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**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP  
TEAM MEETING – Monday, August 3, 2015  
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**WORKSHOP**

**COMMISSIONERS PRESENT:**

Bill Baertlein  
Tim Josi  
Mark Labhart

FILED 418  
AUG 19 2015  
TASSI O'NEIL  
COUNTY CLERK

**STAFF PRESENT:** Deb Clark, Treasurer; Tassi O'Neil, Clerk; Gordon McCraw, Emergency Management Director; Michael Soots, Information Services Director; Mona Hamblen, Human Resources Director; Denise Vandecoevering, Assessor; Dan McNutt, Surveyor; Del Schleichert, Parks Director; Bill Porter, District Attorney; Dan Krein, Juvenile Director; Joel Stevens, Justice of the Peace; and Bill Sargent, County Council.

**CALL TO ORDER:** By Tassi O'Neil at 8:07 a.m. in Commissioners' Meeting Room B.

**ITEM NO. 1: ANNOUNCEMENTS/INTRODUCTIONS:** Tassi O'Neil read the announcements.

**ITEM NO. 2: NEWSWORTHY DEPARTMENT UPDATES:** Commissioner Josi was asked to report on his emails regarding substances found in envelopes at counties around the state. Gordon McCraw also gave an update that no hazardous powder was found in the envelopes and that the alleged perpetrator from Eugene has been questioned and released.

Bill Sargent reported on LUBA appeals.

Deb Clark reported regarding a language change in the AFSCME contract regarding safety equipment purchases. The Leadership Team informally discussed creating a policy for non-represented employees to mirror the AFSCME Union contract with regard to the tool and equipment expenses to be paid at \$225.00 on the January 31 paychecks beginning in 2016. This was tentatively agreed in AFSCME Article 14.13 on July 28, 2015. There would need to be a list of non-represented positions that are eligible for the \$225.00. Ms. Clark proposed that we create a Board Order for this.

Ms. Clark said the Timber revenue hit the bank and the amount puts us on track with what was budgeted. The Treasurer's monthly reports are available on the intranet. She also requested that Department Heads and managers provide payroll documents or changes in a timely manner five days before payroll is transmitted. Ms. Clark also mentioned that if your department has a large mailing that you give Shawn Blanchard a "heads up" before dropping the mail into the mail room box. Ms. Blanchard would also be willing to train other department employees how to use the postage machine so that they can process their own large mailings.

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Mona Hamblen stated the Teamster's Contract is ratified. The ASFCME negotiations are in mediation. The management team with the mediator tentatively agreed on two Articles (Articles 11 & 14) on September 28, 2015. We also gave the Union a "what if" proposal that expires on August 15, 2015. September 16<sup>th</sup> is the next mediation date. Ms. Hamblen also read a statement from Steven Schuback, our Labor Attorney, stating that Department Heads and managers should confer with her as much as possible in matters relating to hiring, discipline, layoffs, etc. We are under the microscope at this time and until we settle bargaining and get a new contract, all attention will be on us.

Commissioner Labhart discussed the last legislative session. He stated that the Justice Reinvestment grants are now available. This grant is to fund Parole and Probation. The state transportation package failed. He also reported on a tour of the Circuit Court facilities with the media last week.

Commissioner Josi is working on Board of Forestry issues. He stated that only a sliver of the harvestable federal forestlands are harvested.

Commissioner Baertlein stated the Extension office is getting complaints on the "Corn Spray". Also, 2016 is the 'Year of Wellness'. He is hoping for collaboration of agencies that will allow the emphasis on wellness to continue after 2016. He is also working on the 'affordable housing' problems in the county.

Gordon McCraw reported the Sheriff's office is investigating the missing 18 year old female and 22 year old male who are missing from the Cape Kiwanda area.

Michael Soots stated his department is down another person. Last week's computer problems and phone problems have been fixed. The Library is getting RFID cards, updates for the Health Department and computer updates for the Courthouse in October.

