

UMATILLA/MORROW RADIO & DATA DISTRICT

Work Session January 27, 2012

I. Call to Order: Director Roxbury called the meeting to order at 1:14pm. Director Rogelstad was absent.

II. Changes/Additions to the Agenda: None

III. Finance and Accounting Policies

A. Purchase Approval Policy

The Board members took few minutes to review the policy on their own, and then began a discussion regarding additions and/or changes with Shawn.

Shawn did not provide a purchase approval document sample, as referenced in the policy, but plans to use a document similar to a Direct Pay form. He started using direct pays last week, instead of Purchase Orders. Shawn pointed out that, with regard to the policies, he differentiates himself from “employees” as the “administrator.”

After discussion, it was decided that budgeted items maybe be purchased without additional approval if the expense is \$5,000 or less. Budgeted items that cost \$5,001-\$10,000 must have prior approval by the board chair. Any budgeted item over \$10,000 must have full board approval.

Unbudgeted items may be purchased without approval if the expense is \$5,000 or less. Any unbudgeted purchase over \$5,000 must have full board approval.

“Capital Equipment” will be removed and listed only as budgeted lines based on the sliding scale.

B. Financial Management Policy

The Board members took few minutes to review the policy on their own, and then began a discussion regarding additions and/or changes with Shawn.

Banking Services: “authorized and approved by the district administrator” will be changed to “authorized and approved by the board” as the bank account decisions are made at the annual board meeting and is a board decision.

Billing and Receipts: “stage agency” should read “state agency”

Debt: change “manager” to “administrator”

It was decided that 30 days is reasonable amount of time due invoices.

Internal Controls, Bullet 4: Remove-this is included in the purchase approval policy.

Internal Controls, Bullet 9: Mandatory Vacation of 10 consecutive days.

After discussion with Shawn, it was decided to remove this requirement. He plans to continue to take frequent breaks of several days off at a time, but never 2 full weeks. With regard to using that time for an audit, the board plans to have an audit and book review on October 1 (instead of April 1 as listed in the original policy) each year, whether Shawn is working or not.

Shawn does not expect to be dealing with cash payments and does not plan to have petty cash. He removed petty cash from the policy and plans to use a credit card for those types of expenses.

The writing off of bad debt will be a board decision.

IV. Personnel Policy and Procedures

The Board members took few minutes to review the policy on their own, and then began a discussion regarding additions and/or changes with Shawn. This policy is a revised version of the one created by SDAO. The revision is one that Director Rogelstad uses and was reviewed by a legal firm. It is shorter and in a more readable format than the original.

Shawn will create the travel forms referenced in the personnel policy.

I.C. Personnel Policy Administration Generally: Shawn’s contract is separate from the personnel policy but does reference the policy. He is obligated to adhere to both. He will supervise employees under the policy with advice and consent from the board. He himself will be monitored by the board.

The term "interpretation" will be removed and the policy will read that the administrator is charged with the implementation and application of the policy.

II.B. Applications: After discussion it was decided not to retain a hiring pool of applicants and that each open position will be opened and the full hiring process maintained.

II.D.2. Drug Screening: remove "applicants may be reimbursed for reasonable travel expenses" Shawn also pointed out that SDAO will pay for 10 screens per year.

II.G.1&2. Regular Full-Time Employees: "regularly works a minimum of 40 hours a week" will be changed to "regularly scheduled 40 hour week" and a part time employee is one that works a regularly scheduled week of less than 40 hours.

II.H. Volunteers: change [will be, will not be] to "will be." Shawn may or may not use volunteers.

II.J. Driving Record: The driving record and criminal history check will be part of an employee's annual review. This will be added to the annual evaluation section of the policy. The board will monitor the administrator's records.

With regard to information released to other employers, the policy will read that the district will cooperate and give good faith answers to questions regarding current or past employees, as long as a signed release is faxed or mailed to the district.

III.F. Payday: The policy of the district will be that a payroll draw of less than 50% may be given, mid-month, to an employee that has made a written request. The most they can receive is what they have earned already, up to 49%.

Shawn removed comp time from the policy. After discussion, it was decided that overtime (1.5 times pay) will be counted as anything over 40 hours in a week and those hours must be directed by the administrator.

IV.B. Expense Reimbursement: After discussion, it was decided that expense reimbursement for employees will include 2 options.

Option 1: Per Diem - \$8 for breakfast \$8 for lunch \$16 for dinner for each meal during the trip

Option 2: Reasonable amounts charged to the district credit card, with receipts required.

Breakfast credit will be given if travel time begins one hour or more before regular shift star (7am or earlier) and Dinner credit will be given if travel time ends one hour or more after regular shift end (6pm or later).

Per Diem will be given in advance. Shawn plans to create a travel form to track expected travel times and expenses for employees.

These policies are for employees, not board members.

IV.E.b Lodging: The district credit card will be used to pay for lodging.

V.A.2. Holidays: Employees will not be charged vacation time for holidays that fall during scheduled vacation time. They will receive the regular holiday leave.

V.A.4. Vacation Accrual: change the format to reflect 0-5 years accrues 8 hours per month.

V.A.6. Vacation Time: Employees may accrue up to 240 hours of vacation time. Excess hours will be forfeited.

V.B. Holidays: Remove the day after Thanksgiving. There will be 9 holidays and 2 personal days. Personal days will not be carried into the next year unless approved in advance.

After discussion, it was decided that the board will need to create and adopt a separate weapons policy to include the ability for an employee to carry a weapon, if they qualify for a concealed weapons permit, in District vehicles and on their person while on district business.

VII. Violence: remove "possession of weapons means violent"

With regard to cell phones, strike the paragraph about notifying the administrator and the section on long distance.

Director Matlack left the session at 3:51.

Remove "department head"

XIII.A. Discipline, paragraph 2: remove parenthesis and change "or" to "and."

XIII.B. Discipline: Verbal warnings last 12 months and not included in personnel file. Administrator may keep documentation of verbal warnings in a separate file for reference. (change supervisor to administrator)

Written warning removed after 12 months. Additional discipline, extreme cases including drugs and alcohol: 12 months or longer.

After discussion, it was decided that the district will create a separate social media policy. Shawn will discuss with legal and review the Umatilla county policy.

XVI.B.5. Retain the first sentence. A reasonable time period will be established on a case by case basis.

V. Public Works Radio Issue Policy & VI. Additional Agencies Eligibility Requirements Policy

Director Matlack brought up the issue of radios being issues to other agencies and the replacement cost responsibility the district would have to these agencies.

Public Works would like to be outfitted with radios and they would have to be replaced after the system upgrade. Will the district issue the radios, and then expect PW to pay for replacements?

Shawn explained that is it a matter of putting users on the system and determining how many subscriber units the system can support. This is a topic that needs to be addressed with the full board, as it seems there are conflicting opinions, and the board must come to a consensus before making a policy.

VII. Adjourn