



# **TILLAMOOK COUNTY BOARD OF COMMISSIONERS NOTICE OF MEETING AGENDAS**

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## **BOARD OF COMMISSIONERS:**

**Mary Faith Bell**, Chair      mfbell@co.tillamook.or.us  
**David Yamamoto**, Vice-Chair      dyamamoto@co.tillamook.or.us  
**Erin D. Skaar**, Commissioner      eskaar@co.tillamook.or.us

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## **LEADERSHIP TEAM TELECONFERENCE**

**Tillamook County Board of Commissioners  
Elected Officials & Department Heads**

**MONDAY, JUNE 7, 2021  
9:00 a.m.**

**TELECONFERENCE: 1-971-254-3149  
CONFERENCE ID: 736 023 979#**

**MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' LEADERSHIP  
TEAM MEETING – Monday, July 26, 2021  
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**WORKSHOP**

**COMMISSIONERS PRESENT:**

Mary Faith Bell  
David Yamamoto  
Erin D. Skaar

**STAFF PRESENT:** Denise Vandecoeveering, Assessor; Rachel Hagerty, Chief of Staff; Isabel Gilda, Board Secretary; Chris Laity, Director, Public Works; JoAnn Woelfle, Director, Parks Department; Ryan Connell; Justice of the Peace; Damian Laviolette, Director, Information Services; Nick Torres, Veteran's Services Officer, Veteran Services; Sarah Absher, Director, Department of Community Development; Matt Thenell, Director, Juvenile Department; Matt Kelly, Undersheriff; Josh Brown, Sheriff; Geri Godber, Director, Library; Erin Frost, Director, Human Resources; Marlene Putman, Administrator, Health & Human Services; Bill Sargent, Interim County Counsel, and Tassi O'Neil, Clerk.

**CALL TO ORDER:** By Chair Stevens at 9:01 a.m. via teleconference.

**NEW BUSINESS:**

**ITEM NO.1: ANNOUNCEMENTS AND INTRODUCTIONS:** There were none.

**ITEM NO.2: DISCUSSION CONCERNING RECORDING PROCEDURES IN THE CLERK'S OFFICE:** Tassi O'Neil reminded department head staff of the recording guidelines and requirements for documents recorded with the Clerk's Office. Tassi offered to review templates before they were signed and asked staff to reach out for further assistance.

**ITEM NO.3: DISCUSSION CONCERNING CHANGES TO THE BOARD OF COMMISSIONERS' MEETING SCHEDULE:** Joel Stevens reported that the Board of Commissioners was considering the option of combining the board workshop and board meeting into one single meeting and asked the Leadership Team if there were any concerns. Commissioner Bell provided some historical information regarding the current workshop and meeting schedule and that the new proposed meeting time would be 9:00 a.m., also the meetings would continue to be televised. Commissioner Bell advised that discussions with the commissioners regarding agenda items could also be discussed at a Board Briefing on Wednesday afternoons.

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**ITEM NO.4: DISCUSSION CONCERNING LEADERSHIP TEAM FUTURE MEETING**

**FORMAT:** Joel Stevens discussed the meeting format options for future Leadership Team meetings and if they should return to in-person again or continue with virtual attendance. Geri Godber reported that she would like to keep the virtual option for now and Sarah Absher stated that she liked the idea of hybrid meetings. JoAnn Woelfle advocated for virtual meetings because it saves travel time. Joel stated that virtual attendance had been helpful and would continue to look into the matter further.

**ITEM NO.5: DISCUSSION CONCERNING LEADERSHIP TEAM MEETING IN**

**AUGUST:** Joel Stevens asked the Leadership Team if the meeting scheduled for August was needed given that the July meeting had been postponed to the end of the month. The consensus was that the August meeting should be cancelled.

**ITEM NO.6: NEWSWORTHY DEPARTMENT UPDATES:**

Sarah Absher shared that her office was still very busy processing permits and Planning Commission hearings and was still involved in staff recruitment.

