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TASSI O'NEIL  
COUNTY CLERK  
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**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP  
TEAM MEETING – Monday, September 14, 2015  
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**WORKSHOP**

**COMMISSIONERS PRESENT:**

Tim Josi  
Mark Labhart  
Bill Baertlein

**STAFF PRESENT:** Tassi O'Neil, Clerk; Deb Clark, Treasurer; Joel Stevens, Justice of the Peace; Sara Charlton, Librarian; Liane Welch, Director Public Works; Bill Sargent, County Counsel; Andy Long, Sheriff; Del Schleichert, Director, Parks Department; Denise Vandecoevering, Assessor; Mona Hamblen, Director, Human Resources; Dan McNutt, Surveyor.

**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: DISCUSSION CONCERNING BOARD OF COMMISSIONERS ADOPTING A POLICY FOR TOOL AND EQUIPMENT ALLOWANCE FOR NON-REPRESENTED EMPLOYEES:** There was discussion regarding an allowance similar to the one currently given to Teamster represented employees and currently negotiated with the AFSCME Union. This was presented as information only and will be finalized in January. Any questions should go to Deb Clark.

**ITEM NO. 3: DISCUSSION CONCERNING ORS 244.040 PROHIBITED USE OF OFFICIAL POSITION OR OFFICE:** Deb Clark wanted all to be aware of the rules regarding gifts to County employees. Gift cards can be donated to Victims Assistance, refused, or if taken would need to be reported and taxed.

**ITEM NO. 4: UPDATE ON 2016 "YEAR OF WELLNESS":** Commissioner Baertlein suggested that the County needed to have a role in the Year of Wellness. Several ideas were given: partner with the YMCA, vending machines could be removed, and a smoking cessation campaign. These and more ideas could be discussed further at a later date.

**ITEM NO. 5: UPDATE ON STATUS OF REPORTS FROM DEPARTMENT HEADS/ELECTED OFFICIALS AND DISCUSSION CONCERNING COUNTY INFORMATION PAMPHLET FOR THE COUNTY USING THE MODEL DEVELOPED BY UMATILLA COUNTY:** Michael Soots was absent and this item was not discussed.

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**ITEM NO. 6: DISCUSSION CONCERNING HAVING AN ATM IN THE COURTHOUSE:** Chair O'Neil suggested having an ATM in the Courthouse would be a good idea for citizens because some departments do not have the ability to use credit cards. The ATM would need to have access to a phone line or internet cable. It was suggested if we had one that the ATM company would need to be liable for any thefts. All attending agreed with looking into it and learning more about the fees and the revenue generated by the ATM.

**ITEM NO. 7: NEWSWORTHY DEPARTMENT UPDATES:** Joel Stevens talked about a marijuana survey that was concerning. The survey suggested that kids felt marijuana was not as dangerous as smoking. Judge Stevens will be reporting to active duty in January until April. He will have a Pro-Tem roster set with judges to replace him during that time.

Liane Welch provided an update on the Lommen Bridge. South Prairie Road is being paved today (9/14/15). They are planning to pave Olsen Road from Highway 6 to Fairview next year. Any person who may have an opinion or idea of the next roads that need to be paved should contact her.

Ms. Welch reported that the Nestucca Valley Sanitation Service is no longer working the Brooten Road Transfer Station. The County Solid Waste Department has taken back management of the site.

Bill Baertlein reported that there will be a workshop in the near future to discuss the taxation of 3% on marijuana so that it will be on the November general election ballot. Those revenues will go to the general fund.

Commissioner Baertlein discussed the need for a housing committee, due to shortage in housing in Tillamook County for the work force. The Volunteer Fair is coming up at the Tillamook Bay Community College and Jane Scott will be there to video each booth and interview each agency for the types of volunteers they need. The Transient Lodging Tax grants will be coming out soon.

Deb Clark wanted an opinion from the team regarding the value we put on tags for the inventory. Currently many items such as printers could be considered consumables and probably should not be tagged. Our inventory is probably not an accurate one. The team will discuss the inventory again in November for a decision in December.

Ms. Clark said the Treasurer's office will not be coordinating the holiday party this year.

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Ms. Clark said there should be an item on the agenda to discuss the issue of spending training money to send temporary hire employees to training, and driving county owned vehicle to trainings.

Denise Vandecoevering said the Assessor's office is in their busy month finalizing property values and tax rates in preparation of sending out Tax Statements. The Chief Deputy Tax Collector will be retiring September 30.

Chair O'Neil said that September 10 was the first day for candidates to file for office. So far Deb Clark, Andy Long, Bill Baertlein, Tassi O'Neil and Denise Vandecoevering have filled for their current positions. The Surveyor's position may be changed to an appointed position. The Nestucca Rural Fire Protection District and the Pacific City Joint Water and Sewer Authority will have an increase on the general election ballot. Ms. O'Neil has completed her time as the President of the Clerk's Association.

Mona Hamblen said there should be a discussion regarding benefit changes for employees who take leave without pay. Specifically, medical contributions should be adjusted to cover the expense increase. She suggested a policy should be developed and possibly a workshop should be held.

Ms. Hamblen reminded all that the county policy for vehicle accidents should be reviewed, especially by new department heads. Some steps were missed with a recent crash involving the Sheriff's Office. The drivers must be tested ASAP after the accident.

