

Oregon Sweet Cherry Commission
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Committee on Replacing Administrator
SPECIAL MEETING MINUTES
The Dalles Irrigation District Conference Room
3503 Olney Rd., The Dalles, OR 97058
Friday, January 19, 2018 10:00 A.M.

Call to Order/Introductions

Dan Crouse, Chairman, called the meeting to order at 10:08 a.m. the following Commissioners were present: Stacey Cooper, Megan Thompson, Ryan Bond and Brad Pickering.

Kris Anderson ODA Commodity Commission Program Manager, and Dana Branson, OSCC Administrator were also present.

The reason for the meeting was to discuss how to proceed with hiring a replacement for Dana Branson, the current Administrator. The options are to (1) post/advertise a Request For Proposal (RFP) and hire a contractor, which is the way Dana was hired, (2) advertise and hire an employee of the OSCC or (3) contract with another commodity commission or state agency. Kris handed out a document with the steps required under each option. She explained that when John McCulley retired, after the RFP process was completed the Department of Justice (DOJ) asked her why those three commissions didn't pool their resources to hire an employee, even if part-time. One reason given was that commissions cannot delegate discretionary authority to contractors. No one at the meeting was sure of the specifics so we need to check with DOJ.

There was discussion about what additional costs would be incurred if the Commission hires an employee. Payroll taxes, possibly benefits (vacation, sick & health insurance), state holidays, annual performance reviews, but the position would be exempt the state salary structure. Benefits are calculated at 45% on top of salary for budgeting.

The commodity commissions that might have staff to take on additional administration were discussed as well as other agencies such as the Pear Bureau and Columbia Gorge Fruit Growers (CGFG). CGFG is not a state agency and would have to be considered through an RFP process.

The committee stressed that they want to choose from the largest pool of potential applicants to try to get the best result. They ask Dana to analyze her total hours and break them down into functions such as time to set up meetings, time spent on special events like the Research Review, collections activity, bookkeeping and any other activities that she can identify.

Before the committee can move forward they would like to

- (1) contact DOJ and make sure the contractor route is an option.
- (2) identify what skills and functions the Commission requires.
- (3) what is the commission willing to pay and set the compensation.

(4) investigate other commissions or organizations that might be interested in performing the administration.

A Special Meeting by Conference Call was set for Monday, January 22, 2018 at 11:00 a.m. The committee members will call in from the K&K office located at 1716 E. 12th St. in The Dalles, OR. Kris Anderson and Anika Marriott (DOJ) will call in from their respective offices for an Executive Session. Dana will send out the agenda and call number information.

The meeting adjourned at 11:15 a.m.