**BOARD OF COUNTY COMMISSIONERS**  
DEPARTMENT HEAD MEETING  
MINUTES

**DATE:** April 24, 2006

**TIME:** 10:10 a.m.

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

**DEPARTMENT:** Human Resources

**DEPARTMENT HEAD:** Kirk Eslinger (not present)

**OTHERS PRESENT:** Lisa Young, HR; Debbie Myers, Interim Deputy Clerk of the Board

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<th>TOPIC:</th>
<th>Training</th>
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| DISCUSSION: | Lisa Young stated one of the departments had sent an employee to Tact and Diplomacy training for a total of $674.00 for a two day class ($399 for the course & $275 for travel). Lisa had researched and found if they brought someone on site for training here it would cost $127 a person for the same training ($6,350 to the county for 50 people) or if they condensed it to one day and had 50 people it would be $67.50 per person for total to the county of $3,375. Commissioner Huston said he would like to see a detailed breakdown of the curriculum to see if the course is what is needed. Lisa also stated the number one priority of the departments for training has been computer skills. She told us if we pool resources and send a group to training we receive a discount and saves the county money. Suspicious Mail Training – There is a one page flier on Camas now. Lisa said it takes an employee about 2 minutes to read and asked if we could make it mandatory for employees dealing with the mail. There is also a more in depth film on the same subject. She would also like to get someone from the Post Office to come speak to employees. |

**ACTION:** Lisa Young to get a detailed breakdown of curriculum and see what is the best deal for the county's needs.  
BOCC stated yes, can make it mandatory for people to read the
suspicious mail alert and check the box on computer.

For the film, BOCC stated need to have some accountability on who watches the film. It's ok to have the film mandatory for the employees who do the mail and their supervisors.