

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP  
TEAM MEETING - Monday October 6, 2014**

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TASSI O'NEIL  
COUNTY CLERK

**WORKSHOP**

**COMMISSIONERS PRESENT:** Bill Baertlein  
Mark Labhart

**COMMISSIONER ABSENT:** Tim Josi (WIR Conference)

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

**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: EMERGENCY DRILL REVIEW:** Bill Sargent reported that the fire drill went well. Extra employees went to the back of the building. Michael Soots said his staff was guarding the back door. He spoke to them about not volunteering for other posts. Counsel Sargent said one person remained in the Veterans' office and one person in the Victims' Assistance office did not leave immediately but had to be instructed by the floor sweepers that they were required to leave. There was an alarm defect that delayed turning the alarm off at the end of the drill.

Deb Clark asked if the doors should be left locked or unlocked. Counsel Sargent said he would check. He thought the doors should be unlocked and lights out. (Note: The evacuation policy says that the last person out the door should turn off the lights and close the door but do not lock the door.) Mr. Soots was concerned that some employees didn't think the fire drill applied to them.

**ITEM NO. 3: UPDATE STATUS ON COUNTY POLICY & PROCEDURES MANUAL AMENDMENTS:** Mona Hamblen reported that the recent update from Bullard Law of the policy manual, although helpful, was not exactly the format Human Resources (HR) was expecting. Also, there are several new policies that need to be created or incorporated into our policy manual. Ms. Hamblen asked for volunteers to serve as part of a review committee to amend the County Policy and Procedures Manual in January. Tassi O'Neil, Michael Soots, Deb Clark, and Sara Charlton volunteered.

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Ms. Hamblen asked for volunteers to be on the AFSCME Negotiation Team in October. She did not know how many could be on the team. Bryan Pohl, Tassi O'Neil, Michael Soots and Deb Clark volunteered to be on the negotiating team.

**ITEM NO. 4: DISCUSSION REGARDING EMPLOYEE APPRECIATION/**

**RECOGNITION:** Mona Hamblen provided a handout to the group of comments made by past employees on their Exit Interview. Ms. Hamblen explained that it has been the practice of HR since 2010 to have employees who are voluntarily leaving County service through resignation or retirement, complete a "Confidential" exit interview form.

There was some discussion about the comments and Ms. Hamblen felt it was important to share this information with the group as it shows where improvements can and should be made and how recognition and appreciation plays into the morale of the department and County as a whole. Ms. Hamblen stated that the HR department is working on ideas to show employee appreciation and recognition. However, it is important to know that employees feel appreciated by their immediate supervisor and that recognition should start from the top down. The group felt exit interviews should be done and kept confidential.

**ITEM NO. 5: VOLUNTEERS – WHAT COULD POSSIBLY GO WRONG?:** Ms. Hamblen explained that she recently attended a webinar titled, "Volunteers – What could possibly go wrong"? The answer is many things. Ms. Hamblen passed out a Volunteer Program Assessment Survey. This handout will be useful to see who does and doesn't have volunteers in their department. This survey should be completed by the Department Head and returned to Diane Lyda in HR by October 20, 2014. Ms. Hamblen will email the new Volunteer Application to the Leadership Team and put it on the Intranet.

**ITEM NO. 6: PROPOSED SCRIPT FOR COUNTY'S MAIN GREETING:** Mr. Soots proposed a script for the county's main greeting and distributed a phone list by function and number of calls. He requested that questions be submitted by email. Mr. Soots asked what order should the list be in and what functional divisions do we want it to be in.

**ITEM NO. 7: DISCUSSION REGARDING THE ORMS-TRIM WEB DRAWER**

**AVAILABILITY:** Michael Soots said the new ORMS TRIM web drawer is available. Everything in the web drawer will be accessible to the public. He asked what we want to make available in the web drawer to the public. In response to Mr. Soot's question, Justice of the Peace Stevens said that traffic tickets should not be in the web drawer.

Denise Vandecoevering said the Assessors' office is scanning tax roll jacket documents for ORMS. Mr. Soots asked what records we want to control access to or make public.

