

## **Report on issues discussed at the weekly Management Update meeting on October 26, 2009**

Commissioners present: Commissioner Milne, Commissioner Brentano and Commissioner Carlson

### **INFORMATIONAL**

#### Public records management policy and procedures

Marion County Clerk Bill Burgess discussed proposed revisions to the public records management policy and procedures. He said his staff had been working on revisions for some time and that the proposed revisions are in agreement with Oregon statutes and administrative rules. Frank Milton, Clerk's Office, provided an overview of the archiving division and said he had met with records managers in most departments as the new policy and procedures were developed. Commissioner Carlson had questions regarding records retention periods and written minutes versus electronic or digital media. Kerrie Nevers, licensing and recording supervisor, and Frank explained that different types of records have different retention periods. They said requirements are spelled in Oregon Administrative Rules. Frank further explained that commissioner meeting records are permanent and must be paper or microfilmed. Commissioner Milne said the policy and procedures appeared very thorough. She followed-up by asking about retention periods for other types of records like calendars and e-mails. There was discussion about the need for a formal e-mail records policy with training for staff regarding which records need to be retained and those that do not. Commissioner Milne suggested scheduling records retention as a topic at a future department head/elected officials meeting. The proposed records management policy and procedures were formally adopted by the board at the Wednesday, October 28, regular board session.

#### Silverton High School area traffic issues

Public Works Director Bill Worcester discussed a proposal from the City of Silverton and Silver Falls School District for school speed zones in the vicinity of the new Silverton High School campus. Bill said recommendations are based on nationally accepted standards and review of the sites. Cindy Schmitt, Public Works, said that city and county public works staff had met and toured the area. She said they had conceptually agreed on several improvements. These included crosswalk improvements at Grant and Pine Streets and Grant Street near Florida Street. She said that they are working on signage issues in the area as well. Regarding the 20 mile-per-hour school speed zone requests, Cindy said that public works was recommending school speeds in effect from 7:00 a.m. to 5:00 p.m. for a portion of Grant Street. For the Pine Street school zone request, Cindy said that based on the data collected and the traffic features already in place, a school speed zone was not recommended. In response to a question by Commissioner Milne, Cindy said that generally students and visitors use the Pine Street access and that most students are good about using crosswalks. Cindy said there are other lighting upgrades needed as well as wheelchair ramps. Commissioner

Carlson said she had reviewed her notes from a prior meeting regarding right-of-way annexation in the area and traffic enforcement. Cindy answered that the city had annexed the right-of-way however, they declined to assume jurisdiction for roadway maintenance. Cindy confirmed for Commissioner Carlson that if the school decides they would like to pay for a blinking school speed light on Pine Street that Silverton Police would be able to enforce and cite into Silverton Municipal Court. Commissioner Carlson said she thought a blinking light seemed to be the best alternative for the Pine Street location. She asked if Cindy had received any feedback from the city and whether the school district had confirmed their willingness to pay for the requested Pine Street school speed blinking light. Cindy said she would follow-up with both the school district and the City of Silverton and report the responses to the board.

#### OTHER

Health Department Administrator Rod Calkins provided an update on H1N1 vaccine supplies. He said availability has been about one-third of what was originally anticipated for this point in time. As vaccine is received the Health Department is taking appointments for those in priority groups. Additional clinics will be added as more of the vaccine becomes available. Rod said there will also be some distribution through public clinics and some school clinics. Commissioner Brentano asked if there were any clinics planned for county employees. Rod answered that none had been scheduled at this point. Commissioner Brentano followed up by saying that after more of the demand has been met he would like to see clinics for county employees. Rod will provide additional updates as more information becomes available.

The commissioners congratulated Rod on the opening of Her Place, a substance abuse program for young women who have small children or are pregnant.

Dan Estes, senior policy advisor, asked if the board would like to begin discussions regarding granting a commissioners' holiday. The board requested additional data regarding productivity costs and costs relating to departments with 24/7 operations. Staff will gather the data and the discussion will continue at the Monday, November 2, management update meeting.

Commissioner Brentano suggested changing the meeting time for the November 2 meeting to 8:30 a.m. due to a conflict with the grand opening and dedication of the new Sanyo plant. Commissioners Milne and Carlson agreed.

#### COMMISSIONERS' UPDATE

Commissioner Milne said her appointment to the Oregon Garden Foundation (OGF) board expires soon and the OGF bylaws request reappointment by November 1. She said she would like to continue as the board representative on the OGF board. Note: Commissioner Milne was reappointed to the OGF board at the Wednesday, October 28, regular board session.

Commissioner Milne said there will be a meeting on November 3 on the Aurora Airport master planning process. She has been invited to sit on the Public Action Committee (PAC) for Marion County. She said she will be recommending that Karen Odenthal, Public Works, be invited to sit on the PAC committee as well. She said the first meeting would be an organizational meeting and she plans to attend. Commissioner Milne also provided an update from a recent Positive Aurora Airport Management (PAAM) meeting.

Commissioner Milne provided an update from a Federal Lakes Recreation Committee she had recently attended. She said there was a presentation by the Army Corps of Engineers and the National Oceanic and Atmospheric Administration (NOAA). The group also got to meet the new ranger from the Detroit Ranger District, Grady McMahan.

Commissioner Milne distributed a letter from AARP and one from the U.S. Department of Energy.

Commissioner Carlson gave an update on the Marion County Re-Entry Initiative Call to Action breakfast that was held on October 15. She said about 320 people had attended. Commissioner Carlson reported that about \$5,500 in pledges had been received. She said that Sheriff Myers will be appointing a Marion County Re-Entry Council and that the speakers from the breakfast will be meeting with the Statesman Journal for an editorial board meeting the following day.

#### WORK SESSIONS AND OTHER MEETINGS

10/27 Community Corrections Board, 8:30-10:00

11/2 Commissioners' calendar review, 8:30-9:00

Management Update, 9:00-11:00

SANYO Grand Opening & Plant Dedication, 10:30-1:00

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