

## **County Manager Update**

**January 11, 2021**

**11 a.m.**

Present: Commissioner Stamper, Commissioner Pollock, Commissioner Swope, County Manager Erik Martin, Janelle Lindsey, Taylor Albright, Lara McRea, Chris Panush, Josh Metcalf, Katie Conradi, Suzette Smith, Becky Butler, Steve Wohld

Guests: Former Commissioner Edna J. Fund, Bill Serrahn, Claudia Yaw

Recorder: Rieva Lester

### **Budget**

County Manager Erik Martin noted that the commissioners have added some costs that were not originally budgeted for, so an amendment may be needed in the future.

Becky Butler said an emergency amendment will be needed to address coronavirus response.

### **East Lewis County Public Development Authority (ELCPDA)**

Erik said the county owns property in Packwood that was developed in concert with the ELCPDA. He said a business was housed in one of the buildings for a few years but vacated long ago. He said the ELCPDA has two loans for the building: one with the county and the other with CRAFT3. He said the county extended its loan and that the due date appears to be approaching soon.

### **Internal Services update**

Records manager: Steve Wohld said the county is looking at hiring a records manager in the second quarter. He said the cost, with benefits, would be roughly \$100,000. Becky Butler said Megan Sibbert served in the position when it was created but was then moved to Munis. She noted that HR and the PA's Office recommended the position be created. Steve Wohld noted that the PA's Office suggested housing the position under Risk. Steve said the county also needs to consolidate its electronic records system.

Salary Survey schedule: Steve Wohld reviewed the 2020 BOCC's directives regarding the salary schedule. He said the consultant has met with electeds and directors. He said the findings will be forwarded to the Auditor's Office and that negotiations with the unions will begin. He said the plan is to roll out the changes in April. He said Erik and Becky will be asked to review the findings before it's presented to the BOCC.

Suzette Smith asked for clarification regarding the implementation. She asked that the document's verbiage specify that it would be for time worked on or after April 1.

**Public Works / Department of Emergency Management (DEM) update**

Erik reviewed Public Works' organizational chart and operations.

**Public Health and Social Services (PHSS) update**

Erik reviewed PHSS's organizational chart and operations.

**911 update**

Erik reviewed 911's operations.

**Community Development update**

Erik reviewed Community Development's organizational chart and operations.

**Human Resources**

Chris Panush, Becky Butler and Erik discussed the need to re-up the county's COVID-19 policies. Becky noted there are several labor-related bills being reviewed.

**Calendars / vacation schedule**

Commissioner Stamper and Erik discussed their upcoming vacation plans.

Meeting ended at 11:46 a.m.