

**Report on issues discussed at the weekly  
Management Update meeting on June 15, 2009**

Commissioners present: Commissioner Milne and Commissioner Carlson

**INFORMATIONAL**

Treasury petty cash and change fund process

Treasurer Laurie Steele said her office oversees petty cash and change funds throughout the county. As part of the auditing process for these funds, she said she has found some funds not accounted for in the general ledger and funds that have not been granted proper authority by the board. As treasury staff completes this process and funds are cleaned up, there will be numerous requests to formally establish funds. These funds will then be accounted for in the general ledger with proper policies and procedures in place. Laurie said that the county policy needs some revisions as well. Commissioner Carlson provided an example of the need for more controls surrounding petty cash funds. Laurie said she will schedule formal consideration by the board for several petty cash and change funds for future dates.

Federal stimulus funding update

Dave Henderson, business services director, and Tom Hogstad, facilities manager, provided an update on the application process to receive federal stimulus funding for energy conservation measures. Dave opened by discussing the overall Business Services approach for making improvements using statistical and other measurable data. He said they started with risk management and are now using the same principles for human resources and facilities. He said plans for facilities includes assessing where energy costs are higher and developing a utility tracking system. This will include installation of meters and sub-meters and retro commissioning of current systems. Dave said they anticipate a 10 percent decrease in utility costs by implementing a Resource Conservation Management Program (RCMP). He said they are preparing to submit an application for an Energy Efficiency and Conservation Block Grant (EECBG). This is a formula grant and Marion County has been allocated \$609,000. There was discussion regarding the EECBG competitive grant funding that Marion County has also applied for. Dave said there may be another federal grant opportunity, although details are not yet available. Dave provided some examples of potential projects including energy efficient lighting in the courthouse parking garage. He said many ideas have come out of the MCSAVE committee. Commissioner Milne expressed concern regarding potential restrictions and regulations tied to the use of stimulus funding. She said that some government entities were turning down funding due to some of the associated restrictions and regulations. Dave and Tom said they had carefully reviewed the reporting requirements and taken the regulations into account when preparing the applications. Dave said they are also working to develop a consortium of local governments to share the required tasks. John Lattimer, chief administrative officer, wrapped up by saying that some of the reporting requirements involve gathering information the county is interested in as well.

### Third quarter financial report

Jeff White, chief financial officer, summarized the FY 08-09 third quarter financial report. Jeff explained that the third quarter ended in March and that projections from that point had been very accurate. Jeff said that both projections for revenue shortfalls and savings had been very close. He said they were particularly looking at spending authority and whether any adjustments would need to be made during the third supplemental budget. Commissioner Carlson had a question regarding the Sheriff's Office traffic team. She noticed that the report indicated a shortfall of \$60,000. She said the team was designed to be self-funding. Chris Wilson, Sheriff's Office, answered that several modifications had been made to cover the shortfall. Changes included a change in leadership and reductions in staff assigned to the team. Jeff continued with a summary of three year comparisons for general fund resources and expenditures. He said the 11 percent increase in personal services was attributed to the additional pay days associated with the bi-weekly pay plan. He said by the end of year it will even out. There was discussion regarding possible cost savings by issuing checks monthly or bi-monthly. The commissioners asked for a cost analysis to see what the actual or percentage savings might be. Jeff wrapped up by summarizing the three year comparison of general fund expenditures by department, and other funds resources and expenditures compared to the budget.

### FY 08-09 third supplemental budget

Jeff provided an overview of the third supplemental budget. Jeff said the overall budget will increase by \$3,175,542. He said this is largely due to recognizing the Secure Rural Schools money that was received late in the year. Jeff went on to summarize the proposed amendments to the budget. The third supplemental budget is scheduled for formal consideration by the board at the Wednesday, June 24, regular session.

### ACTION

#### Consider accepting statutory warranty deed for condominium unit located at 295 Church Street SE in Salem

Jo Stonecipher, legal counsel, discussed the recently completed building at 295 Church Street that houses Capital Community Television (CCTV). The county has a 23% interest in the CCTV facility. Jo said the county needs to accept the conveyance of the property through a warranty deed. She said the city will also sign with final execution by the developer. John asked whether the county would be responsible for maintenance as a partial owner. Jo said the county has a sub-lease with CCTV. It is anticipated that the CCTV budget will cover maintenance costs and condo fees. John asked about responsibility for the retail and condo units. Jo answered that until sold the developer is responsible for the residential units and it was her understanding that the retail spaces had commitments prior to building. The commissioners voted to accept conveyance of the Marion County share of the condominium unit located at 295 Church Street and authorize the chair to sign. The motion passed unanimously.

### OTHER

Rod Calkins, health department administrator, discussed the Cascadia transition. He said they had negotiated leases which would be presented to the board for final approval at the Wednesday, June 17, board session. He said they were still working on a solution for the "Her Place" program. Rod said at this point they have a short term lease at the current location with the hopes of moving before next winter. Rod said there have been some challenges with the transition. He said there have been some difficulties receiving data. Rod said an audit is planned for a program with numerous back claims. Rod expressed how well the county team has performed during the transition.

Rod provided an update on the novel H1N1 flu virus. He said it is continuing to circulate and the Department of Human Services (DHS) is monitoring the virus. Rod said that overall cases are decreasing. Rod explained the World Health Organization (WHO) designation of the virus as a pandemic. He said this means it has spread to more than one region and there is sustained person-to-person contact. He said at this point the strength hasn't changed, although this is something that is continuing to be monitored. Rod described that the virus name was derived from the genetic configuration and structure of the virus. Commissioner Milne asked if Rod had any specific information regarding the allergy season this year. Rod said there had been more clear days this year due to the recent rain.

#### COMMISSIONERS' UPDATE

Commissioner Carlson gave an overview of the first leg of the Marion County Oregon 150 relay that kicked off on Saturday. She said the event was well attended and went well. Saturday's route covered cities in the Santiam Canyon area beginning in Idanha and continuing to Detroit, Gates, Mill City and Stayton. The second leg will commence in Stayton next Saturday and will conclude in Jefferson.

#### WORK SESSIONS AND OTHER MEETINGS

- 6/17 Board Session, 9:00-1:00
- 6/18 Service District meeting – adopt budgets, 9:00-10:00  
Solid Waste Management Plan public hearing - Woodburn, 6:30-8:00
- 6/19 JOBS Council, 7:30-10:00
- 6/22 Commissioners' calendar review, 8:30-9:00  
Management update, 9:00-11:00  
Housing Authority meeting, 2:00-3:00

This all-county e-mail is authorized by John Lattimer, chief administrative officer.