A meeting of the Tri-County Mental Health Board ("Board") was held at 2:00PM. Pacific Time on December 27, 2019 at Mid-Columbia Center for Living, 1060 Webber Street, The Dalles, OR 97058, conference room 123.

**Board Members Present:**
Wasco County Commissioner Scott Hege, Board Chair
Hood River County Commissioner Karen Joplin
Sherman County Commissioner Tom McCoy

**MCCFL Staff Present:**
Al Barton, Interim Executive Director
David Pickering, Human Resources
Desirae Tarrance, Executive Assistant

**Names of the Public:**
No public present

*Commissioner Scott Hege called the meeting to order at 2:10PM*

1) **COMMUNITY MEETING:**
A Community Meeting ensued.

2) **PUBLIC COMMENT:**
No public comment

3) **APPROVAL OF MEETING MINUTES (December 10, 2019):**
Approval of minutes for December 10th; Board requested to approve meeting minutes at the next board meeting on January 14th, 2020.

Per ORS 192.669 (2) (a) the Board elected to go into an Executive Session at 2:10 P.M.

4) **EXECUTIVE SESSION:**
Discussion related to possible terms of offer of employment to successful applicant.

*Per ORS 192.660 (2) (a) the Board elected to end the Executive Session at 2:21 P.M.*
8) - **EXECUTIVE DIRECTOR PROPOSAL:**
An offer will be made to Dr. June Gower, Ph.D. for position of Executive Director (ED). Mr. Pickering reviewed the employment criteria, previous ED offer letter, and discussed extensively the terms of employment which he recommend include the following (attached);

- Compensation rate of $11,666.67 monthly or $140,000.00 annually.
- This position will report to the Tri-County Board.
- A severance package of two months’ salary if Board choses to end employment.
- Relocation expense of $10,000.00.
- A benefit package beginning on the first day of the month after sixty (60) days of employment.
- PERS after 6 months of employment.
- Criminal Background (CRIMS) check
- Pre-employment drug screen
- The Board will consider 1 year salary increase of 5% upon accomplishment of requirements.
- Agreement for ED to reside in one of the counties MCCFL serves.
- Board will evaluate ED performance at each board meeting.

Board discussed and clarified the following points;

- Expectation of the ED to reside in Wasco, Sherman or Hood River County.
- Start date was negotiable with MCCFL Human Resources Department.
- Board stated preference for the ED to have an appropriate office in all counties MCCFL serves.

9) - **MOTION TO OFFER DR. JUNE GOWER POSITION OF ED:**

*Motion: Commissioner Tom McCoy*

*Second: Commissioner Karen Joplin*

*Approve: Unanimous*

10) - **Approval of new Secretary of MCCFL Board:**

*Motion: Commissioner Tom McCoy*

*Second: Commissioner Karen Joplin*

*Approve: Unanimous*

*Commissioner Hege adjourned the meeting at 2:46 P.M.*
December 27, 2019

Dr. June Gower, Ph.D.
Personal address has been redacted

Dear Dr. Gower:

I am pleased to inform you that the Tri-County Board of Mid-Columbia Center for Living would like to offer you the position of Executive Director. The Board reached that decision at an open public meeting held on the 27th day of December, 2019. MCCFL operates on a 37.5-hour workweek; regular office hours are from 8:30 A.M. to 5:00 P.M. However, with the nature of the work performed, hours may be flexible to meet the demands of this position.

TERMS OF THE OFFER:

Compensation:
Your compensation will be at the rate of $11,666.67 per month (annualizes to $140,000 per year). MCCFL issues paychecks monthly on the last working day of each month. Compensation will be open for review and negotiation by the Tri-County Mental Health Board of Directors (hereinafter referred to as “Board”) at the end of 12 months of successful employment.

Reporting Relationship:
You will report to the Tri-County Board. The Board is responsible for evaluating the Executive Director’s performance and for any personnel actions relating to the Executive Director. There will be a six-month introductory period.

Severance:
Any severance pay is limited to two months’ salary only if the Board chooses to terminate your employment within the six-month introductory period. If you choose to terminate your employment within the six-month introductory period, severance is not payable. This severance agreement is in effect during the six-month introductory period and is not payable at any other time during employment.

Relocation Expense Reimbursement:
Relocation expenses will be reimbursed up to $10,000 (receipts required). You agree to establish regular residence in one of the counties in our service region (Hood River, Wasco, or Sherman) within sixty (60) days of completing the introductory period. If you do not complete the six-month introductory period (regardless of who terminates the employment relationship), you will repay to the Agency any relocation reimbursement received unless you have already established your residence in the service region.

Pre-employment Requirements:
MCCFL is a drug-free workplace and requires pre-employment (post-offer) drug screening. The information you will need to complete this screening is enclosed. In accordance with Oregon Administrative rules, you must also successfully complete a criminal background check through the CRIMS system; a form for that purpose is also attached. Please contact Amy Johnson at your earliest convenience to coordinate your background check; she may be reached at 541-716-0420. (Fingerprints will be required because you have lived out of Oregon in the last five years.) Your employment is contingent upon receiving favorable results on both the criminal background check and your drug screen. You are also required to complete an Agency employment application.

Start Date & Benefits Eligibility:
Your initial employment date is established as ________________. You will be eligible for health insurance and other benefits beginning on the first day of the month after two months of employment. With a ___________ start date, you will be eligible for benefits on ______________. Eligibility for participation in the Oregon Public Employees Retirement System (PERS) requires a six-month waiting period before your 6% contribution is required to begin; employee contributions are made through payroll deduction.

**Possible Salary Increase at 1-Year Anniversary:**

At approximately the one year anniversary of your first day of employment by MCCFL, the Board will consider a monthly salary increase of not less than 5% of your monthly gross salary based on its evaluation of your accomplishment of the following:

1. Make significant progress in bringing Agency operations and revenues into alignment with its annual budget.
2. Develop and implement a plan to meet Fee for Service Revenue Projections.
3. Submit for Board consideration a plan to develop new revenue streams; implement plan as feasible.
4. Increase Agency compliance percentages in Pacific Source Annual Audit.
5. Develop and implement plans to decrease service delivery wait time, increase access and increase patient satisfaction.

Your employment at MCCFL is at-will, meaning that the employer or the employee may end the employment relationship at any time and for any reason. Any previous understandings or representations otherwise are superseded by this letter.

Please sign below indicating your agreement with these terms and return to the Human Resource Office. Also, we request that you provide us with a copy of your Master’s and Ph.D. degrees for our files. If you have any questions prior to your start date, please feel free to contact David Pickering, Human Resource Manager, at (541) 716-4156.

Congratulations, June, we look forward to your arrival!

Sincerely,

Scott Hege, Wasco County Commissioner
Chair, Tri-County Mental Health Board of Directors

I accept the offer of Executive Director as stated above:

_____________________________________________________ Date:_________________

Dr. June Gower, Ph.D.

Enclosures:
Job Description
Benefits Summary
Pre-Employment Drug Screening Forms & Policy
Criminal History Check Form
MCCFL Employment Application