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Ms. O'Neil said those that are already on the Clerk's webpage. Ms. Vandecoevering asked if a link could be put on the Assessors' webpage to the web drawer and stated she just wanted it to work.

Mr. Soots said the Commissioners' meeting minutes are maintained in three places including Information Services and the Commissioners' webpage and the Clerk's Office.

Ms. Vandecoevering said no one wants to keep it on microfiche anymore and that is okay according to the Record Retention Plan.

Mr. Soots suggested trying some searches to see what team members think of ORMS. He will send a link to access the web drawer so we can test it out.

**ITEM NO. 8: NEWSWORTHY DEPARTMENT UPDATES:** Bryan Pohl said the Community Development Department is going live with e-permitting on November 1, 2014. They are working on the Neskowin Coastal Hazards Adaption Plan. They will fill the vacant OS2 position soon.

Mr. Pohl said the National Flood Insurance Program (NFIP) was going to include Endangered Species Act requirements which would have made building in a floodplain much harder soon. Letters were sent and the good news is that the National Oceanic and Atmospheric Administration (NOAA) is rethinking the plan. We have dodged a bullet for now.

Danny McNutt said the surveyors just finished Cape Meares.

Emily Hurliman said electronic filing and service is mandatory for all attorneys. Effective on December 1, 2014 everything will be electronic.

Bill Baertlein said he is on the Coordinated Care Team with Marlene Putman. He is working on the "Animal House" show at the Port of Tillamook for new animal housing.

Commissioner Baertlein reported that he is the new president of NorthWest Senior and Disability Services (NWSDS) Board. He was able to obtain funding to put on free Tai Chi classes at the YMCA for those aged 60 and over. Commissioner Baertlein is looking at bringing such classes to the county for employees.

Counsel Sargent reported an up tic in claims and lawsuits for the County. We are moving in the right direction on Third Street claims. There is a new policy and process in place now to ban people from the Courthouse.

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Judge Stevens said they are on track for a record year for civil filings. He and his staff participated in Circuit Court training. His office recently had an incident with a member of the public that was handled very well by his new OS2 Priscilla Garcia, in part due to the training.

Judge Stevens said that he is on the Executive Committee of the County Judges Association and they have good information for county judges. It is good to keep in the know. They will be teaching a Continuing Legal Education (CLE) course for other judges and Oregon State Police (OSP) on wildlife, covering topics such as poaching, innocent mistakes, etc. Judge Stevens stated this will be good for communication and a teaching opportunity with the OSP.

Dan Krein stated that school has started and he was called every night last week.

Del Schleichert reported that the good weather has increased the number of people at the parks. This was the best summer ever. The Treasurer's Office helped with a fee booth education regarding Transient Lodging Tax fees.

Mr. Schleichert said that they have had discussions with the State Marine Board regarding dredging at Memaloose Boat Ramp. The State Marine Board allowed 1,200 cubic feet of dredging instead of 1,000 cubic feet. They have also talked to the Oregon State Lands Department and the US Corps of Engineers and given them all the information they requested for dredging permits. They are waiting to see what happens. It should be quick with Oregon State Lands, but the Corps of Engineers will take longer. Mr. Schleichert hopes dredging will be approved for the next season.

Marlene Putman reported that they have been busy. Lots of patients have been enrolling for dental care coverage. Oregon Health Plan patients need to renew their coverage through the Federal Exchange. There are five staff members to help with outreach and enrollment for Cover Oregon. A big chunk of the funding is from the Health Resources and Services Administration (HRSA).

Ms. Putman said the Health department is gearing up for strategic planning meetings coming up in December. Under partnerships and projects they have a dental prevention project (Tooth Taxi in schools and clinics) with help from the Coordinated Care Organization (CCO). They are working with the Veterans' Administration to access local services. They don't have a plan yet. They are working on a big project to get electronic health records (EHR) at the jail, with limited access to patient records. The jail and Tillamook County Health Department have many of the same clients.

