

**UMATILLA COUNTY BOARD OF COMMISSIONERS
WORK SESSION - MINUTES**

Meeting of June 22, 2026
9:00 am, Room 130, Umatilla County Courthouse
Pendleton, Oregon

Commissioners Present: Chair Dan Dorran, Vice-Chair John Shafer and Commissioner Cindy Timmons

Staff Present: Doug Olsen, Nicholas Warner, Robert Pahl, Jason Jensen, Jennifer Blake

Guests Present: None

Video link or Calling in: None

CALL TO ORDER: Chair Dorran called the meeting to order at 9:02 am. He reminded all that the meeting is a public forum and there is a call-in option provided. The meeting is being video and audio recorded and minutes will be taken. Also, meetings are now live-streaming.

Pledge of Allegiance - led by Chair Dorran

Additions to Agenda – None

Business Items

1. **Personnel Policy Manual** – Presented by Jennifer Blake, HR Director. The county policy manual is before the Board today for review, to include administrative services, facilities, fiscal and personnel policies. There is excitement to be able to roll the policy manual out in an electronic format. Some benefits include a search feature, unique user ID and passwords for employees, the ability to assign policies and set reminders, e.g. annually, and Lexipol can review policies when legislative changes occur, assisting with compliance. If approved at the July 1, 2026 Board meeting they should be able to go live with Lexipol soon after.

Policies are grouped into chapters with Chapter 1 being Purpose and Scope. Chapter 2, Organization and Administration includes personnel and items related to constituents like ADA compliance, tobacco use and emergency plans. County Counsel adds that there were not many subsequent changes, if any, to the policies they were essentially just put into a different format. HR also commented that policies that did have substantive changes have been presented to the unions. Before the Board for consideration is a change to the attendance policy, this change would give the option to allow the employee to use as much of their Paid Time Off (PTO) as they would like while collecting Paid Leave Oregon (PLO), potentially earning more than their normal pay with this method of “double-dipping”.

The Sheriff’s Office (SO) has its own version of Lexipol, the hope is to allow SO staff to access both manuals with one login. HR and County Counsel do not have access to the SO manual at this time, they will request that.

Chapter 4 combines several categories--Equipment, Facilities and Technology. This includes many of IT policies that have already individually been approved by the Board. In this chapter, the Vehicle Use policy had minor changes to terminology and intent to clarify expectations.

Chapter 5 covers fiscal policies, many had not been reviewed recently and have now been updated to current practices. The recently adopted travel policy is also in this chapter. Mr. Warner stated that the Procurement and 500 series policies have not been included and be put before the Board for approval before being added. Commissioner Shafer asked if there was a new position being created under 502.3, "Procurement Services Manager Responsibilities". – It was suggested to change "Manager" to "Management".

The final section, Attachments brings together in one location, anything that one may like to reference, including union contracts, the branding guidebook and other policies and forms.

Commissioner Dorran asked for feedback on the dollar amounts referenced in 503, the Capital Asset Policy. The \$5,000 limit has been a long-standing value, but with inflation this amount is reached often and may even be considered small.

Under policy 508 there was clarification to traveling 260 miles or more from the work site being considered one-way, not round trip as previously discussed. Commissioner Shafer added that is used to be 250 miles, driving from the Courthouse to the State Capital is 257 miles.

Commissioner Dorran inquired about changing CFO's reporting to the State. Mr. Pahl states that the Finance Department reports to the State each year on positions within the department and authorized signers.

After adoption of the manual, changes will have to go through the Board for approval. Being in a digital, easily accessible format the hope is for each department to be able to review and update these more often.

When policies are assigned to staff, there will be an online acknowledgment/signature.

2. Executive Session – Employment/Real Property – ORS 192.660(2)(a,b,e,h) – None

3. Staff Reports

Jason – There is a high school student that will begin as intern in the Finance Department starting today.

Jennifer – HR is working hard to keep up with the fast-paced changes happening throughout the County. July 1st is always a busy time in HR.

Commissioner Reports:

Commissioner Shafer: None

Commissioner Dorran: Spout Springs is getting a lot of positive attention. No Chair meeting today.

Commissioner Timmons: None

Meeting adjourned by Chair Dorran at 9:44 am.

Kelsey Bailey

Executive Secretary – Board of Commissioners