Ms. Hamblen would like to see a different form used for self-evaluation than the same one used for the actual evaluation so that evaluators and supervisors were not just mimicking the same scores and comments.

Ms. Hamblen reminded everyone that CIS Training is currently available and will get the information out to the leaders.

Sara Charlton said the library will be closed the week of September 28 to replace the carpets that have been a warranty issue for the building. The Book Mobile will be available in front of the library. The library will begin tagging for security purposes.

Ms. Charlton said smoking outside of the library has become a problem lately and she would like to see the thirty foot rule at the Court House at the library.

Del Schleichert reported summer is over, things are slowing and the fishermen are coming in. The Parks Department is starting their projects season and will be awarding the cabin contract on October 7.

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Andy Long reported it has been a very busy summer. There have only been two or three weekends without a major death investigation due to fatal accidents or drowning since spring break.

The jail has been two deputies short all summer causing an overtime issue; hiring has been challenging. The medical department in the jail has also been a challenge and the nurse positions have not been filled. The remaining nurse resigned her position. The jail is using the Hospital (TCGH) to cover the medical shifts and it has work out extremely well. They will work towards a contract that will be within the current budget.


Ms. O'Neil asked about safety and the homeless people near the county employee parking. Sheriff Long said that police do a walk through often. They check to see who is living there and determine if they are a risk or if there are persons not known to police. It was suggested that the county cars be moved to the north side of the parking lot, and employees' parking near the road. Sheriff Long will check with the City of Tillamook to see if a walk through is due.

**ITEM NO. 8: DATE AND TIME OF NEXT MEETING:** October 5, 2015 at 8:00 a.m.

There being no further business Chair O'Neil adjourned the meeting at 10:00 a.m.

**RESPECTFULLY SUBMITTED** this 2<sup>nd</sup> day of November, 2015.

County Clerk: Tassi O'Neil

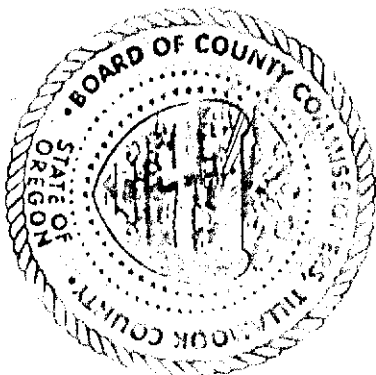
  
Susan Becraft, Recording Secretary  
& Special Deputy

**APPROVED BY:**

  
Chair

  
Vice Chair

  
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 14, 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, September 14, 2015 8:00 a.m.

### 1. ANNOUNCEMENTS/INTRODUCTIONS

#### NEW BUSINESS

2. Discussion Concerning Board of Commissioners Adopting a Policy for Tool and Equipment Allowance for Non-Represented Employees/Deb Clark
3. Discussion Concerning ORS 244.040 Prohibited Use of Official Position or Office/Deb Clark
4. Update on 2016 "Year of Wellness"/Bill Baertlein
5. Update on Status of Reports from Department Heads/Elected Officials and Discussion Concerning County Information Pamphlet for the County Using the Model Developed by Umatilla County/Michael Soots
6. Discussion Concerning Having an ATM in the Courthouse/Tassi O'Neil
7. Newsworthy Department Updates/Elected Officials, Department Heads

#### FUTURE BUSINESS

8. Date and Time of Next Meeting – October 5, 2015 at 8:00 a.m.

#### ADJOURN

### BOARD MEETINGS AND ANNOUNCEMENTS

The commissioners will hold an executive session on **Thursday, September 17, 2015** at **11:00 a.m.** pursuant to ORS 192.660(2)(i) to conduct a performance evaluation. The executive session will held in conference Room A at the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook, Oregon. The executive session is not open to the public.

The Oregon Department of Forestry is hosting a field trip of the Tillamook State Forest for the County Commissioners on **Thursday, September 17, 2015** from **1:00 p.m. to 5:00 p.m.** The field trip will begin at the Tillamook District Office at 5005 3rd Street, Tillamook.

The commissioners will go on a field trip of the Siuslaw National Forest on **Thursday, October 2, 2015** from **9:00 a.m. to noon.** The field trip will begin at the Hebo Forest District Office at 31525 Highway 22, Hebo.

The commissioners' evening board meeting schedule is as follows:

October 21, 2015	North County - Manzanita City Hall
December 16, 2015	South County – Kiwananda Community Center
January 20, 2016	North County – Manzanita City Hall
February 17, 2016	South County – Kiwananda Community Center
March 16, 2016	North County – Manzanita City Hall
April 13, 2016	South County – Kiwananda Community Center
May 18, 2016	North County - Nehalem City Hall

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

No evening meetings in November 2014; June, July, August and September 2016. Evening meetings start at 6:30 p.m.

**BOARD OF COMMISSIONERS'  
LEADERSHIP TEAM  
MEETING**

**September 14, 2015**

PLEASE PRINT

Name

Jason O'Neil

Nona Hamblen

Deb Clark

Spaga Chantton

~~John St...~~  
Bill Sarbent

DAN McNUTT

Liane Welch

Andy Long

Deise Vandewerling

Bill Bantle

Del Sablichent

(Please use reverse if necessary)