

UMATILLA MORROW RADIO & DATA DISTRICT
BOARD of DIRECTORS MEETING
Media Room, Umatilla County Justice Center
May 23, 2022 10:00am

Present: Keith Kennedy Karen Primmer
Mark Pratt Ken Matlack

Absent: Mike Roxbury

Guests: Steve Surwillo, CDX Wireless

Staff: Brett Mueller, Rosanna Brown

- I. Call to Order and Recognition of Guests: The meeting was called to order at 10:33am.
- II. Changes/Additions to the Agenda: None
- III. Business from Guests: None
- IV. Old Business
 - A. Strategic Plan

The Strategic Plan subcommittee met and created a brief strategic plan. Brett and Rosanna expanded on it and added an action plan that addressed the goals. It was sent out to the Board to review for adoption. In response to Director Kennedy's question, Brett confirmed that extending the plan further into the future was open for additional discussion.

Director Matlack noted he had heard about an effort to create a better communication system from the cellular system perspective, but did not have additional details. Director Primmer reported that FirstNet had made contact with Sheriff Rowan regarding their tower and coverage in Umatilla County. There was one tower on Cabbage Hill at the time.

A motion to adopt the 2022 Strategic Plan was made by Director Matlack and seconded by Director Pratt.

Director Pratt: Aye

Director Primmer: Aye

Director Kennedy: Aye

Director Matlack: Aye

B. District Administrator Job Description

The Directors reviewed the job description for the District Administrator. Brett noted that Shawn put most of it together and it had been reviewed by CDX. The Board discussed adding language regarding a background check, due to access to secure equipment and facilities. Director Pratt noted that the Board would have to conduct the check. Brett thought it had been in the description at one point and needed to be added back in.

A motion to approve the District Administrator job description, with the change of adding language to require a background check, was made by Director Pratt and seconded by Director Primmer.

Director Pratt: Aye

Director Primmer: Aye

Director Kennedy: Aye

Director Matlack: Aye

V. New Business

A. Consideration of the standards and criteria for hiring a District Administrator

The Board considered ways to fill the District Administrator position, vacated by Shawn in March 2022, and if it would hire within or advertise the position. The Board decided to allow for the position to be filled from within, when possible. The Directors supported hiring Brett for the position. It was also noted that the District Administrator's contract self-renewed annually.

VI. Open Discussion

The Board decided to move into an executive session to discuss the details of the District Administrator position.

At 10:55am, The Board adjourned the regular meeting to open an executive session to consider the hiring of a District Administrator, under the authority of ORS 192.660.

The Executive Session closed at 11:20am and the regular meeting was reconvened.

A motion to hire Brett Mueller for the position of District Administrator was made by Director Primmer and seconded by Director Pratt.

Director Primmer: Aye

Director Kennedy: Aye

Director Pratt: Aye

Director Matlack: Aye

Director Kennedy left the meeting at 11:21am.

The Board discussed the salary for the District Administrator position. Director Pratt thought the budgeted \$135,000 was a reasonable amount. Director Primmer agreed and felt that \$105,000 was insufficient. Director Matlack felt that the position should start at a lower salary, such as \$115,000, with the opportunity to increase based on classes, training, and experience. It was noted that, if Brett decided not to take the position, the Board would spend significantly more to hire someone, and the salary expectation for that person would likely be higher with no guarantee of the quality of work.

The amount budgeted was based on some comparisons that Brett was able to find, though there was not another position exactly like this one to compare it to, and \$135,000 was near the lower end. Director Primmer noted that finding employees was getting more difficult in all fields and receiving applications from someone with Brett's qualifications was unlikely.

Director Pratt also noted that Shawn had underbid himself for many years, so the current salary level was artificially low. That information would account for the large jump in budgeted amounts from one year to the next. The Board planned to discuss raising the high end of the salary listed on the job description in the next year.

A motion to offer a salary of \$135,000 to Brett, for filling the position of District Administrator, was made by Director Primmer and seconded by Director Pratt.

Director Primmer: Aye

Director Pratt: Aye

Director Matlack: Aye

Regarding the Administrator's contract, Brett had very little to change. He asked that the holiday listed as "Day after Thanksgiving" being converted to a second "personal leave day". This change made the contract match the Personnel Policy for holidays. The Board also directed staff to update the Personnel Policy to include "Juneteenth" as a day off, since it was made a federal holiday in 2021.

Brett also requested that he be allowed to count overtime, but be paid at the regular salary amount, instead of the overtime rate of 1.5 times. The Board felt that the Administrator salary was high enough that there was

not a need for overtime generally, but there may be a need for it while the District was understaffed. Director Pratt suggested that Brett attempt to burn off as much time as possible, then bring whatever number of hours are left to the Board meetings, to authorize payment on a month to month basis. Director Primmer thought that was a good compromise. Brett thought it was a reasonable solution.

Brett noted that the contract provided for full medical and health insurance coverage for the Administrator, at whatever plan they chose. He had been paying a significant amount for his coverage, but was willing to go along with the allowance listed in the personnel policy, which was periodically updated as rates changed. Brett noted that paying a percentage of the coverage may be a better option for employees, instead of a set amount.

The Board was also concerned that the salary range for the Communications Technician was too low, in comparison to the new District Administrator's salary. Director Pratt felt that, as the hiring process went on, the District would find out what the salary range should be. Brett noted that the entry level techs for Racom were making less than the salary range listed on the job description, but he planned to hire someone with a significant amount more expertise for the position.

In response to Director Primmer's question, Rosanna confirmed that the Administrative Assistant followed the personnel policy and did not have a contract.

Brett noted that he planned to review the Administrative Assistant salary for the next fiscal year and would like to add a raise, in addition to the regular COLA increase. The Board asked for a pay scale.

VII. The meeting was adjourned at 12:02pm.

FISCAL YEAR 2022-2023 BUDGET HEARING
& Board of Directors Meeting
Tuesday, June 7, 2022 @ 1:30pm
UCFD1, Station 23