

ACTION MINUTES

JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING February 14, 2024

- 1) Administrative Session (8:15)
 - 1.1 Elected Official/Department Director Meeting.
- 2) Call to Order/Pledge of Allegiance/Invocation
- 3) Presentations/Awards
- 4) Changes to the Agenda (Consideration of Submission of Late Items)
 - 4.1 Letter of support for Warm Springs Commercial Safety Corridor Grant Application - signed by Commission.

Mark Wunsch made a motion to approve the Letter of support for Warm Springs Commercial Safety Corridor Grant Application. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 4.2 Letter of Support to Business Oregon Innovation Hub Review Committee for Oregon State University-Cascades Innovation Hub - signed by Commission.

Mark Wunsch made a motion to approve the Letter of Support to Business Oregon Innovation Hub Review Committee for Oregon State University-Cascades Innovation Hub. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 4.3 Lease Agreement between Jefferson County and Xerox for Community Development Department - signed by Commission Chair.

Mark Wunsch made a motion to approve the Lease Agreement between Jefferson County and Xerox for Community Development Department. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

4.4 Order In the Matter of Establishing a Road Maintenance Policy for County Roads - signed by Commission.

Kelly Simmelink made a motion to approve the Order In the Matter of Establishing a Road Maintenance Policy for County Roads. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

4.5 Salary Change Order for Michael Stemwedel - signed by Commission.

Kelly Simmelink made a motion to approve the Salary Change Order for Michael Stemwedel. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

4.6 Personal Services Contract between Jefferson County and Global Grants Services, LLC - signed by Commission.

Mark Wunsch made a motion to approve the Personal Services Contract between Jefferson County and Global Grants Services, LLC. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

5) 9:00 A.M. - Citizen Comments

6) Consent Agenda

6.1 February 2024 Accounts Payable Paid February 2024 in the amount of \$274,249.98 - signed by Commission.

6.2 Action Minutes for February 7 & 9, 2024 - signed by Commission.

Kelly Simmelink made a motion to approve the Consent Agenda, Items 6.1 and 6.2. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

7) Scheduled Appointments, Action Items, and Public Hearings

8) Action Items

8.1 Salary Change Order for Alison Vanek - signed by Commission.

Kelly Simmelink made a motion to approve the Salary Change Order for Alison Vanek. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.2 Salary Change Order for Matthew Puntney - signed by Commission.

Kelly Simmelink made a motion to approve the Salary Change Order for Matthew Puntney. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.3 Salary Change Order for Phil Stenbeck - signed by Commission.

Kelly Simmelink made a motion to approve the Salary Change Order for Phil Stenbeck. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.4 Code Publishing Co. Proposal for Migration and Conversion Services for Jefferson County - signed by Commission Chair.

Mark Wunsch made a motion to approve the Code Publishing Co. Proposal for Migration and Conversion Services for Jefferson County. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.5 Purchase Requisition Form for Clinical Microscope in the amount of \$4,506.00 for Public Health - signed by Commission.

Kelly Simmelink made a motion to approve the Purchase Requisition Form for Clinical Microscope in the amount of \$4,506.00 for Public Health. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.6 Purchase Requisition Form for Biomedical Refrigerator with Freezer for Public Health in the amount of \$6,447.00 - signed by Commission Chair.

Kelly Simmelink made a motion to approve the Purchase Requisition Form for Biomedical Refrigerator with Freezer for Public Health in the amount of \$6,447.00. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.7 Authorization for Attendance and Trainings for Barbara Ibrahim to attend the 2024 Foundations for Best Practice in Lactation Care Conference in Woodinville, WA, March 18-22, 2024 in amount not to exceed \$3,000.00 - signed by Commission Chair.

Kelly Simmelink made a motion to approve Authorization for Attendance and Trainings for Barbara Ibrahim to attend the 2024 Foundations for Best Practice in Lactation Care Conference in Woodinville, WA, March 18-22, 2024 in amount not to exceed \$3,000.00. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.8 Authorization for Attendance and Trainings for Trent Titus to the Indian Country ECHO - Ending the Syndemic Training in Chandler, AZ, March 11-14, 2024 - signed by Commission Chair.

Kelly Simmelink made a motion to approve the Authorization for Attendance and Trainings for Trent Titus to the Indian Country ECHO - Ending the Syndemic Training in Chandler, AZ, March 11-14, 2024. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 9) Elected Official Report(s)/Request(s)
- 10) Department Heads Report(s)/Request(s)
- 11) County Counsel Report(s)/Request(s)
- 12) County Administrative Officer Report(s)/Request(s)

12.1 Madras Community Food Pantry Request.

Mark Wunsch made a motion to approve \$250 from Fund 222 for the Madras Community Food Pantry. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

12.2 Non-Rep Wage Discussion.

Kelly Simmelink made a motion to approve the increase by salary grade as presented. Seconded by Wayne Fording. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 13) Commission Discussion Items

13.1 2024 BOCC Meeting Schedule Changes.

Kelly Simmelink made a motion to approve moving the Move Oregon's Border meetings from the 3rd Wednesday of February & August to the 4th Wednesday of February & August. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

Mark Wunsch made a motion to approve cancelling the September 4, 2024 and November 6, 2024 Board of Commissioners meeting. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 14) Announcements/Notification of additional Commission Meetings
- 15) Executive Session

16) Adjourn

Meeting adjourned at 10:39 a.m.

Wayne Fording, Commission Chair

Kelly Simmelink, Commissioner

Mark Wunsch, Commissioner

Attest

Date Signed