



Management Update summary Minutes

Monday, October 5, 2015, 9:00 a.m.
Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Silverton Conference Room

ATTENDANCE

Commissioners Janet Carlson, Kevin Cameron and Sam Brentano; John Lattimer, Jan Fritz, Gloria Roy, Colleen Coons-Chaffins, Justine Flora, Matt Plummer, Rich Minaker, Jolene Kelley and Kristy Witherell as recorder.

John Lattimer called the meeting to order at 9:05 a.m.

COMMUNICATIONS UPDATE

Jolene Kelley, Public Information Coordinator, gave current updates.

INFORMATIONAL

Employee Wellness Program Update

Summary of presentation:

- Matt Plummer, Safety and Wellness Coordinator - background in education, teaching, coaching, and a lot of research;
- Enjoys research and will use it as a foundation for the Marion County wellness program; and
- First time running a wellness program this size.
- 2014-2015 annual report:
 - Three goals identified:
 - Reduce tobacco use;
 - Reduce high metabolic syndrome in employees; and
 - Maintaining and increasing ergonomic impact.
 - Marion County came in 4th in the state for healthiest government agency:
 - Will be on the list again this year;
 - SHIELD grant finished:
 - Funded upkeep and maintenance for the gym called area 51 at the jail:
 - Must have Criminal Justice Information Systems (CJIS) clearance to enter the jail unescorted to access the gym.
 - Included Marion County Sheriff's Office, Clackamas County Sheriff's Office, and Vancouver Police Department; and
 - Range of studies regarding health progress for law enforcement employees.
 - Countywide Challenges:
 - Past winter was passport to health, 372 employees registered, 280 finished the six week challenge:
 - Included health assessment, educational opportunities and programs.
 - Juvenile opened their fitness facility named the Sweat Box in the Juvenile administration building;
 - Annual feet to the street 5k walk;
 - Ergonomic assessments:
 - 85 have been done in 2015.

- Various presentations and speaking opportunities throughout Marion County;
- Total Health Assessment data, a health risk assessment available to Kaiser members;
- Administration:
 - Summary of administrative tasks completed as the Safety and Wellness Coordinator.
- This was the representation of Beth Hawk's last annual report;
- Looking Forward:
 - Department head/Elected official support:
 - Need to have support from the top for wellness program to be successful; and
 - The best way to role model wellness is to participate.
 - Request for Matt to contact Sarra at least one month before an event so it could get on the commissioners' calendars and provide event dates for the upcoming year when possible; and
 - Include commissioners and department heads in wellness features in the newsletter.
- Have rebranded the wellness advisory council as the wellness action team;
 - Name better represents what the group is trying to do;
 - The goal is to have every department represented on the team; and
 - A list of wellness action team member is available on the wellness website.
- Data collection is an upcoming focus:
 - Understand modifiable healthcare claims;
 - Health risk appraisal and screening:
 - Determine risk factors and causes for entire employee population; and
 - Discussion about State of Oregon wellness plan.
 - Environmental assessment:
 - Food options such as vending/cafeteria;
 - Encouraging/supportive environment; and
 - Employee protection and productivity.
 - Move forward with operating plan, mission and vision statements, create measurable goals and objectives, and create a timeline for the wellness program.
- Interventions/Programming to include awareness, education, and behavior change;
- Create supportive, open, encouraging environment to support behavior change;
- Wellness program has been focused on incentives previously:
 - Employees more focused on incentive than the benefit of participating;
 - Steering away from material incentives; and
 - Focus on benefit of participating going forward.
- Ensure 24-hour facilities are included in and have access to program offerings;
- Evaluating outcomes:
 - Make sure annual evaluations are captured;
 - Participation and employee satisfaction have been prime focus so far;
 - Time to switch gears and start working to improving knowledge, attitudes, and behavior;
 - Working toward actual changes in biometric measurements, altering risk factors, productivity, and ultimately get an assessment of the return on investment.
- Next step is the health risk assessment.

2015-2016 1st Supplemental Budget Presentation

Summary of Presentation:

- Supplemental budget document has been modified:
 - Shorter document;
 - Narratives following numbers on the schedule; and
 - Reduced from 46 pages to 17 pages for this supplemental budget.
- Supplemental increases by the total budget had increased \$11,595,830;
- 32 funds have budget changes;

