

SEP 18 2014

TASSI O'NEIL
COUNTY CLERK

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday September 8, 2014
Page 1**

WORKSHOP

COMMISSIONER PRESENT: Bill Baertlein

COMMISSIONERS ABSENT: Mark Labhart (AOC Subcommittee meetings)
Tim Josi (AOC Subcommittee meetings)

STAFF PRESENT: Paul Levesque, Chief of Staff; Del Schleichert, Director, Parks Department; Michael Soots, Director, Information Services; Tassi O'Neil, Clerk; Sara Charlton, Librarian; Deb Clark, Treasurer; Andy Long, Sheriff; Emily Hurliman, Circuit Court Administrator; Dan McNutt, Surveyor; Dan Krein, Director, Juvenile Department; Mona Hamblen, Director, Human Resources; Joel W. Stevens, Justice of the Peace; and Travis Porter, Facilities Maintenance Manager.

CALL TO ORDER: By Chair O'Neil at 8:07 a.m. in Hatfield Conference Room, Tillamook Library.

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

ITEM NO. 2: EMERGENCY ACTION PLAN UPDATE: Paul Levesque outlined the changes proposed by Bill Sargent that address the role of floor sweepers to monitor entry doors during a fire drill. They will remain until relieved by the person conducting the drill and then report to the assembly area.

ITEM NO. 3: COUNTY POLICY & PROCEDURES MANUAL AMENDMENTS UPDATE: Mona Hamblen said Aiken Bliz is working on the policies and procedures instead of a committee. It relates to collective bargaining and changes in state law. There was a discussion about the vehicle policy and public contracting policy and whether the latter should remain in the Personnel Policy & Procedures Manual. The Board will decide this on Wednesday morning when the amended policy will be on the Board's agenda.

ITEM NO. 4: LIFE INSURANCE: Mona Hamblen said Lincoln Financial presently provides all of our life policies. Costs are going up and the decreasing life is an administrative nightmare. Our average workforce is 47 years old and you lose benefits under the decreasing life policy as you age. Ms. Hamblen is looking at different options that are more balanced. It may include a \$100,000 flat policy rather than decreasing life.

ITEM NO. 5: DISCUSSION CONCERNING COUNTY IDENTIFICATION CARDS, ELECTRONIC LOCKS AND COORDINATION: Michael Soots described the e-lock

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday September 8, 2014
Page 2**

system being installed at the Library. New ID cards will be needed for Library personnel. Information Services will provide special scheduling for opening and closures. Sgt. Kilgore will produce the cards. He is proposing all employees with smart cards be given access to the mail room. Other departments may want e-lock systems. He favored building on the existing system. There was a discussion about access issues.

ITEM NO. 6: DISCUSSION CONCERNING SUGGESTION BOX ITEM TO HAVE A COFFEE SHOP IN THE COURTHOUSE: Travis Porter described work on electrical, plumbing and heating that was planned for the coffee shop. The vending machines in the basement are blocking the security cameras. There was a discussion about the wall that has to be moved south in the basement in order to provide fire/life safety compliance for the Nestucca room.

Mr. Soots thought the coffee shop area could be used for self-serve kiosks. It would help customer service. Ms. Hamblen said the library computers provide public access and many people need assistance at the counters. These issues will go to the Space Committee.

ITEM NO. 7: SPACE ISSUES: Chair O'Neil said the issues previously discussed should go to the Space Committee.

OTHER: At Chair O'Neil's request, Mr. Levesque provided an update on the Energy Savings Performance Contract (ESCO) award last week to McKinstry, the scope of work under the current ESCO and possible future work involving the fairgrounds and courthouse. He also provided an update on exploring a state court replacement annex at the jail and justice facility and options for financing. A series of options will be developed for consideration by the Board of Commissioners. No decisions have been made to date. The board will also be considering the possible liquidation of surplus forest lands that could be used to help fund a state court replacement building.

ITEM NO. 8: NEWSWORTHY DEPARTMENT UPDATES: Mr. Soots distributed a proposed department phone list and script for choosing department extensions (see attached). It was suggested to group numbers into tiered categories in order to shorten the script. Mr. Soots also talked about winter preparations including an updated contract list, emergency generator testing, UPS testing and flash lights.

The Third Tuesday training will be on records retention and OHP TRIM this month.

Del Schleichert said camping has dropped off after Labor day. This summer was good. They are planning improvements. Revenues are ahead of last year. Commissioner Baertlein mentioned camping at Bayocean is growing exponentially. Camping is presently not permitted at Bayocean.

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday September 8, 2014**

Page 3

Mr. Levesque provided an update on Transient Lodging Tax returns and the forecast for the balance of the year. He also stated an application had been filed for land use approval for a campground facility at Bayocean.

Dan Krein said he is having trouble with his detention budget but school is back in session.

Dan McNutt did not have a report.

Joel Stevens will be attending an association meeting. He described his activities and upcoming training. They have had one of the busiest summers in years. He described why four ten-hour days works well for his staff. They are still open 8:00 am to 5:00 p.m. five days per week. It provides flexibility. Everyone works Tuesdays and Thursdays. They are open during the noon hour. They are cross-trained.

Emily Hurliman said on September 22 there will be courthouse security training. It will have three sections. The trainer is well qualified.

Commissioner Baertlein said there may be a new homeless shelter in Tillamook. He wants to start looking at a single social service priority for budgeting. He also wants to have an Elected Officials and Department Heads dinner.

Andy Long said July call numbers were way up. He discussed the large Search and Rescue for two missing men. It was a difficult case. They have one officer on light duty.

Deb Clark said the auditors are here. Two departments will be spot checked. She said PERS was funded at 89 percent. She described the cash report.

