

**MINUTES**  
**UMATILLA COUNTY BOARD OF COMMISSIONERS**  
Meeting of September 4, 2019  
9:00 a.m., Room 130, Umatilla County Courthouse  
Pendleton, Oregon

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**Commissioners Present:** Chair George Murdock, Vice-Chair John Shafer, and Commissioner Bill Elfering

**County Counsel:** Doug Olsen

**Members and Guests Present:** Thomas Roberts, Emergency Manager; Jennifer Blake, Human Resources Director; Dale Primmer, Community Corrections Director; Digna Moreno, Juvenile Services Supervisor; Norma Barber, Ukiah School District Superintendent; Sheriff Terry Rowan; Undersheriff Jim Littlefield; Human Services: Amy Ashton-Williams, Director; Nicole Morris and Hailey Hartley, mental health counselors; Mark Tanner, Maintenance Manager; Dan Lonai, Administrative Services Director; Dan Primus, District Attorney; Robert Pahl, Chief Finance Officer

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**CALL TO ORDER:** Chair Murdock called the meeting to order at 9:00 a.m. He reminded those present that the meeting is a public forum. It is being video and audio recorded and minutes will be taken. Comments will become part of the meeting record. If persons wish to speak before the Board, please come to the podium, identify yourself and state where you live in order to be heard on the record – also note if you are speaking on behalf of others. He noted there is a point for public input before business items for other than agenda items.

**Pledge of Allegiance** was led by Commissioner Shafer.

**Awards/Correspondence/Recognition** Chair Murdock introduced Norma Barber from Ukiah. Norma Barber, 38 E Bisbaine St., Ukiah (and Ukiah School Superintendent). Gave a thank you to the County, noting Ukiah is at the far south end of the county and can feel isolated. After a couple of recent tragedies, she advised the Sheriff’s Office responded quickly and the coroner was also there and supportive. In addition, the County Health Department was quickly responsive to offer counseling to students at the Ukiah school. Thank you for all the support.

**Minutes** – Commissioner Elfering moved to approve the Board minutes from the 8/21/19 meeting. **Seconded by Commissioner Shafer. Carried, 3-0.**

**Additions to Agenda** – none.

**Public Comments** – none.

**Business Items**

1. **Creation of Position – Victim Witness Program.** DA Dan Primus presented. There are three grants under Victim Witness. He is requesting adding a position for a non-competitive grant position to alleviate some increase in workload to victim advocates. The position would be located in Hermiston. Adding the position would allow the bilingual advocate to also be in Pendleton instead of mainly being in Hermiston. The position is grant funded. In response to CFO Robert Pahl’s question, Mr. Primus advised the grant term is two years. **Commissioner Shafer moved to approve the creation of the position. Seconded by Commissioner Elfering. Carried, 3-0.**

2. Community Corrections Plan. Dale Primmer, Community Corrections Director, presented. This is the biennial plan funded through the State and is before the Board for approval. The budget cycle this time has substantial reductions (about \$500,000). He highlighted proposed changes to handle the reduction. And even with proposed changes, the budget would still be about \$100,000 short in drug court. He noted the importance of pressing the legislature to honor the funding level they committed to with local service delivery. That was their choice. Services are being analyzed and adjusted to focus energy for highest risk and highest need folks, which relates to less for lower risk and needs.

Commissioner Elfering asked about positions/reductions. Mr. Primer advised the position for the absconder deputy will likely be reduced or cut. He is continuing conversations with Undersheriff Littlefield in that regard. Without restoring funds, this is a discretionary program. The need for supervision is still there. Unfortunately, he must look to innovative things that may not continue if funding is not restored. He hopes funding restoration is a priority. **Commissioner Shafer moved to approve the plan. Seconded by Commissioner Elfering. Carried, 3-0.**

3. Jail Remodel Architect. Sheriff Rowan presented. This is to seek authorization to issue request for proposals for an architect to design the renovations to the Umatilla County jail. Chair Murdock noted how long this (jail remodel project) has been in the works. **Commissioner Elfering moved to approve. Seconded by Commissioner Shafer. Carried, 3-0.**
4. Purchase of Vehicle. Undersheriff Littlefield presented. The Sheriff's office is seeking to purchase 2 mid-sized SUVs to replace a "civil" use vehicle and an administrative vehicle – both approaching 100,000 miles. The request is to approve purchase from Hermiston Chrysler Dodge Jeep Ram for two 2019 Grand Cherokee Jeep Laredos in the amount of \$30,310 each. Delivery is within 7 days. **Commissioner Shafer moved to approve the purchase of the two vehicles. Seconded by Commissioner Elfering. Carried, 3-0.**
5. Wildfire Protection Plan Update Funding. Tom Roberts, Emergency Manager, presented. He is seeking approval to submit a grant application. The grant request is for approximately \$45,000 with "soft" match by Umatilla County of an estimated \$13,500. Funds would be used on a contract to prepare a hazard mitigation update (required) for the County Community Wildfire Protection Plan, starting with seeking bids. Today is to seek permission to proceed with application. Commissioner Shafer asked where the match would come from? Mr. Roberts advised it can be in-kind (i.e. staff wages applied), or "soft match". The last update was contracted out (several years ago). **Commissioner Shafer moved to approve. Seconded by Commissioner Elfering. Carried, 3-0.**
6. Roofing Contract. Dan Lonai, Administrative Services Director, presented. Request for proposals was issued to replace the roof above the courthouse sally port and law library (east wing). A proposal was received by Palmer Roofing for \$74,400. This amount was in the estimated range. Unfortunately, the roof can't be replaced until late spring. It is now leaking and temporary fix is being done by Mark Tanner, Maintenance Manager and maintenance crew. **Commissioner Shafer moved to approve contract with Palmer Roofing. Seconded by Commissioner Elfering. Carried, 3-0.**
7. Boiler Replacement Contract. Mr. Lonai presented. This is to request award of contract for boiler replacement. Two bids were received and recommendation is for the lowest bid from Mechanical Heating & Air (they replaced the previous boiler) at a cost of \$92,500. **Commissioner Shafer moved to approve contract. Seconded by Commissioner Elfering. Carried, 3-0.**

8. Temporary Fair Assistance. Mr. Olsen presented. This is to seek to hire a temporary position in the Fair office from 9/10-12/13/2019, not to exceed 20 hours/week and no benefits. **Commissioner Elfering moved to approve. Seconded by Commissioner Shafer. Chair Murdock voted no. Carried, 2-1.**
9. Employment Approval - Juvenile. Digna Moreno, Juvenile Department Supervisor, presented. This is for approval to employ an applicant in the juvenile division. **Commissioner Shafer moved to approve. Seconded by Commissioner Elfering. Carried, 3-0.**
10. Employment Approval – Human Services. Mr. Olsen introduced Amy Ashton-Williams, Director. This is for approval to employ an applicant in the abuse treatment program. **Commissioner Elfering moved to approve. Seconded by Commissioner Shafer. Carried, 3-0.** She also introduced Nicole Morris, Counselor at School Based Health Center, and also Hailey Hartley, also a Counselor.
11. Bilingual Personnel Policy. Jennifer Blake, Human Resources Director, presented. Under the collective bargain agreement with AFSCME Local 3742 necessitates a policy for steps for employees to receive bilingual English/Spanish incentive. **Commissioner Shafer moved to approve Policy #4.17. Seconded by Commissioner Elfering. Carried, 3-0.**

**Executive Session** – none.

**Commissioners' Reports** – none.

The meeting adjourned at 9:27 a.m.

Respectfully submitted,

*Melinda Slatt*

Executive Secretary, Umatilla County Board of Commissioners