

**Association of Oregon Counties  
Board of Directors**

**Tuesday, September 12, 2011  
1:30 p.m.**

**Local Government Center  
Salem, OR**

*Present: President Janet Carlson, Commissioner Tammy Baney, Commissioner Mary Stern, Judge Pat Shaw, Commissioner Leslie Lewis, Commissioner Annabelle Jaramillo, Commissioner Kathy George, Commissioner Tony Hyde, Judge Dan Joyce, Commissioner Tim Josi, Commissioner Wayne Fording, Commissioner Bill Hansell, Commissioner Sam Brentano, Commissioner Simon Hare, Commissioner Jim Bernard, Sheriff Jack Crabtree, Treasurer Laurie Steele, Administrator Ralph Wyatt*

*Via telephone: Commissioner Patricia Roberts*

*Staff and consultants: Mike McArthur, Cara Fischer, Gil Riddell, Emily Ackland, Joann Hendrix*

President Janet Carlson called the meeting to order at 1:40 p.m.

***Agenda Approval***

**Administrator Ralph Wyatt moved to approve the agenda of August 9, 2011, with the addition of "Letter to Congress Regarding Secure Rural Schools," seconded by Commissioner Mary Stern. Motion carried.**

***Consent Agenda***

Accept the minutes as presented from August 9, 2011.

Receive the financial report as presented for period ending August 31, 2011.

**Recommendations & Appointments**

1. Endorse the Governor's nomination of Yamhill County Commissioner Mary Stern to the Oregon Criminal Justice Commission.
2. Appoint Multnomah County commissioner Deborah Kafoury as AOC's representative to both the Advisory Committee on Court Facilities (ex officio member) and Joint Committee on State Courts Revenue Structure (member).

**Commissioner Tim Josi moved to approve the consent agenda, seconded by Commissioner Wayne Fording. Motion carried.**

***Proposed AOC 2012 Budget***

Mike McArthur reported that the budget committee forwarded the proposed 2012 AOC Budget to the board. Mr. McArthur requested that the board recommend the proposed 2012 AOC Budget to the membership for consideration at the annual business meeting in November.

**Commissioner Josi moved to recommend the 2012 AOC Budget to the AOC membership for consideration at the association's annual meeting, seconded by Commissioner Tony Hyde. Motion carried.**

***Contract with BP7, Inc.***

Mr. McArthur requested the board authorize the executive director to enter into a personal services contract with BP7, Inc. for the *2011 County Road Manual Update*.

AOC conducted a formal Request for Proposal (RFP) for the road manual project. Three proposals were received and evaluated by Mike McArthur, Jon Oshel and Darrin Lane, Linn County roadmaster. All three reviewers ranked the BP7, Inc. proposal substantially higher than the other two proposals. Bill Penhollow is the principal member of BP7, Inc.

**Mr. Wyatt moved to authorize the executive director to enter into a personal services contract with BP7, Inc. for the *2011 County Road Manual Update* project, seconded by Commissioner Bill Hansell. Motion carried.**

***2011 Supplemental Budget***

Mr. McArthur requested the board authorize the executive director to transfer \$25,000 from the 2011 Business Enterprises Fund to the 2011 General Fund for the purpose of market adjustments to AOC employee compensation.

The AOC Budget Committee at its August 7, 2011 meeting recommended that \$25,000 be transferred from the 2011 Business Enterprises fund to the 2011 General Fund to make market adjustments in AOC employee compensation.

Discussion ensued regarding the request of \$25,000 and if that dollar amount was justified to fund AOC employee compensation. Mr. McArthur stated that the \$25,000 would be for the remainder of the 2011 fiscal year and that these adjustments are reflected in the 2012 AOC Budget.

Mr. McArthur reported that AOC has retained the services of the Local Government Personnel Institute (LGPI) to complete a comprehensive compensation and classification study for non-represented AOC positions. The AOC Budget Committee, at its August 7, 2011 meeting, requested this study be conducted prior to any adjustments in non-represented staff salaries.

The executive director's salary has been compared to peers twice in the last four years; the represented staff positions went through a comprehensive compensation and classification study in 2008. As far as AOC management can tell, non-represented staff positions have not received a compensation and classification study since 1999.

**Commissioner Hyde moved to authorize the executive director to transfer \$25,000 from the 2011 Business Enterprise Fund to the 2011 General Fund for the purpose of market adjustments to AOC non-represented employee compensation, seconded by Commissioner Jim Bernard. Motion carried.**

### ***Market Adjustment for Executive Director Compensation***

President Janet Carlson requested the board to direct AOC fiscal staff to increase the executive director's compensation by \$5,000 effective September 1, 2011 as a market adjustment.

President Carlson reported that LGPI conducted a salary comparison study for the AOC executive director position as part of Mike McArthur's annual performance review. The League of Oregon Cities, Special Districts Association of Oregon and the state associations of counties in Idaho, Washington and Utah were used as comparables for the study.

The LGPI report shows that the current AOC executive director salary is 17.97 percent below the market average. The AOC Executive Committee recommends a \$5,000 market adjustment, which would bring the executive director's salary to 13.18 percent below market average with an additional \$5,000 adjustment in the 2012 fiscal year.

**Commissioner Hyde moved to direct AOC fiscal staff to increase the executive director's salary by \$5,000 effective September 1, 2011 as a market adjustment, seconded by Commissioner Josi. Motion carried.**

### ***Other Business***

#### ***Proposed Revisions to AOC Bylaws***

President Carlson reviewed proposed revisions to the AOC Bylaws recommended by the AOC Executive Committee. The revisions include:

- Making clear that members participating in meetings (other than membership meetings) by phone or video conference are considered present for purposes of parliamentary rules;
- Allowing district chairs to name an alternate member of the district to AOC Budget Committee;
- Adding the chairs of steering committees to the Special Operations Committee;
- Removing the representatives from the metro counties from Special Operations; and
- Removing Special Operations Committee members from the Board of Directors.

The revisions and full explanation will be presented to the board at its October 10 meeting.

#### ***Letter to Congress Regarding Secure Rural Schools***

Mr. McArthur reported that Alex Cuyler, intergovernmental relations manager of Lane County, has developed a letter that would be signed by Oregon legislators and sent to Congress endorsing reauthorization of the Secure Rural Schools Act.

Mr. McArthur requested that the board give authority to President Carlson to approve the letter's content and form.

**Commissioner Hansell moved to grant authority to President Carlson to approve content and form of this particular letter to Congress regarding reauthorization of the Secure Rural Schools Act, seconded by Commissioner Hyde. Motion carried.**

With no further business, the meeting adjourned at 2:25 p.m.