



TILLAMOOK COUNTY BOARD OF COMMISSIONERS NOTICE OF MEETING AGENDAS

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

CONTACT:

201 Laurel Avenue
Tillamook, Oregon 97141
503.842.3403
www.co.tillamook.or.us

LEADERSHIP TEAM TELECONFERENCE

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

**MONDAY, APRIL 5, 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, April 5, 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; Joel Stevens, County Counsel; 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; Geri Godber, Director, Library; Marlene Putman, Administrator, Health & Human Services; Shawn Blanchard, Treasurer; Josh Brown, Sheriff, and Tassi O'Neil, Clerk.

CALL TO ORDER: By Chair Bell at 9:02 a.m. via Teleconference

NEW BUSINESS

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

ITEM NO. 2: DISCUSSION CONCERNING COURTHOUSE SECURITY: Josh Brown asked department heads to communicate via email or phone and let him know how the new courthouse security was going so far. Denise reported that taxpayers paying by cash needed to be able to enter the courthouse. Joel provided direction regarding public attendance at board meetings and that meeting information would be provided to court security ahead of time.

Commissioner Yamamoto suggested that when members of the public come into the courthouse without appointments, that court security contact the associated department and a staff member meet the visitor at the front door. The commissioners' office would provide a copy of the board meeting agenda each week ahead of time to inform court security.

Leadership Team discussed the potential of the county moving back into the "extreme risk" category regarding COVID-19 and what measures should be taken regarding employees and visitors to the courthouse. Marlene Putman provided additional information and urged precautions and to use the same protocol currently in place. Marlene reported there was no information regarding any virus variants in Tillamook County yet. Marlene also advised no in-person meetings at the courthouse.

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**ITEM NO. 2: DISCUSSION CONCERNING POLICY, PROCEDURE, AND
CONTINGENCY OF OPERATIONS PLAN (COOP) PLANNING:**

Damian Laviolette updated that some policies were still in union bargaining but hoped that review would be completed soon. Damian explained the contingency of operations plan and that each department should be able to operate under each disaster.

**ITEM NO. 3: DISCUSSION CONCERNING EMAIL SIGNATURE TEMPLATE, LOGO
AND PRACTICES:** Damian Laviolette introduced that a standard signature block for employees with a different logo depending on which department you work in. Damian added that a consistent privacy disclaimer would be included in employee signature block and that Information Services would provide the template beginning April 12, 2021.

ITEM NO. 4: DISCUSSION CONCERNING NEW TILLAMOOK COUNTY WEBSITE: Damian Laviolette estimated that mid to late April would be the timeframe for the new county website to go live but he still needed to communicate to the public, business partners, and employees. Damian thanked the website team for their input and assistance.

OLD BUSINESS

**ITEM NO. 5: NEWSWORTHY DEPARTMENT UPDATES/ELECTED OFFICIALS,
DEPARTMENT HEADS:**

Sarah Absher shared that the Northwest Code Professionals agreement was still in place and the new Building Official started in March. Also, Sarah continued to work with short-term rentals on a Hello Neighbor program to promote livability for those communities with a high number of vacation rentals.

Shawn Blanchard noted that the budget hearings were tomorrow, and was busy preparing. Shawn noted that a resolution for the American Rescue Fund had been signed, however, still no guidance available how to spend the funds.

Josh Brown had no updates to share.

Geri Godber reported working on the summer reading program and budget preparations and that the public were very happy the library was open again. Commissioner Yamamoto recommended a further discussion regarding library express because of the potential of the extreme risk category.

Ryan Connell had no updates to share.

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Nick Torres reported that the Veterans' Office had been busy with 22 claims, 35 office/home visits, and five medical appointments.

Matt Thenell shared that he was still working through the recruitment process for his office.

Chris Laity reported that the Neskowin emergency egress construction would begin this spring and that there were seven new bridges currently in the design phase.

Tassi reminded everyone that the May election was just around the corner and there were a lot of candidates on the ballot, also that April 27 was the last day to register for new voters.