Josh Brown thanked Erin Frost and the H.R. Department for their ongoing assistance and improved communication with the hiring process. Josh also noted he had been working with PUD for a scheduled power outage and transformer work at the justice facility.

Shawn Blanchard reported her office was on the verge of implementing the new ADP payroll software and department heads may want to read the new AFSCME agreement that was recently signed.

Geri Godber discussed that the library was busy with the summer reading program, and that new T-Mobile hot spots were now available to patrons.

Nicholas Torres provided an update on recent veterans' Tillamook rodeo and that staff were still to transporting veterans to medical appointments in Portland.

Chris Laity reported he had been working a lot recently with the Human Resources Department and OSHA training.

Tassi O'Neil stated that the Clerk's Office was still busy with passports and marriage licenses and that the Office hours had changed to 8:30-5:00 p.m. Tassi added that notary services were available for courthouse-related documents only and passports were by appointment only.

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Matt Thenell announced that the Juvenile Department had a new staff member on board, and he would be attending a virtual training conference in September.

JoAnn Woelfle shared that the Parks Department was still only 75% open due to being short-staffed. JoAnn also reported a record number of visitors again this year at the campgrounds.

Marlene Putman left meeting at 9:30 a.m. and did not provide an update.

Rachel Hagerty reported a consultant, MurraySmith, had been hired for the Cape Kiwanda Corridor project and that she was working on planning a project-related workshop scheduled for July with key stakeholders. Rachel added that she continued to work on the broadband project and that a League for America fellow would start in August and be working from the courthouse.

Commissioner Skaar shared details from a recent commissioners' workshop with local fire districts, fire chiefs and other community members and that communication was a key issue during emergencies.

Commissioner David Yamamoto shared details concerning a recent conference in Washington, D.C. David advised that the fire season this year was set to be a dangerous one and announced the Association of Oregon Counties would be holding meetings in Tillamook in September.

Commissioner Bell provided an update regarding the trees along Highway 6 and that they were actually heat damaged, but the good news was that they wouldn't significantly increase fire risk.

Joel Stevens stated that House Bill 2560 that was signed by the Governor recently and departments who currently managed public meetings would be required to continue to offer a virtual option for attendance post-COVID.

**FUTURE BUSINESS**

**ITEM NO.7: DATE AND TIME OF NEXT MEETING:** September 6, 2021 at 9:00 a.m.

There being no further business Chair Stevens adjourned the meeting at 10:03 a.m.

## **AGENDA**

CALL TO ORDER Monday, June 7, 2021 9:00 a.m.

### **NEW BUSINESS**

1. Announcements/Introductions
2. Discussion Concerning AFSCME Collective Bargaining Agreement/Erin Frost, Interim Human Resources Director
3. Discussion Concerning NINJIO Participation/Metrics/Damian Laviolette, Director, Information Services
4. Discussion Concerning Tillamook County Branding Activities/Damian Laviolette, Director, Information Services
5. Discussion Concerning Tillamook County Email Spam Filter/Damian Laviolette, Director, Information Services
6. Discussion Concerning Information Services Policy Update/Damian Laviolette, Director, Information Services

### **OLD BUSINESS**

7. Newsworthy Department Updates/Elected Officials, Department Heads

### **FUTURE BUSINESS**

8. Date and Time of Next Meeting – Monday, July 12, 2021 at 9:00 a.m.

### **ADJOURN**

### **OTHER MEETINGS AND ANNOUNCEMENTS**

The Commissioners will hold a Board Briefing on **Wednesday, June 9, 2021** at **1:30 p.m.** to discuss weekly commissioner updates. The teleconference number is 1-971-254-3149 Conference ID: 736 023 979#. The Board of Commissioners reserves the right to recess to executive session as may be required at any time during this meeting, pursuant to ORS 192.660(1).

The Commissioners will hold a workshop to discuss American Rescue Plan Act funding on **Friday, June 11, 2021** at **8:00 a.m.** The teleconference number is 1-971-254-3149 Conference ID: 736 023 979#.