



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES
February 9th, 2021

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on February 9th, 2021. The meeting was called to order at 2:33 p.m., by Chairman Dan Green.

Board of Trustees Members Present: Dan Green – Chairman
Dakota Hufford – Vice-Chairman – Via Zoom
Michael Shaw – Secretary
Lowell Hanna – Treasurer – Via Zoom phone

Staff: Josh Jacobson – Executive Director
Theresa Micallef – Office Manager
Maggie Atchley – Field Manager

Absent: Sarah Present – Ex Officio Member

Guest via Zoom: Attorney for CCVCD, Mr. William Cloran - Via Zoom

Guest via telephone: None Present

Items before the Board:

Approval of the January 12th, 2021 Regular Meeting Minutes – A motion was made by Vice-Chairman Dakota Hufford, seconded by Secretary Michael Shaw to approve the January 12th, 2021 Regular Business Meeting Minutes as submitted via e-mail. With no further discussions, motion unanimously approved. The original copy of the approved minutes were signed by Secretary Michael Shaw. (2021-011)

Approval of January 18th, 2021 Special Meeting Minutes – A motion was made by Vice-Chairman Dakota Hufford, seconded by Secretary Michael Shaw to approve the January 18th, 2021 Special Meeting Minutes as submitted via e-mail. With no further discussions, motion unanimously approved. The original copy of the approved minutes were signed by Secretary Michael Shaw. (2021-012)

Bills & Checks - Bills and Checks were given to Board Members for review and approval. Bills and checks were approved as presented by way of review and signatures.

Monthly Master Spreadsheet – A copy of the ‘Monthly Master Spreadsheet’ was distributed to the Board Members. Treasurer Lowell Hanna explained the ‘Monthly Master Spreadsheet’ to the Board Members, a discussion followed.

Resolution to Transfer from the General fund to the Land & Building fund – Chairman Dan Green read the ‘Resolution to Transfer Funds’ from the Oregon Local Government Investment Pool (LGIP) General Fund (#3013), to Oregon Local Government Investment Pool Building & Land Fund (#3014), for the budget year 2020-2021 to the Board Members. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Michael Shaw to approve the Resolution to transfer \$500,000.00 from the Oregon Local Government Investment Pool General Fund (#3013) to Oregon Local Government Investment Pool Building & Land Fund (#3014) for the budget year 2020-2021. With no further discussions, motion unanimously approved. Chairman Dan Green and Secretary Michael Shaw signed the LGIP Transfer Resolution. (2021-010)

Maternity/Paternity Leave – Board Members were given a copy of the draft policy for ‘Maternity/Paternity Leave’. The Board Members asked that the draft policy for ‘Maternity/Paternity Leave’ be looked at by Attorney William Cloran and then the draft policy would be discussed at the next Board Meeting March 9th, 2021. The Board Members agreed that the policy when approved by the CCVCD Board of Trustees would be retroactive for Executive Director Josh Jacobson.

ABC Applicants – Executive Director Josh Jacobson and the Board Members discussed the open CCVCD Board Member position, reposting the position for another 30 with the Clackamas County ‘ABC’, and having the CCVCD Board Members actively recruit for the open CCVCD Board Member position.

Draft Budget Discussion – Executive Director Josh Jacobson and the Board Members discussed additions and changes that possibly will need to be done in the budget for FY 2021-2022.

Budget Meeting (March 9th) – Executive Director Josh Jacobson informed the Board Members that the CCVCD Budget Meeting would be held March 9th, 2021 at 2:30 p.m. in the CCVCD Board Meeting room at 1102 Abernethy Road, Oregon City, OR, 97045.

Commissioner Meeting Date – Executive Director Josh Jacobson informed the Board Members that the Commissioner meeting for the policy session would be in person on February 23rd, 2021 at 2:30 p.m. at the Clackamas County Commissioners offices. Board Members discussed who would be able to attend the meeting.

Items That May Occur Before the Meeting:

Board Members were given paperwork titled 'Intergovernmental Agreement between Clackamas County and Vector Control District'. Executive Director Josh Jacobson, Attorney William Cloran and the Board Members discussed the agreement. A motion was made by Treasurer Lowell Hanna, Seconded by Secretary Michael Shaw, giving permission for Executive Director Josh Jacobson to finalize and sign the 'Intergovernmental Agreement between Clackamas County and Vector Control District'. With no further discussions, motion unanimously approved. (2021-013)

Executive Director Josh Jacobson, Attorney William Cloran and the Board Members discussed when and how to fill the vacant CCVCD lab positions; Biologist and Assistant Biologist. Board Members agreed that filling the positions were in the job scope of Executive Director Josh Jacobson.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 3:15 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____
Michael Shaw
Secretary