Travis Porter said the remodel has been delayed by rewiring. Sheet rock and framing are being scheduled. They have the permits. The rodent issue has not improved because food is still being left out.

Sara Charlton said carpeting will be replaced throughout the library building. They will be closed for a week. She described the Foundation's purchase of the adjoining lot. They are developing a new website. A strategic plan is being developed. Ms. Charlton described a program at the Bay City festival where 80 people attended.

Ms. Hamblen updated departmental activities. CIS open enrollment is in October. Her department will be moving upstairs.

Chair O'Neil is working on the November election. She described her association activities. The new ballot counting machine has arrived. She described its advantages.

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP
TEAM MEETING - Monday September 8, 2014
Page 4**

ITEM NO. 9: DATE AND TIME OF NEXT MEETING: October 6, 2014.

There being no further business Chair O'Neil adjourned the meeting at 10:02 a.m.

RESPECTFULLY SUBMITTED this 18th day of September, 2014.

County Clerk: Tassi O'Neil

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

APPROVED BY:

Bill Bantler
Chair

V. V. V. V.
Vice Chair

Steve Ady
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 8, 2014 at 8:00 a.m.

Tillamook County Library

Hatfield Room, 1716 Third Street, 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, September 8, 2014 8:00 a.m.

1. ANNOUNCEMENTS/INTRODUCTIONS

NEW BUSINESS

2. Emergency Action Plan Update – Paul Levesque
3. County Policy & Procedures Manual Amendments Update – Mona Hamblen
4. Life Insurance – Mona Hamblen
5. Discussion Concerning County Identification Cards, Electronic Locks and Coordination – Michael Soots
6. Discussion Concerning Suggestion Box Item to Have a Coffee Shop in the Courthouse – Travis Porter
7. Space Issues – Tassi O'Neil

OLD BUSINESS

8. Newsworthy Department Updates

FUTURE BUSINESS

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

ADJOURN

BOARD MEETINGS AND ANNOUNCEMENTS

The commissioners will hold an executive session on **Tuesday, September 9, 2014** at **8:30 a.m.** pursuant to ORS 192.660(2)(i) to conduct a performance evaluation. The executive session will be held in the commissioners' meeting Rooms A in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The executive session is not open to the public.

The commissioners will meet with staff from the Federal Highway Administration, Oregon Department of Transportation and OTAK for a field tour to discuss the Cape Meares slide repair. The field tour will be on **Tuesday, September 23, 2014** from **10:00 a.m.** to **2:00 p.m.**

The commissioners' evening board meeting schedule is as follows:

October 15, 2014	Manzanita City Hall
December 17, 2014	Kiawanda Community Center
January 21, 2015	County Courthouse
February 18, 2015	New Nehalem City Hall
March 18, 2015	Kiawanda Community Center
April 15, 2015	County Courthouse
May 20, 2015	Manzanita City Hall

There will no evening meeting in November. The evening meetings will begin at 6:30 p.m.

**BOARD OF COMMISSIONERS'
LEADERSHIP TEAM
MEETING**

September 8, 2014

PLEASE PRINT

Name

Paul Levesque

DEL SCHUEICHERT

Michael Soots

Tassi O'Neil

Sara Charlton

Deb Clark

Andy Long

Bill BAERTLEIN

Emily Hurliman

SAN MCNUTI

Dan King

Mona L. Hamblen

John Stelly

(Please use reverse if necessary)

Tillamook County Phone list

Department	Transfer Extension	Outside Number
Assessment & Tax	3139	(503) 842-3400
Commissioners	3303	(503) 842-3403
Clerks Office	4000	(503) 842-3402
Community Development	4103	(503) 842-3408
Courthouse General	2032	(503) 842-2032
Courthouse Security	1826	(503) 815-4317
District Attorney	9410	(503) 842-3410
HHS	3900	(503) 842-3900
Information services	3406	(503) 842-3406
Justice Court	3416	(503) 842-3416
Juvenile Dept.	3417	(503) 842-3417
Library	4792	(503) 842-4792
Maintenance	3405	(503) 842-3405
Parks	9522	(503) 322-3477
Human Resources	3418	(503) 842-3418
Public Works	9419	(503) 842-3419
Sheriff - ATV		
Sheriff - EM	3309	(503) 842-3412
Sheriff - Jail	3300	(503) 815-3300
Sheriff - OSP		
Sheriff - P&P	9871	(503)815-3334
Sheriff - Patrol	9561	(503) 842-2561
Solid Waste	9975	(503) 815-3975
Support Enforcement	3411	(503) 842-3411
Surveyor	9423	(503) 842-3419
Treasurer	9425	(503) 842-3401
Veterans Services	4358	(503) 842-4358
Victims Assistance	4117	(503) 842-1241

Courthouse Departments Script

Thank you for calling Tillamook County.

We are open Monday – Friday, 8am – 5pm.

If you know your party's four digit extension number you may enter it at any time, otherwise, please choose from the following departments:

Assessment & Tax, 3139
Commissioners, 3303
Clerk's Office, 4000
Community Development, 4103
Courthouse Security, 1826
District Attorney's Office, 9410
Health & Human Services, 3900
Human Resources, 9418
Information Services, 9216
Justice Court, 3416
Juvenile Department., 3417
Library, 4792
Maintenance, 3405
Parks, 9522
Public Works, 4116
Sheriff - Jail, 3300
Sheriff – Parole & Probation, 9871
Sheriff – Patrol, 9561
Solid Waste, 9975
Support Enforcement, 4117
Surveyor, 9423
Treasurer, 9425
Veterans Services, 4358
Victims Assistance, 4117

Thank you for calling Tillamook County, Goodbye.