

Rainier Cemetery District

Regular Meeting

Wednesday, January 3, 2024

The meeting was called to order at 5:00 p.m. by Board Chair Monica Hackenberg at the Cemetery office located at 24952 Alston Road, Rainier, Oregon.

Flag Salute occurred.

Board members present: Monica Hackenberg, Scott Falconer, Jim McGlone & Rick Fletcher.

Visitor comments:

David A. Thompson, Jr.: David reported that a plot that he had previously purchased at the Hudson Cemetery in 2018: Section 2, Grave 32, Row 9 has been resold to the Graff family. Matt Fieken, RCD Sexton, stated that Mr. Thompson is requesting a refund. He also requested permission to have the remains of "her" mother placed with his sister in her plot at no charge. Director Hackenberg offered a letter be written to confirm that his request had been approved and the board agreed it would be done. It was also agreed that the Board would write a letter to the Graff family confirming what had been agreed to. Further discussion occurred regarding what should be done from now on to avoid this issue arising again.

Kim O'Brien: Kim stated that over the long weekend her mother passed away and she had a very difficult time finding out if it was possible to have the service this coming Saturday. She asked if there is something that can be done so that people in that situation would be able to get the information needed from cemetery staff in a timelier manner. It was decided that the office voicemail would be updated to include office hours.

Board Business: Director Fletcher moved, and Director Falconer seconded the agenda be approved as presented. Motion passed.

Approval of December meeting minutes: A discussion occurred regarding a statement that Director Hackenberg made at the meeting that was meant to be a joke but was taken seriously. The matter was cleared up and it was determined that no corrections were necessary.

Director Fletcher moved, and Director Falconer seconded that the December 6 meeting minutes be approved. Motion passed.

Purchase of a recorder: A discussion occurred regarding the purchase of a recorder for recording future meetings. Director Hackenberg stated that she will purchase a recorder and invoice the district.

Treasurer's report: Director Hackenberg questioned why the PERS payments are so high. Are we paying back PERS? Cyndi stated that PERS determines the rates and that she had provided information in last month's board packet regarding an increase. Director McGlone requested that Cyndi arrange a meeting for him with PERS. She said she would provide the contact information to him.

Director Hackenberg questioned who is authorized to move funds from the LGIP to an RCD account.

Cyndi stated that she has been authorized as far back as when she was an employee of Dennis Conner.

Director Hackenberg believes that presents a problem and that, by law, only RCD Board members are authorized to move funds. Director Fletcher stated that he has no issue with Cyndi moving funds as she knows the accounts and when there is a need to move funds. Members of the public spoke up that since Cyndi is not a board member, she is moving the public's money without board approval.

A discussion occurred regarding the Treasurer having not received Misty's time sheet. Misty advised she had e-mailed it, but it was not received. She left the meeting to retrieve her time sheet and the meeting moved forward and her time sheet would be addressed/approved later.

Director Fletcher moved, and Director McGlone seconded the motion to pay the bills as presented.

Motion approved.

Director McGlone stated he would still like RCD to purchase a time clock.

Director Hackenberg asked if CemSites requires a separate license for each computer. Misty responded no, it is for each log-in. Are there one or two licenses? Misty stated there is only one.

A discussion occurred about staff taking lunch breaks and/or eating on the run. Matt and Scott eat on the go. Misty stated that she doesn't take lunch but she "writes it down" that she does. Director Hackenberg stated "we don't pay you for your lunch and we don't pay you for your drive from home to work, I hope.

Misty stated no. Director Hackenberg stated that she would like to see when you actually get to work and Misty stated that sure, she could do that.

Director Fletcher moved, and Director McGlone seconded the motion to approve the timecards. Motion approved.

Office Report and Concerns: Misty provided a report regarding meetings, sales and additional items that had occurred.

She posted the open board position.

She set up a payment plan for Nancy Hart as was approved by the RCD Board "last month".

She requested a meeting with herself, Matt and a couple of board members to "discuss communication or lack of or how we can communicate better." Directors Hackenberg and McGlone volunteered to help with that. Misty will get with Matt and let them know.

