

Blue Mountain Translator District¹

Budget Committee **Annual Meeting Provisional Minutes** **May 29, 2019**

1. Call to Order and Roll Call Vote	<p>President Wallender called the meeting to order at 1:18 PM.</p> <p>Members Present: President Tim Wallender, Vice President Innerarity, Director Mike Kenny.</p> <p>Staff Present: Executive Director Alex McHaddad.</p>
2. Declaration of Conflict of Interest	<p>Executive Director McHaddad announced a potential conflict of interest. He is an employee of United Way of Eastern Oregon, and the Board will review a sublease agreement with this organization.</p>
3.a. Director Reports	<p>Director Mike Kenny interviewed a candidate for an office assistant with Executive Director McHaddad.</p> <p>Executive Director McHaddad announced that President Wallender, VP Innerarity, and Directors Kenny and Wood all won their elections to the Board of Directors. Director Wilfong did not file for election to a term.</p>
3.b. Staff Report	<p>Executive Director McHaddad informed the board of progress on legislation. SB 394 passed the House of Representatives on May 29 and is likely to be signed by the Governor. SB 393 and SB 901 are still stuck in the Senate Finance & Revenue Committee. Senator Bentz is confident that they can pass the Senate, but Executive Director McHaddad believes that there is not enough time left in the 2019 Session for the House of Representatives to consider these bills.</p> <p>President Wallender hopes that both bills will pass and does not want the District to prioritize one over the other in the future unless asked directly. Executive Director McHaddad noted that this was the impression he had received prior to</p>

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	<p>previous engagement with Senate Finance & Revenue.</p>
4.a. Safety	<p>President Wallender asked if the Executive Director had maintained a safe workplace environment since the last meeting. Executive Director McHaddad confirmed that he had maintained a safe workplace environment since the last meeting.</p> <p>Directors and staff discussed amenities to ensure a safe work environment for a temporary office assistant. The south wing of the Joseph Building has a timed electronic lock, and the office itself has a locked door. Only one other office space in the wing is in use on a regular basis, and County employees frequently enter the wing. Director Kenny suggested that on those occasions when the Executive Director may not be present, a Director should stay in the office with the Office Assistant. The office assistant should not be left alone, given a history of difficult situations discussing service charge notices with property owners.</p> <p>Executive Director McHaddad broached the subject of workplace harassment. He noted that if another employee believes that a coworker has engaged in hostile behavior, they should contact a member of the board, and he requested that Vice President Innerarity should be this contact. VP Innerarity agreed, and her personal cell phone will be given to the District's temporary office assistant.</p>
5.a. Approval of Expenditures	<p>Executive Director McHaddad announced an amendment to the expenditures. The lunch receipt for the Budget Committee meeting would be covered directly by the District because the District's debit card had arrived, rather than as a reimbursement to the Executive Director. The amount from the bill was \$157.41</p>

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	<p>VP Innerarity move to approve the expenditures as amended, second by President Wallender. Yes: President Wallender, Vice President Innerarity, Director Kenny. No: N/A. Abstain: N/A. Amended expenditures approved.</p>
5.b. Hiring of Temporary Office Assistant	<p>Executive Director McHaddad reviewed the interview and hiring process. The application was placed on the website and announced on Facebook. Only 2 individuals completed the application as per the instructions on the website, and one applicant dropped out of consideration prior to an interview. Executive Director McHaddad noted that the only interviewee had been his preferred hire upon his review of both applications. Executive Director McHaddad recommended the hiring of Ms. Callie Sheker-Grothe for the position of temporary office assistant, for terms described in the board packet. He jointly interviewed Ms. Sheker-Grothe with Director Kenny.</p> <p>President Wallender entertained a motion to approve the hiring of Callie Sheker-Grothe for the position of Temporary Office Assistant for the terms and conditions described, second by VP Innerarity. Yes: President Wallender, Vice President Innerarity, Director Kenny. No: N/A. Abstain: N/A. Hiring of Callie Sheker-Grothe approved.</p>
5.c. Approval of Contracts	<p style="text-align: center;">Health Insurance</p> <p>Executive Director McHaddad reviewed the insurance plan information from Special Districts Insurance Service and noted that the District could fund this plan under the current budget and</p>

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2019-2020 budget.

Vice President Innerarity moved to approve the health insurance plan provided by Special Districts Insurance Services.

Yes: President Wallender, Vice President Innerarity, Director Kenny.

No: N/A.

Abstain: N/A.

Health insurance plan provided by Special Districts Insurance Services approved.

UWEO Sublease

Executive Director McHaddad reviewed changes to the office sublease agreement with United Way of Eastern Oregon. UWEO's new fee will be \$31 per month in order to use the office space for 5 hours per week. UWEO will no longer use the office for storage other than what is necessary for day to day business. VP Innerarity asked about Internet access; Executive Director McHaddad clarified that Internet access is not referenced in the agreement because UWEO will no longer be utilizing District Internet in the office.

VP Innerarity moved to approve the Sublease Agreement, second by Director Kenny.

Yes: President Wallender, Vice President Innerarity, Director Kenny.

No: N/A.

Abstain: N/A.

Sublease Agreement approved.

Worker's Comp. Insurance

Executive Director McHaddad reviewed the item. Approving volunteer coverage is an annual duty of the District.

VP Innerarity moved to adopt Resolution 2019-2, second by President Wallender.

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	<p>Yes: President Wallender, Vice President Innerarity, Director Kenny.</p> <p>No: N/A.</p> <p>Abstain: N/A.</p> <p>Resolution 2019-2 adopted.</p>
6. Public Comment	<p>Attendance at County Fairs was discussed. Executive Director McHaddad recommended against attending the Union County Fair because 12 hour attendance was mandatory and he was unable to man the booth. VP Innerarity disputed his dismissal of the opportunity. The District should endeavor to work with volunteers to ensure that the booth is manned for all 12 hours per day, rather than dismissing the opportunity. For future events, Executive Director McHaddad will review such restrictions and seek Director assistance.</p>
7. Scheduling of Next Meeting and Adjournment	<p>Executive Director McHaddad recommended holding the June board meeting later in the month in order to have enough time to assemble the LB-50's. VP Innerarity is unavailable June 19, but otherwise can attend a meeting during the second half of August.</p> <p>Executive Director McHaddad noted that the Special Districts Association of Oregon will hold a training for new Directors in August; VP Innerarity and Director Kenny will be unavailable the last two weeks due to personal matters.</p> <p>Executive Director McHaddad noted that they can attend the annual SDAO conference in 2020; President Wallender added that training videos are available online.</p> <p>President Wallender adjourned the meeting at 2:00 PM.</p>