web site and other public access needs.