Sexton's and Maintenance report: Matt gave his report including discussing a potential danger tree on a neighbors' property that needs to be taken down. Director Hackenberg advised that she thought it would be okay to take down. An audience member suggested that it might be a good idea to have a written agreement between RCD and the property owner. Matt agreed to write something up. He also reported that he received a "rough estimate" quote for the mower repair of \$2,200. He also stated that the rocks were scheduled to be moved this Saturday, but it will need to be rescheduled because they now have an urn burial.

Old Business: Staff overtime: "no issue at this time because of working and burials."

Office hours: Director Hackenberg stated that there should be office coverage for business to be open as posted. Misty stated that she thought they were operation hours not office hours, correct? Director Hackenberg stated there needs to be someone in the office during office hours.

Director Hackenberg there is a meeting scheduled for Friday, January 5 to interview the 2 candidates for the open board seat. We will also discuss some of the existing issues.

Missing keys: Director Hackenberg stated there is no issue, the keys are no longer missing.

Background checks/drug and alcohol screening: Per SDAO rules we have to establish a program and be a part of the drug pool. An RCD policy also needs to be written to include all staff. Director McGlone moved, and Director Falconer seconded the motion to research the drug and alcohol screening policy.

Volunteer, Employee and Maintenance Handbook: Director Hackenberg asked Cyndi if we have any of those handbooks yet. Cyndi stated that she had provided a "boiler plate" handbook that was provided by SDAO and it is recommended that each district use what applies to their district. She made the same statement about an employee handbook. Director Hackenberg questioned why they have been waiting a long time after Cyndi had told them she had sent it off to SDAO? The question was met with an additional question from Cyndi as well as Cyndi advised she had been told that the board had determined they needed job descriptions first. We do have job descriptions, but the office manager position is only in draft form.

Office Supplies: Director Hackenberg stated that she has purchased office supplies at Amazon and they have been delivered.

Lynn Kyser: There has been a resolution for Lynn Kyser. It was discussed in Misty's office report about "having to track down the public health officer."

SDAO Conference: RCD usually pays for the registration. There was a discussion regarding Cyndi attending the conference last year. A 10% insurance discount was supposed to be credited to the district but Cyndi failed to complete and submit the paperwork in a timely manner, so the discount was not received. Director Hackenberg said that won't happen again.

Director Hackenberg stated that the RCD would be getting a recorder for the minutes.

New Business: Vacant Board member applications have been received and interviews will happen on Friday, January 5, 2024, at 5:00 p.m. at the RCD business office.

A letter will be sent to the Columbia County Commissioners following the interviews advising them of the situation.

Budget Review Committee: The committee will meet at the Groulx Family Mortuary on January 17, 2024, at 1:00 p.m. Kathi Mattinen will send a document request list to Director McGlone who will then bring gathered items to the meeting.

Misty's Concerns: Misty expressed concerns that we are equals on paper because she and Matt are both managers. Director Hackenberg explained that they are not equals as they have very different job responsibilities as well as job descriptions. Misty also stated that she has concerns about "sexist" comments, "in particular when Dave was on the board, I made a complaint to him about the poor communications in the office." He stated on July 20th that "it is just a man thing." Misty also stated that it was mentioned at the October board meeting a comment was made about "men need to get paid".

Director Hackenberg stated by "the men" he meant the group. Misty stated she is not a man. Misty stated that she also found a bug in her food in a locked container in the refrigerator. She has photos of it. She was also intentionally locked out of the supply closet. A lot of discussion continued with no additional issues requiring a resolution.

Discussion occurred regarding the difference between job responsibilities, raises and COLAS. Director Hackenberg moved and Director McGlone moved that all 3 employees receive a 6% cola increase to begin with the December 20, 2023 payroll. (Note: this was originally decided at the December board meeting).

Job Descriptions: All 3 job descriptions will be reviewed, corrected and approved at the scheduled RCD Board workshop.

Next of Kin Authorization Form: A determination needs to be made who will obtain the necessary signature on the "Next of Kin" form. There was a discussion between Misty and Denise Cullison, Groulx Family Mortuary regarding whose responsibility it is to obtain the form. Denise said everything she knows says it is the RCDs responsibility and Misty stated that on the advice of OCMB it is the mortuary's responsibility. Director Hackenberg stated that "we have to take care of the customers. You guys need to communicate."

The meeting was adjourned at 7:30 p.m.