Marlene Putman had no updates to share.

Denise Vandecoevering had no updates to share.

JoAnn Woelfle reported that visitors had started to arrive at the campgrounds and bookings were already full. JoAnn also shared that the Parks Department had sold twice as many annual passes as they normally do, and that over half were purchased from instate and for boat launches. JoAnne was also happy to report that vandalism was dramatically reduced to compared last year.

Damian Laviolette offered to assist department heads with their budget for their software and computer needs.

Rachel shared that the closing of the Jensen property in Pacific City was almost complete. Rachel also reported that the stairwell tread on the back stairs of the courthouse was being replaced and that the Clerk's Office and Assessment and Taxation would have a new HVAC system installed. Additional work included sealing and resurfacing of the back parking lot and north lot was scheduled.

Commissioner Erin Skaar shared that she continued to attend County College, busy working on budgets, and was reaching out into the community. Erin also shared a brief update on the Salmonberry Trail progress.

David Yamamoto reported he had been very busy, working on broadband and preparing for a huge push for fiber to the home in rural counties.

Mary Faith Bell discussed that the HR Director search was in the second round of recruitment, and there were several great candidates.

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Emily Hurliman discussed the Chief Justice order allowed jury trials to go forward but if Tillamook County were to go into extreme category this would be affected.

FUTURE BUSINESS

ITEM NO.6: DATE AND TIME OF NEXT MEETING: Monday, May 3, 2021 at 8:00 a.m.

There being no further business Chair Bell adjourned the meeting at 10:51 a.m.

AGENDA

CALL TO ORDER Monday, April 5, 2021 9:00 a.m.

NEW BUSINESS

1. Announcements/Introductions
2. Discussion Concerning Courthouse Security/Sheriff Josh Brown, Sheriff's Office
3. Discussion Concerning Policy, Procedure, and Contingency of Operations Plan (COOP) Planning/Damian Laviolette, Information Services Director
4. Discussion Concerning Monthly Tillamook TechBytes Newsletter/Damian Laviolette, Information Services Director
5. Discussion Concerning Email Signature Template, Logo, and Practices/Damian Laviolette, Information Services Director
6. Discussion Concerning New Tillamook County Website/Damian Laviolette, Information Services Director
7. Discussion Concerning Department Heads and Elected Officials' Website Photographs/Commissioner Mary Faith Bell

OLD BUSINESS

8. Newsworthy Department Updates/Elected Officials, Department Heads

FUTURE BUSINESSx

9. Date and Time of Next Meeting – Monday, May 3, 2021 at 9:00 a.m.

ADJOURN

OTHER MEETINGS AND ANNOUNCEMENTS

The Tillamook County Budget Committee will hold a workshop on **Tuesday April 6, 2021 at 9:00 a.m.** to hear presentations from county departments and non-departmental agencies regarding their 2021-2022 budget requests. Additional meetings will be held on **Wednesday, April 7, 2021, at 1:00 p.m. and Thursday, April 8, 2021, at 9:00 a.m.** Due to Oregon COVID-19 restrictions for public gatherings, the Board of Commissioners provide opportunity for public participation during meetings via teleconference. The teleconference number is 1-971-254-3149, Conference ID: 736 023 979#. Audio capabilities are listen-only and offered on a best effort for the public. Any person may provide public comment at publiccomments@co.tillamook.or.us. A copy of the agenda and the budget document may be obtained on or after Friday, March 26, 2021 at <https://www.co.tillamook.or.us/gov/Treasurer/Budgets.htm>. This is a public meeting where deliberation of the Budget Committee will take place.

The Commissioners will hold a Board Briefing on **Friday, April 9, 2021** at **11:00 a.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 teleconference with the Tillamook County Parks and Recreation Advisory Committee on **Wednesday, April 21, 2021** at **2:30 p.m.** The teleconference number is 1-971-254-3149, Conference ID: 168 630 637#.