

MINUTES
UMATILLA COUNTY BOARD OF COMMISSIONERS

Administrative Meeting of April 6, 2020
2:30 p.m., Room 114, Umatilla County Courthouse
Pendleton, Oregon

Commissioners Present: Chair John Shafer, Vice-Chair George Murdock, and Commissioner Bill Elfering
County Counsel: Doug Olsen
Members and Guests Present: Jennifer Blake, Human Resources Director

CALL TO ORDER: Chair Shafer called the special emergency meeting to order at 2:30 p.m. He reminded those present that the meeting is a public forum. It is being video and audio recorded and minutes will be taken. The meeting was called to implement a revised work schedule to address the current health emergency.

Business Items

1. Umatilla County Work Schedules. Chair Shafer gave the report. Due to the continuing health emergency and governor recommendation for social distancing, the Board previously approved the closure of county offices to appointment only. To further distance county staff, it is further recommended to reduce staff in those offices where it is feasible and possible to do so – including offices of the District Attorney, Community Corrections (and Juvenile Services), Human Services, CDDP, Planning, CARE Program, and some Administrative Services Divisions. The proposal is temporarily to have staff working alternating weeks, with the off week utilizing administrative leave. One half of the staff in each of those offices will work alternating weeks, one on and then off the next week on administrative leave.

Commissioner Elfering moved to approve the revised work schedule. Seconded by Commissioner Murdock. Discussion continued about the effective date and duration. Decision was to start Tuesday, April 7, or as soon as possible since some departments may take time to arrange previously scheduled appointments, and continue for four weeks. Carried, 3-0.

2. Vehicle Purchase. Chair Shafer reported. Approval is sought to purchase a used transit van for use by Administrative Services – Maintenance Division. A used vehicle would be used to allow maintenance to store and transport equipment and tools to work sites. It would be purchased through the Enterprise Fleet Management Program. The 2019 Ford Transit-150 cargo van is available and a good buy. Action would be to approve purchase and authorize the Chair to sign necessary documents.

Commissioner Elfering moved to approve the purchase. Seconded by Commissioner Murdock. Carried, 3-0.

The meeting adjourned at 2:40 p.m.

Respectfully submitted,

Melinda Slatt

Executive Secretary, Umatilla County Board of Commissioners