

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**February 25, 2013
Administration & Rules Committee**

1. Call to Order

Meeting was called to order by Supervisor Molinaro at 10:30 a.m.

2. Roll Call

Administration and Rules Committee Members

Members present: James Braughler, John Molinaro, Paul Babcock, and Jim Mode. Rick Kuhlman, present at 10:33 a.m.

Others Present: Gary Petre – County Administrator; Tammie Jaeger – Administrative Assistant – Confidential; Connie Freeberg – Paralegal II; Phil Ristow – Corporation Counsel; Lydia Statz – Reporter, Jefferson Daily Union; Kathi Cauley – Human Services Director; Supervisor Don Reese; Barb Frank – County Clerk; Bill Kern – Highway Commissioner; Brian Lamers – Finance Director; Carla Robinson – Clerk of Courts; Supervisor Amy Rinard.

3. Certification of compliance with Open Meeting Law Requirements

Gary Petre certified compliance with the open meeting law.

4. Review of Agenda

No changes were made.

5. Public Comment

None

6. Approval of January 30, 2013 Administration & Rules Committee meeting minutes

Motion made by Supervisor Babcock; Second by Supervisor Mode to approve the January 30, 2013 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of February 12, 2012 County Board minutes

Corrections were distributed for the committee members to review.

Motion made by Supervisor Mode; Second by Supervisor Braughler to approve the February 12, 2013 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

8. Communications

Job Announcement for the Deschutes County, Oregon County Administrator

9. Discussion and possible action on the process to determine how the administration office will function during the vacancy of the County Administrator

John Molinaro told the committee that he researched options available to cover the County Administrator vacancy. 1) The law states that a County Board member can be appointed for up to 15 days 2) UW Extension has retired administrators available to fill these temporary vacancies 3) The position can remain vacant. The Administration & Rules Committee is in charge of determining how this vacancy will be handled. According to the Personnel Ordinance, an interim appointment can be made to cover a vacancy. Gary Petre's recommendation was for the committee to consider appointing Kathi Cauley, Human Services Director, for the interim administrator position. Kathi Cauley addressed questions and concerns from the committee. The committee will recommend this appointment to the County Board at the March 12th meeting. Supervisor Reese suggested that department heads be given more authority on certain projects to alleviate the interim Administrator's duties during this vacancy. John Molinaro understood that filling this vacancy will need to be a team effort.

Motion made by Supervisor Molinaro; Second by Supervisor Kuhlman to take a recommendation to the County Board to appoint Kathi Cauley as interim County Administrator for a period exceeding 30 calendar days, but less than 1 year, as interim

administrator including a fiscal note stating that the salary will be paid out of the Administration budget at the first step of the pay grade. (Ayes-All) Motion carried.

10. **Discussion and possible action on resolutions, letters or reports from other governmental agencies**

Supervisor Braugher told the committee that the WCA has narrowed down the number of resolutions that they focus on.

11. **County Administrator's monthly reports**

Gary Petre reviewed his February 2013 monthly report and addressed questions from the Committee.

12. **Tentative Future Agenda Items and Meeting Dates**

- Approval of February 25, 2013 Administration & Rules Committee meeting minutes
- Approval of March 12, 2013 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- County Administrator's monthly report

13. **Adjourn**

Motion made by Supervisor Kuhlman; Second by Supervisor Babcock to adjourn at 11:12 a.m. (Ayes-All) Motion Carried.

Future Tentative Meeting Dates

The next regular meeting is scheduled for March 27th @ 8:30 a.m.