- Departments were required to adjust the net working capital to actual:
 - This adjustment takes place each year; and
 - Adjustments for net working capital total \$8.6 million or 74 percent of the supplemental budget increase.
- Highlights with amounts to the nearest thousand dollars:
 - General fund will increase \$2,310,000:
 - Resources increase includes \$2 million increase in net working capital and \$310,000 increase in transfer from the community corrections fund.
 - Community Services Department budget will decrease \$394,000:
 - OSU Extension annual \$348,000 payment has shifted to the general fund non-departmental budget; and
 - Personnel services 0.50 FTE and associated materials and services (M&S) are reduced and shifted to the Children and Families fund.
 - Juvenile Department budget has a \$1,000 reduction in M&S to transfer to the capital improvements project fund to complete the funding for the detention building painting project;
 - Non-departmental transfers out increased \$2,400,000:
 - \$348,000 allocated to the Marion County Extension 4-H Service District;
 - \$45,000 will be transferred to the Children and Families Fund;
 - \$2,031,000 is allocated to capital projects in to capital funds;
 - Capital Improvements Project Fund budget will increase \$377,000:
 - Major resource items include a \$105,000 transfer from the general fund and an increase of \$268,000 in net working capital; and
 - Funds are allocated to nine projects.
 - Children and Families Fund budget will change to \$51,000:
 - Resource items of note are a \$45,000 transfer from the general fund and an increase of \$15,000 in net working capital.
 - Personnel Services increased \$45,000 for 0.50 FTE management analyst position; and
 - M&S increased for supporting costs for this position.
 - County School Funds budget will increase \$188,000:
 - An additional \$65,000 State Electric Cooperative Taxes payment; and
 - An additional \$123,000 net working capital adjustment; and
 - Entire amount allocated to payments to school districts.
 - Facility Renovation Fund budget will increase \$2,554,000:
 - \$1,927,000 transfer from the general fund;
 - \$626,000 increase in net working capital;
 - Contingency is reduced \$226,000; and
 - \$2,780,000 is available to allocate to major projects.
 - Fleet Management Fund budget will increase \$58,000
 - \$78,000 transfer from Traffic Safety Team Fund;
 - Offset by \$19,000 decrease in net working capital;
 - Traffic Safety Team funds are allocated to capital outlay to purchase two motorcycles;
 - Contingency is reduced \$19,000.
 - Health Fund Budget will increase \$2,169,000:
 - \$1,794,000 additional net working capital;
 - Increases in state revenue and charges for services;
 - Decrease in federal revenue;
 - Bulk of additional revenue is allocated to contingency;
 - State funding increased \$244,000 for adult residential and foster home services; and
 - Charges for services increased \$180,000 for drug treatment and mental health services.
 - Lottery and Economic Development Fund budget will increase by \$69,000:

- Net working capital is increased \$279,000;
 - Offset by \$205,000 decrease in state revenue; and
 - Contracted services are decreased accordingly;
- Public Works Fund budget will increase \$2,621,000:
 - \$2,053,000 from net working capital;
 - Federal aid and highway program grants increased \$505,000;
 - State Oregon Department of Transportation (ODOT) grant for \$64,000;
 - M&S increases \$22,000;
 - Capital outlay increased \$1,294,000 for six road projects, campus building floor heat system, and vehicle engine replacement;
 - Contingency is increased \$797,000; and
 - Remaining \$508,000 is allocated to ending fund balance.
- Traffic Safety Team budget will increase by \$247,000 all from net working capital adjustment:
 - \$78,000 transferred to fleet management fund to purchase two motorcycles;
 - Balance allocated to contingency.

Board discussion:

- Environmental Services net working capital increased \$485,000:
 - Was underestimated during the budget process; and
 - Early in the budget year, more tendency to put funds in contingency.

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

Commissioner Janet Carlson

- Association of Oregon Counties (AOC) District Meeting:
 - The clerks have another couple of legislative topics to talk about;
 - Talked about veterans; and
 - Went through the budget.
- Reentry Breakfast coming along nicely:
 - Scheduled for October 20th;
 - Working on the videos;
 - Took still shots at Parole and Probation Officers; and
 - Walt Beglau and Jayne Downing are the keynote speaker and closer.
- Going to Pay for Success meeting today;
- Justice Reinvestment Grant:
 - On Board Session Wednesday;
 - Ross Caldwell from the Criminal Justice Commission (CJC) came to the AOC meeting and presented some data;
 - October prison population forecast doesn't look good, may add beds this biennium;
 - Puts in question how much money is available;
 - Sent draft to Ross Caldwell who requested application changes;
 - Wants to overhaul the whole thing:
 - Working on an executive summary;
 - Meeting tomorrow at 9:30 in the Mount Angel room with CJC staff;
 - CJC approved 'early' application county plans, all which were under 20 pages; and
 - CJC concerns about probation revocations and ability to divert people from prison.
 - Measurement per capita and percentages of prison population for Measure 57 crimes;
 - Discussion about programs in place and impact on prison bed numbers.

Commissioner Kevin Cameron

- Attended the Elkhorn meeting on Monday;
 - Neighborhood thanked the Sheriff's Office for their response;
 - Difficulty keeping people off private property in the area;
 - Letter sent from the Sheriff's Office regarding property near the river; and
 - Tour of parks in the area coming up.
- Oregon State Fair Council:
 - Attendance is up 15% from last year;
 - Promotions were great;
 - Have not received final numbers;
 - Preliminary financial numbers are good; and
 - \$43,000 people attended at 25 cent day.
- Regional Solutions meeting Friday:
 - James Labar attended; and
 - Railroad issue on the agenda.
- Association or Oregon Counties District Meeting:
 - Very well attended; and
 - Spent an hour on hot topics including marijuana, and property-tax issues.
- Attended the Oregon State University (OSU) Harvest Dinner;
- Capital Community Television (CCTV) taping on Emergency Preparedness;

Commissioner Sam Brentano

- Salem-Keizer Area Transportation Study (SKATS) meeting:
 - County is putting in a grant application to continue work on Haysville for sidewalks and bicycle improvements;
 - Metropolitan Planning Organization (MPO):
 - Inhibitions to driving;
 - SKATS asking for money to help fund MPO; and
 - Not supportive of funding.
- Travel Salem:
 - Best lodging year; and
 - Commented on the importance of county funding through lottery money.
- Senior Services meeting in McMinnville:
 - Technical and complex budget;
 - Confident in their ability to make sure budgets and services are met;
 - Minor problems with care for elderly; and
 - Building a new facility in Woodburn.

Adjourned 10:27 a.m.

COMPLETED BY: **Allycia R. Weathers**

Reviewed by: *Gordean Ash*