

MALHEUR COUNTY COURT MINUTES
July 12, 2017

County Court met with Judge Dan Joyce presiding with Commissioner Don Hodge and Commissioner Larry Wilson present. Staff present was Administrative Officer Lorinda DuBois.

Also present was John Braese of the Malheur Enterprise.

HEALTH DEPARTMENT - VACANCIES

Health Department Director Angie Gerrard met with the Court to follow-up on the staff vacancies at the Health Department. Ms. Gerrard explained that she had visited with the State about the County exploring the option of contracting the public health services of the Health Department out to a different agency and said that Bobby Green from Oregon Health Authority would be contacting the Court; Ms. Gerrard also requested that Dr. Morris Smith be included in the conversations. (Mr. Green has made contact with Judge Joyce.) Ms. Gerrard contacted ESD about their billing system; ESD does Medicaid Administrative Claiming and it is done in-house with essentially the same process the Health Department uses. Commissioner Wilson said that Malheur Memorial is in the process of converting systems and will visit with Ms. Gerrard after the conversion is completed. The written compliance report from the State's May review was received and the TPEP program is out of compliance as it is inadequately staffed to accomplish enough of the work activities; the WIC program is also out of compliance due to not having all of the required roles designated (coordinator, training supervisor, breastfeeding coordinator). Ms. Grosvenor has declined the Court's offer of one additional day to her contract to fulfill the WIC Coordinator duties at the hourly rate of \$26.01. The WIC training supervisor role must be filled by an individual who holds at minimum a bachelor's degree in a health related field.

Shelly Dennis joined the meeting.

The idea to consolidate all clinical programs to one entrance of the facility and reduce one OA II (Office Assistant II) staff member position and use those funds for a second Health Specialist position was explored. The design of the facility is not ideal for this idea however, it could be done. Reducing an OA II position in exchange for a Health Specialist position would have to go through the union process.

The Accounting Specialist position (biller) is still vacant. Ms. DuBois indicated she was supportive of filling this position as soon as possible. The bulk of the department's insurance billing is done through the EOCCO (Eastern Oregon Coordinated Care Organization) and helpful provider education is offered. The Electronic Health Records (EHR) company is also very responsive to assistance needs of staff. Various programs of the Health Department have different funding requirements than those of private clinics and require a specialized knowledge in the billing procedures that is learned by working in the program(s) at the department. The position could possibly be reduced from 1 FTE (Full Time Equivalent) to .8 FTE if necessary; and would no longer do some of the backup duties that were done in the past. Ms. Gerrard stressed the need to have this position filled as soon as possible.

Commissioner Hodge indicated he was supportive of moving forward with advertising/hiring for the Accounting Specialist (biller) position. Commissioner Wilson requested additional time to consider the matter.

COURT MINUTES

Commissioner Hodge moved to approve Court Minutes of July 5, 2017 as written. Commissioner Wilson seconded and the motion passed unanimously.

SUPPLEMENTAL BUDGET RESOLUTION

Commissioner Hodge moved to approve Resolution No. R17-27: In the Matter of Fiscal Year 2017/2018 Supplemental Budget by Resolution Under Local Budget Law ORS 294.471. Commissioner Wilson seconded and the motion passed unanimously. The supplemental budget allocates insurance funds that were received but not anticipated when the adopted budget was prepared. The funds are to be used to pay for Fair expenses related to losses due to snow damage. See instrument # [2017-2762](#)

COUNTY CLERK APPOINTMENT - INTERVIEWS

The Court held interviews for the position of County Clerk. This is an elected office with an appointment needed to fulfill the unexpired term for the period of August 1, 2017 through December 31, 2018. Five persons submitted applications and were interviewed. The interview panel consisted of the County Court members and public members Linda Simmons and John Gaskill. Administrative Officer Lorinda DuBois was present for the interviews. Surveyor/Engineer Tom Edwards was present for all the interviews except for Mr. Johnson's. The panel interviewed Gayle Trotter, Shawn Smith, Shannon Foster, Fred Johnson, and Matt Mejia. After all the interviews were conducted the panel discussed the applicant's. The number one candidate choice was unanimously Gayle Trotter. It was discussed if a second interview was warranted and consensus was that a second interview was not necessary. It was discussed that other applicants may have had the qualifications for the position but Ms. Trotter had extensive working experience within the Clerk's Office. After discussions, Commissioner Wilson moved to appoint Gayle Trotter as County Clerk, effective August 1, 2017. Commissioner Hodge seconded and the motion passed unanimously. Ms. Trotter was contacted and accepted the appointment. The Court signed Resolution No. R17-26, In the Matter of Resolution Appointing Gayle V. Trotter to Position of County Clerk. See instrument #[2017-2761](#)

CROSSING PERMIT

Commissioner Hodge moved to approve Crossing Permit # 32-17 to Oregon Department of Transportation to upgrade a culvert on Imperial Avenue # 844 Commissioner Wilson seconded and the motion passed unanimously. The original permit will be kept on file at the Road Department.

EXCHANGE FUND AGREEMENT

Commissioner Hodge moved to approve 2017 Fund Exchange Agreement No. 32128 with Department of Transportation. Commissioner Wilson seconded and the motion passed unanimously. This agreement replaces the agreement previously signed on May 3, 2017 as some of the verbiage in the agreement was modified. A copy will be returned for recording. [2017-2914](#)

COURT ADJOURNMENT

The meeting was adjourned.