

UMATILLA MORROW RADIO & DATA DISTRICT  
BOARD of DIRECTORS MEETING  
Umatilla Police Department  
February 22, 2022 1:30pm

Present: Director Pratt Director Kennedy  
Director Primmer

Absent: Director Roxbury Director Matlack

Guests: Scott Skibness, Racom Rod Ekholm, Racom

Staff: Shawn Halsey, Rosanna Brown, Brett Mueller

- I. Call to Order and Recognition of Guests: The meeting was called to order at 1:38pm.
- II. Changes/Additions to the Agenda: None
- III. Business from Guests: None
- IV. New Business

A. District Administrator Resignation

Shawn accepting a position with Adcom and Director Roxbury requested a meeting to discuss the transition and when Shawn's last day with the District would be.

Shawn planned to start at Adcom on or before April 4 and asked the Board what their preference was for his last day. He noted that one consideration was his attendance at IWCE. He had planned to attend for the District, and now would be attending for Adcom. The convention began on March 21. He noted that Adcom planned to reimburse the District for any expenses already incurred for the convention. He suggested March 18 be his last day with the District, which was the Friday before IWCE. Brett and Rosanna were not planning on attending IWCE. Director Pratt felt that it made more sense for Shawn's last day to be March 18 since Shawn planned to attend training sessions during the convention. Director Primmer and Director Kennedy agreed. Director Kennedy noted that he was glad that Brett hadn't planned to attend IWCE, since Shawn would be unavailable.

Director Kennedy asked that the other staff members inform the Board of anything that would be beneficial during the transition. The Board acknowledged the significant increase in workload and wanted to provide as much help and support as possible.

Director Pratt inquired about job descriptions for the administrator and technician positions. Shawn confirmed that there were position descriptions already and that Director Roxbury requested that Shawn and Brett create a list of current projects as well. That list was about 90% complete and would be matched with the job description to use during the search for a replacement. Director Kennedy asked Shawn to send the job descriptions out to the Board when they were completed and to add it to the next meeting's agenda. Shawn felt that one of the minimum qualifications should be a 4 year degree or equitable experience.

Director Primmer asked for recommendations on how to advertise the open position and Shawn thought it should be posted in national publications. Scott Skibness noted that there were similar job listings posted in industry magazines like Adcom and Mission Critical. Director Pratt felt that IWCE might be a place to make connections.

Shawn said that the decision to move to Adcom wasn't easy, but the change was tempting and he felt that the position at Adcom was a good fit for him. Director Primmer expressed appreciation for everything Shawn had done for the District. She was happy for Shawn.

Director Kennedy asked Shawn if there was anything that the District could do in the future, to make the next administrator as successful as Shawn had been. Shawn said he would consider the question.

Since Directors Kennedy and Primmer would be unavailable on March 1, and Shawn needed to complete the job descriptions and task list, it was decided to move the next Board meeting to March 8.

V. Open Discussion: None

VI. Adjourn

*A motion to adjourn the meeting at 1:54pm was made by Director Pratt and seconded by Director Primmer.*

*Director Primmer: Aye*

*Director Pratt: Aye*

*Director Kennedy: Aye*

Next Meeting: March 8, 2022

1:30pm

Location: Boardman City Hall