Ms. Putman reported that the Chronic Pain Management Policy has changed extensively. They will share it with all the clinics in the county, city police and Sheriff's

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Office. Dr. Betlinski is still working part-time but is really retiring to one (1) day per week. He will not see patients. He will work only with staff and is still the Public Information Officer, Public Health Officer, and Medical Director for now, which he will phase out of.

Ms. Hamblen said Open Enrollment starts today for health insurance benefits only. They are working with CIS and Colonial Life/Unum regarding life insurance for quotes and will be terminating coverage with Lincoln Financial Group (LFG) due to increased costs and ease of administration. She talked about her recent trip to the Oregon PRIMA Conference where she learned a lot about Risk Management.

Mr. Soots said there is mandatory computer and security training this month. There is no Third Tuesday training this month due to the security training.

Mr. Soots said PCI standards are changing. There will be all new credit cards issued which will come with smart chips. Liability shifts to the consumer, not the bank. There are changes in credit card use for public supplies. We won't be able to access the internet and other areas from "Secure" Computers. Some offices will need to change their processes. This will happen about six months out. They are still working on how this works. Questions include what about self-reservations (Parks), tax payments (Assessment/Tax), and e-permitting (Community Development). There are no answers yet. Point of Sale (POS) terminals may be okay that accept credit cards.

Mr. Soots said they are making a list of upgrades for new computers, working on the Transient Lodging Tax forms, Human Resources Access and e-permitting.

Mark Labhart said the state courts project is moving along. According to Senator Johnson, the Chief Justice approved the new court. The question is; where are we going to find our 50 percent match? Increased timber harvest levels may be approved. The potential lawsuit is still in flux. There are two companies looking at the cable landing station in Pacific City.

Commissioner Labhart said the sewer system at the fairgrounds is failing. The Rails and Trails Concept Plan is out for public comments. They are looking at starting the project at Goodspeed Park to the Tillamook County Creamery Association (TCCA).

Commissioner Labhart said Nan Devlin will be the new Tourism Director starting part time in November and then becoming full time after that.

Commissioner Labhart reported on the tour of the Cape Meares slide site. It is an Eighteen Million Dollar project. He referred to an article in the Sunday "Oregonian" where Governor Kitzhaber is endorsing Senator Betsy Johnson for re-election. He

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cautioned about campaigning during election season. Ms. O'Neil will send a reminder to all staff about election protocol.

Sara Charlton said the Library will be switching to the EID card system, like the courthouse. They received \$30,000 back from the company that installed the carpet in the new library. They will replace the carpet soon. The new carpet will cost \$80,000.

Sara Charlton also said that the Library will be closed on October 23 for in-service training. The library Strategic planning with the Futures Council task force is in place. They are working on a new website for the library; the old website will no longer be supported after June 2015. They are replacing a broken window as well. It has taken a while to get the new glass.

Deb Clark said the auditors visited many departments to make sure controls and processes were being followed. They had an exit interview with the auditors. The auditors said the County is "boring" but they are happy with the outcome of the audit. There is a shift of liability for credit cards. The government can pass on fees to the consumers. Visa is still the hold out. They are required to process two transactions (one for charges and one for the fee), which makes it difficult administratively.

Ms. Clark discussed the recent email regarding the "draft" cash report. Commissioner Labhart commended Deb on the report and thanked the auditors.

Ms. Vandecoevering said they are certifying property values today. Tax statements will be mailed around October 20. They must go out by October 25. They are recruiting for two vacant positions.

Ms. O'Neil said elections are coming. The ballots are going out on October 16. She is the President of the Clerk's Association of Oregon and Legislative Chair for the Association. Recordings are up which is a good sign that things are changing.

Ms. O'Neil said in December they will send reminder cards for dog licenses.

Commissioner Labhart said post cards were sent to citizens who are eligible to vote. DMV records, which have incorrect data, were used to determine eligibility. Nine thousand cards were sent out. Some counties sent cards to ineligible citizens, illegal aliens and minors.

