

Columbia County
EXECUTIVE COMMITTEE MINUTES
August 6, 2012

Present: Andy Ross, Vern Gove, Mary Cupery, Richard Boockmeier, Robert Westby

Also Present: Lois Schepp, DA Jane Kohlwey, Rich Hasse, Tom Lorfeld, Sheriff Richards, Joe Ruf, Bill Devine, Sue Martin, Dan Drew, Phil Manthey, Cindy Phillips, Mat Schneider, Selina Hooker, PDR Lyn Jerde

I. Call to Order. Posting Compliance. Approve Agenda. Approve Minutes. Expenditure Reports.

- 1) Meeting called to order at 1:00 p.m. by Chair Ross.
- 2) Posting compliance was met per Open Meetings Law.
- 3) *Motion was made by Westby to approve the agenda. Seconded by Gove. Motion carried.*
- 4) *Motion made by Boockmeier to approve the previous meeting minutes from July 9, 2012 and July 18, 2012. Seconded by Cupery. Motion carried.*

II. 2013 Budget Overview Process:

- 1) Handout provided to committee. Comptroller Lois Schepp discussed the budget process, timelines, and gave a brief overview of the property tax levy.

III. Replacement Request – Victim Witness Coordinator:

- 1) Handout provided to committee. Discussion. *Motion was made by Gove to approve the replacement request for the Victim Witness Coordinator position. Seconded by Cupery. Motion carried.*

IV. Operational Overview: Veteran Service:

- 1) **Expenditure Reports.** *After a review of the Veteran Service Office expenditure report, a motion was made to approve by Boockmeier. Seconded by Gove. Motion carried.*
- 2) **Department Budgets, Compensatory Time, Out of County Travel.** Handout provided to committee. Discussion.
- 3) **Deputy CVSO Reclassification to Assistant CVSO.** Discussion. *Motion was made by Gove to approve the Deputy CVSO reclassification to Assistant CVSO. Seconded by Boockmeier. Motion carried.*
- 4) **Office Move.** Handout provided to committee. Discussion.
- 5) **2012-2014 Department Head Performance Planning Guide.** Handouts provided to committee. Discussion. *Motion was made by Boockmeier to approve the 2012-2014 Department Head Performance Planning Guide. Seconded by Cupery. Motion carried.*
- 6) **2013 Budget Requests.** Handouts provided to committee. Discussion. *Motion was made by Boockmeier to approve the 2013 Veterans Service Office (#4710) and Veterans Relief (#4720) budgets. Seconded by Gove. Motion carried.*

V. Selection of Highway Commissioner:

- 1) Handout provided to committee. Discussion. *Motion was made by Westby to approve the Selection of Thomas R. Lorfeld, P.E., as Highway Commissioner. Seconded by Cupery. Motion carried.*
- 2) **Highway LTEs for 2013 (5 positions).** Discussion. *Motion was made by Westby to approve the Highway LTEs for 2013 (5 positions). Seconded by Gove. Motion carried.*

VI. Policies and Procedures Revisions - Sheriff:

- 1) Handout provided to committee. Discussion. *Motion was made by Westby to approve the Policies and Procedures revision to amend the Vacation Accrual to read: 18+ and hired prior to 12/31/2011. Seconded by Gove. Motion carried.*

VII. Ordinance/Resolutions/Miscellaneous:

- 1) **Ordinance – Amend Title 7 – Human Resources.** Handout provided. Discussion. No action taken.
- 2) **Resolution – Amend Policies and Procedures and Operations Manual for Management.** Discussion. No action taken.
- 3) **Resolution – Amend Classification Plan for Non-Management, Non-Supervisory County Employees.** Discussion. No action taken.
- 4) **Review Liability Loss Run Report.** Handout provided to committee. Discussion. No action taken.
- 5) **50 Year Anniversary of Administration Building.** Discussion. No action taken.
- 6) **Pacific DNR/Shooting Range.** Discussion. No action taken.

VIII. Operational Overview: County Clerk:

- 1) **Expenditure Reports.** *After a review of the County Clerk’s expenditure reports, a motion was made by Boockmeier to approve all three of the reports. Seconded by Cupery. Motion carried.*
- 2) **Department Budgets, Compensatory Time, Out of County Travel.** Discussion.
- 3) **2013 Budget Requests.** Handouts provided to committee. Discussion. *Motion was made by Boockmeier to approve the 2013 County Clerk (#1410) and Elections (#1420) budgets. Seconded by Gove. Motion carried.*

IX. 2013 Budget Requests:

- 1) **County Board.** Handout provided to committee. Discussion. *Motion was made by Boockmeier to approve the 2013 County Board (#1190) budget. Seconded by Cupery. Motion carried.*
- 2) **Commissions and Committees.** Handout provided to committee. Discussion. *Motion was made by Gove to approve the 2013 Commissions and Committees (#1191) budget. Seconded by Boockmeier. Motion carried.*
- 3) **Property, Liability, Auto Insurance.** Handout provided to committee. Discussion. *Motion was made by Boockmeier to approve the 2013 Property, Liability, Auto Insurance (#1960) budget. Seconded by Cupery. Motion carried.*

X. Chair’s Comments/Next Meeting Date: No comments. **Next meeting date: Monday, September 10, 2012, at 1:00 p.m.**

Motion made by Boockmeier to adjourn the meeting at 4:13 p.m. Seconded by Westby. Meeting adjourned.

Secretary of Record,

Recording Secretary,

Supervisor Mary Cupery
Committee Secretary

Selina L. Hooker
Assistant to Corporation Counsel/HR Director