**ITEM NO. 3: UPDATE ON STATUS OF REPORTS FROM DEPARTMENT HEADS/  
ELECTED OFFICIALS AND DISCUSSION CONCERNING STRATEGIC LONG TERM  
PLANNING FOR THE COUNTY USING MODEL DEVELOPED BY UMATILLA**

**COUNTY:** Michael Soots discussed the Strategic Plan and information pamphlet that he has been working on for the county. He recently sent an email and asked all Department Heads to review it and send it back. The group's consensus was that the priority of this item was low compared to other items that the Information Services Department has on their plate so this project will be put "on hold" for now.

**ITEM NO. 2: (CONTINUED) NEWSWORTHY DEPARTMENT UPDATES:** Del Schleichert stated that the 90 degree weather is filling up County Parks. He also asked if we could have some kind of minimum dollar amount before we are required to have

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inventory tags put on. Ms. Clark stated the auditors feel there needs to be a level of control of inventory, but we can discuss this further and may need a board order regarding this.

Dan Krein reported that they have been very busy with visitors. Also, he intends to form a committee called the Tillamook County Juvenile Justice Advisory Committee.

Joel Stevens reported that with the hot weather and more people, they are experiencing the busiest traffic docket in years.

Tassi O'Neil reported she has been real busy also.

**ITEM NO. 4: DATE AND TIME OF NEXT MEETING:** September 14, 2015 at 8:00 a.m.

There being no further business Tassi O'Neil adjourned the meeting at 10:03 a.m.

**RESPECTFULLY SUBMITTED** this 19<sup>th</sup> day of August, 2015.

County Clerk: Tassi O'Neil

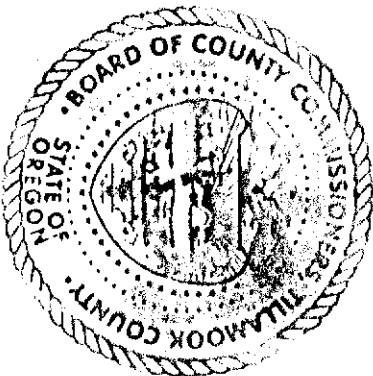
Susan L. Becraft  
Susan Becraft, Recording Secretary  
& Special Deputy

**APPROVED BY:**

*Tassi O'Neil*  
Chair

*Donald D. Doherty*  
Vice Chair

*Bill Buerth*  
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, August 3, 2015 at 8:00 a.m.**

**Commissioners' Meeting Rooms A & B**

County Courthouse, 201 Laurel Avenue, Tillamook, Oregon

**BOARD OF COMMISSIONERS**

Tim Josi, Chair

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

Mark Labhart, Vice Chair

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

Bill Baertlein, Commissioner

E-mail: [bbaertle@co.tillamook.or.us](mailto:bbaertle@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, August 3, 2015 8:00 a.m.

1. Announcements/Introductions

### NEW BUSINESS

2. Newsworthy Department Updates
3. Update on Status of Reports from Development Heads/Elected Officials and Discussion Concerning Strategic Long Term Planning for the County Using Model Developed by Umatilla County/Michael Soots

### FUTURE BUSINESS

4. Date and Time of Next Meeting – September 14, 2015 at 8:00 a.m.

### ADJOURN

### BOARD MEETINGS AND ANNOUNCEMENTS

The commissioners **will not hold a workshop or board meeting** on **Wednesday, August 5, 2015** 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 26, 2015**. The commissioners will attend the Oregon Coast Economic Summit hosted by the Oregon Legislative Coastal Caucus in Grand Ronde, Oregon.

The commissioners' evening meeting schedule will resume in October.

**BOARD OF COMMISSIONERS'  
LEADERSHIP TEAM  
MEETING**

**August 3, 2015**

PLEASE PRINT

**Name**

Dub Clark

Jim O'Neil

Mark Lebeck

TIM JOY

Bill BAERTLEIN

Gordon McCraw

Michael Soots

Mona Hamblen

Wesley Vander

DAW MCNUFF

Del Schleicher

Will Rosten

Don Krep

J. W. [Signature]

(Please use reverse if necessary)