**ITEM NO. 9: DATE AND TIME OF NEXT MEETING: December 1, 2014 at 8:00 a.m.**

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

**RESPECTFULLY SUBMITTED** this 31<sup>st</sup> day of December, 2014.

County Clerk: Tassi O'Neil

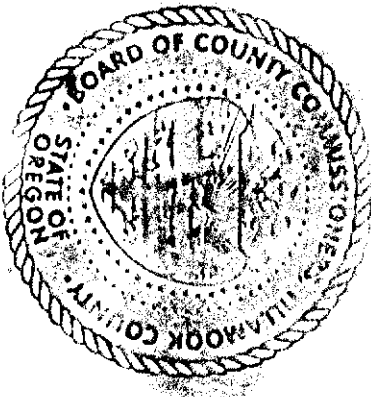
Susan L. Becraft  
Susan Becraft, Recording Secretary  
& Special Deputy

**APPROVED BY:**

Bill Bault  
Chair

V. [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, October 6, 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](mailto:bbaertle@co.tillamook.or.us)

Tim Josi, Vice Chair

E-mail: [tjosi@co.tillamook.or.us](mailto:tjosi@co.tillamook.or.us)

Mark Labhart, Commissioner

E-mail: [mlabhart@co.tillamook.or.us](mailto: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](mailto: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, October 6, 2014 8:00 a.m.

### 1. ANNOUNCEMENTS/INTRODUCTIONS

#### NEW BUSINESS

2. Emergency Drill Review – Bill Sargent
3. Update Status on County Policy & Procedures Manual Amendments – Mona Hamblen
4. Discussion Regarding Employee Appreciation/Recognition – Mona Hamblen
5. Volunteers – What Could Possibly Go Wrong? – Mona Hamblen
6. Proposed Script for County's Main Greeting – Michael Soots
7. Discussion Regarding the ORMS Web Drawer Availability – Michael Soots
8. Newsworthy Department Updates

#### OLD BUSINESS

#### FUTURE BUSINESS

9. Date and Time of Next Meeting – November 3, 2014 ?? at 8:00 a.m.

#### ADJOURN

### BOARD MEETINGS AND ANNOUNCEMENTS

The commissioners will hold a workshop on **Monday, October 6, 2014** at **10:30 a.m.** with the Tillamook County Fair Manager to discuss the septic system issues at the Fairgrounds. The workshop will be held at the Tillamook County Fairgrounds, 4603 Third Street, Tillamook.

The commissioners will meet with staff from the Road Department and Guy Sievert for a field tour of the proposed alternative tsunami escape route for the Community of Neskowin on **Tuesday, October 7, 2014** at **12:45 p.m.** The field tour will begin at the north end of the Neskowin Wayside State Park in Neskowin.

The commissioners will hold a workshop on **Tuesday, October 7, 2014** at **1:30 p.m.** to discuss the proposed alternative tsunami escape route for the Community of Neskowin. The workshop will be held in the Neskowin Fire Hall, 48000 Highway 101 South, Neskowin (the previously announced address was for a different fire hall).

The commissioners' executive session scheduled on October 7 has been rescheduled to **Wednesday, October 22, 2014** at **8:00 a.m.** The executive session is called pursuant to ORS 192.660(2)(i) to conduct a performance evaluation and will be held in the commissioners' conference room B in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The executive session is not open to the public.

The commissioners will hold a workshop on **Thursday, October 23, 2014** at **10:30 p.m.** with Nina DeConcini, the Oregon Department of Environmental Quality's Northwest Region Administrator, to discuss

items of mutual interest. The workshop will be held in the Nehalem Room (basement of the Courthouse) at 201 Laurel Avenue, Tillamook.

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**

**October 6, 2014**

PLEASE PRINT

Name

Bill BAERTLEIN	
DAN MCNUTT	SURVEYOR
Bryan Pohl	DOD
Tassi Omerl	clerk
Nemse Vandeweyer	Assessor
Deb Clark	Treasurer
Sara Chariton	Library
Mark Zobbert	BOC
Michael Soets	T.S.
Mona Hamblen	HR
Marlene Putman	HTS
Del Schlaichert	Parks
Dan Krein	Juw Dept.
Joel Stevens	Justice court
Bill GARGENT	Counsel
Emily Hurliman	Circuit Court

(Please use reverse if necessary)