

Marion County
Off-Campus Sites Subcommittee Meeting

Courthouse Square, 555 Court Street NE
Swamp Fox Conference Room, 4th Floor
August 17, 2007

Members Present: Ken Brown, Roy Deede, Faye Fagel, Jan Fritz, Caron Galvin-Price, Derek Godwin, Gayle Horton, Chris Hoy, Laurie Steele,

Guests: John Lattimer, Chief Administrative Officer, Marion County
(representing Courts and leased facilities)

Minutes: Vickie Ivester

Handouts

- Off-Campus Sites Subcommittee Meeting Agenda for August 17, 2007
- Draft Facilities Steering Committee Meeting Minutes for July 19, 2007
- Directions for Center Street and Aumsville Highway Campus Subcommittees
- Member Directory of Facilities Steering Committee, Center Street Campus Subcommittee, Aumsville Highway Campus Subcommittee, and Off-Campus Sites Subcommittee
- Pages 53-54 of Section Five of the Facilities Master Plan Final Report
- List of Marion County Leased, Owned & Shared Property

Introductions

Laurie Steele asked attendees to introduce themselves and tell the group if their department had satellite locations or leased space. Laurie showed the group the Facilities Master Plan Final Report. The Steering Committee is tasked with reviewing the report and making recommendations to the Board of Commissioners. Two subcommittees have been chartered to represent the two campuses with the most urgent needs: the Center Street Campus Subcommittee and the Aumsville Highway Campus Subcommittee.

On July 19, 2007, the Facilities Steering Committee discussed the need for another subcommittee to look at off-campus sites and other cities' needs (pages 4-5 of the Steering Committee Minutes). Laurie introduced the membership roster for all committees (please send any additions or corrections to Vickie Ivester, Business Services).

Directions for Subcommittee

The group reviewed the directions for the Center Street and Aumsville Highway campus subcommittees. There was discussion around the desired focus of the Off-Campus Sites Subcommittee, what the final product might look like and the frequency of meetings.

Laurie volunteered to develop a draft document “Directions for Off-Campus Sites Subcommittee” using the other subcommittee directions documents as a template. A vision statement might include how to meet needs efficiently, effectively and in accessible locations. The purpose would be to survey departments and analyze various business needs to enable Marion County to provide service in outlying locations (Woodburn, Stayton, Silverton) and to make recommendations to the Steering Committee.

The group discussed the membership of the subcommittee. It was decided that a representative from the Justice Courts, Clerk’s Office, Elections and Public Works would be invited to the next subcommittee meeting. The group discussed whether the Off-Campus Sites Subcommittee should include community members like the other subcommittees. The members decided to recommend to the steering committee that this subcommittee not include community members, but that there will be a point during the process in which information will be gathered from public meetings and included in the subcommittees report to the steering committee.

The group decided that this subcommittee would not have the same deadline as the other two subcommittees. The Aumsville Highway and Center Street subcommittees are addressing specific high priority needs on a fast track. The Off-Campus Sites Subcommittee will deal with long-term issues.

Laurie directed the group to the “Other Facilities” section, pages 53-54, of the Facilities Master Plan Final Report. The off-site facilities mentioned in the plan include the Justice Courts, Sheriff’s Office, Health Department and Juvenile Department

According to the Facilities Master Plan, “Satellite facilities are located within the County for two primary reasons: to provide greater public accessibility or for internal county operational support. The criterion for the location of public accessibility-related facilities is providing convenient access for the greatest possible number of users.”

At the time departments were interviewed for the Facilities Plan, no need was expressed for changes to existing off-site locations. “Department Input: As part of the Project Team’s data acquisition process, each department was queried as to whether they should decentralize any of their operations in terms of regional (Non-Salem) facilities, or if currently decentralized (e.g. Sheriff’s Enforcement, Health), whether those functions should be conversely centralized. In no case did any department voice the need for change to the status quo.”

