BOARD OF COUNTY COMMISSIONERS
DEPARTMENT HEAD MEETING
MINUTES

DATE: November 28, 2005

TIME: 9:40 A.M.

COMMISSIONERS PRESENT: Perry Huston, David Bowen & Alan Crankovich

DEPARTMENT: Auditor

DEPARTMENT HEAD: Jerry Pettit

OTHERS PRESENT: Megan Callas, Sue Higgenbotham

• Vote by mail

DISCUSSION:
Would like to pursue public input regarding desire to vote by mail, or maintain voting stations as in the past.
   First step: Would pursue survey on the websites of the Daily Record, KXLE, Cascade Times, Northern Tribune, and the Auditor. Suggested questions are:
      1. Maintain current polling places
      2. Consolidate to two polling places – one upper county, one lower county
      3. Vote by mail, allowing for two sites for disability drop offs.
Second step: Pursue public forum and guest editorials in all of the local papers.
Third step: Pursue public hearing with BOCC
Target date: mid summer – before school’s special elections and primary elections.

1. Propose a timeline in which action would take place. Set hearing after report is received from Auditor. Then go from there.
DATE: November 28, 2005

TIME: 9:40 A.M.

COMMISSIONERS PRESENT: Perry Huston, David Bowen & Alan Crankovich

DEPARTMENT: Solid Waste

DEPARTMENT HEAD: Patti Johnson

OTHERS PRESENT: Megan Calais, Tom Swenson

<table>
<thead>
<tr>
<th>TOPIC:</th>
<th>• Wind farm leasing land at Ryegrass</th>
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<th>DISCUSSION:</th>
<th>Invenergy would like to lease county property at Ryegrass to do a wind study. They have proposed a land access agreement. Proposal has been forwarded on to Jim Hurson, Prosecutor, for his review and comments.</th>
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| ACTION: | 1. Send reply stating the matter is under advisement to explore whether a contract would be intelligibly advisable with any contractor and to wait for our communication.  
2. Have no other communication, provide any other documents with Invenergy. |
|--------------------------|------------------------------------------------------------------|

APPROVED

12-6-05
### BOARD OF COUNTY COMMISSIONERS
#### DEPARTMENT HEAD MEETING
##### MINUTES

**DATE:** November 28, 2005  
**TIME:** 9:50 A.M.  
**COMMISSIONERS PRESENT:** Perry Huston, David Bowen & Alan Crankovich  
**DEPARTMENT:** Maintenance  
**DEPARTMENT HEAD:** Tom Swanston  
**OTHERS PRESENT:** Megan Calado

<table>
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<tr>
<th>TOPIC:</th>
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| • Entry doors  
• Building envelope  
|  
| DISCUSSION: |  
| 1. Quotes acquired from Central Valley Glass to replace/refit Water Street and 5th Street doors. Quote included new hardware compatible with electronic entry and installation. Recommendation is to replace/repair doors.  
2. It would be more expensive to replace the windows throughout the building versus replacing the entire window with updated, larger windows. Downside: Architect and Engineers must consult drawings of building to rework design. Upside: current steel frames contribute to cold/heat loss.  
|  
| ACTION: |  
| 1. Approval given to pursue additional quotes for door replacement and reworking of ramp.  
2. Pursue setting meeting with architect to consider upgrade/modernization of windows. Invite Commissioner Bowen to participate in all meetings and interactions.  

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G:\Megan\11-28-05 Dept head - solid waste.doc

**APPROVED**  
12-16-05
DATE: November 28, 2005

TIME: 10:10 A.M.

COMMISSIONERS PRESENT: Perry Huston, David Bowen & Alan Crankovich

DEPARTMENT: Health

DEPARTMENT HEAD: Nancy Goodloe

OTHERS PRESENT: Megan Calais

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<tr>
<th>TOPIC:</th>
<th>Follow-up Personnel issues/staff monitoring</th>
</tr>
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| DISCUSSION: | • Preferred implementation of GORI (Goals Objective Review Instrument) throughout department, including CWU students who can access via website.  
  o Continue work to fine-tune logic models/timelines.  
  o Continues to meet weekly with management team formally.  
  o Available for individual consultation as needed.  
  o Continue spending time in the Environmental Health dept., orienting new staff members, scheduling regular meetings.  
  • Reallocate staff, increase hours for more productivity, and adjust office hours. Dissatisfaction of efficiency of training and department issues expressed by Commissioners. |

1. Expand dental coordinator’s hours to do better job setting/meeting program goals.  
2. Increase Sarah Beddau’s hours to full time – as allotted by grant funding.  
3. Increase Holly Duncan’s hours to full time – as allotted by grant funding.  
4. Change office hours to 9am to 12pm and 1pm to 5pm, through December, to allow for uninterrupted working time from 8-9am. Change in ordinance not necessary at this point. Expect Commissioners to stop in unannounced to monitor progress.
**BOARD OF COUNTY COMMISSIONERS**  
**DEPARTMENT HEAD MEETING**  
**MINUTES**  

**DATE:** November 28, 2005  
**TIME:** 10:20 A.M.  

**COMMISSIONERS PRESENT:** Perry Huston, David Bowen & Alan Crankovich  

**DEPARTMENT:** Clerk  

**DEPARTMENT HEAD:** Joyce Julsrud  

**OTHERS PRESENT:** Megan Calais  

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<tr>
<th>TOPIC:</th>
<th>Liberty Software</th>
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<td>DISCUSSION:</td>
<td>Wants to pursue Eagle Imaging system for electronic records management upgrade. New proposal of special rate available through Dec. 31, 2005, with possibility of extension if seriously interested. There are no other comparable vendors for similar imaging product. Account has funds allotted for preservation of historical documents. Current scanners have possibility of working with new system. Other departments/agencies that could benefit from this system are Misdemeanor Probation and Kittcom – they would need to contribute towards purchase price and yearly maintenance contract.</td>
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1. Submit proposal contract, timeline, and budget to upcoming agenda session for discussion.  
2. Work with Judy to determine budget allotment.  
3. Work with David and Debbie to submit agenda item.