Chris Hoy indicated that the Sheriff’s Office may not be satisfied with buildings, but locations are okay. Faye Fagel commented that Juvenile may be interested in having more staff at satellite locations, but there would be a funding issue. The group discussed whether there is interest in a county annex to serve the needs of many county departments. Some employees need temporary places outside of their regular office, such as advertised office hours at other sites (HR Analysts), a place to connect laptops to the County Intranet or Internet (Assessors), etc. Air cards for laptops would be another connectivity option.

Issues from page 53 of the Facilities Master Plan are: “Regionalization and/or Decentralization Issues: By definition, decentralizing nearly any operation, whether it involves establishing

larger regional services facilities, or smaller satellite facilities results in loss of economies-of-scale in terms of: staff, equipment, fleet vehicles, building space, and site acreage. Also, decentralization often negatively impacts operational efficiency, coordination, and communication. Yet, the County has an obligation to provide its citizens with reasonably convenient access to County services – an obligation that often involves facilities.”

Laurie pointed to page 54 of the Facilities Master Plan as a summation of the purpose of this subcommittee. “At this point, the Project Team envisions that such centers could certainly be established in North County in Woodburn, and in East/South County, in Stayton. In the end, the issue is one of cost-benefit. So fundamentally, the County must decide if it is prudent to invest time and financial resources to develop such facilities given other pressing priorities.”

The question of what services to provide and how to provide services at off-campus sites was discussed. It may be beneficial to have a landing point and front desk person that could assist all walk-in customers, regardless of the services sought. The facility could include a small conference table, desk, and video conferencing equipment. The subcommittee determined that the departments themselves need to do a business analysis of their off-campus site needs.

The subcommittee discussed the benefit of getting a business analysis from each department and methods the committee could employ to coordinate that process. It was suggested that a business analyst go to each department to identify their needs. This subcommittee does not currently include a person who is a specialist in space needs. Gayle suggested that we don't necessarily need a property specialist, just someone to gather information from departments. Chris Hoy wondered if we could use a template from the Master Plan.

Laurie recommended putting together a questionnaire for the business analyst to use when interviewing departments. This would provide consistent questions and, hopefully, consistent answers. It was suggested that a Task Group be formed to develop a questionnaire and identify the person to meet with departments. Membership of the Task Group was discussed and it was recommended that the following people/departments participate: Cindy Johnson or Gayle Horton from Business Services, Caron Galvin-Price, someone from the Board of Commissioners office, Chris Hoy from the Sheriff's Office and Laurie Steele. Laurie will schedule the Task Group meeting to develop a business analysis guide/questionnaire.

Lists of properties owned by Marion County were distributed. Gayle Horton indicated that corrections to the property lists could be sent to Vickie Ivester, Business Services. It was suggested that the property lists be combined into one list and sorted by department. It was also requested that the members be provided with the link to the Facilities Committee website.

Support for Subcommittee

Gayle will look into availability of a staff person to support the committee by taking meeting minutes, posting meeting dates, agendas and final minutes to the Internet, and adding meeting information to the weekly Courthouse Square lobby sign. The committee must satisfy the requirements of the Public Meetings Law by posting information to the Internet and posting signs at appropriate buildings where the public has access to the information. The business

analyst would be a different type of support. The Task Group will identify the business analyst. Laurie will schedule and send calendar appointments to the Task Group.

The subcommittee discussed scheduling meetings at a regular time. It was suggested that the Task Group meet first and e-mail the questionnaire to the members for discussion. Laurie will make sure that the analysis continues. When enough feedback has been obtained from the departments, the results can be e-mailed to members and discussed, then the group can decide whether a meeting is needed.

Action Items

- 1) Vickie Ivester will combine the property lists, sort by department and e-mail the electronic file to members. Members will review and return the lists with updates/corrections within two weeks.
- 2) Vickie Ivester will e-mail the Facilities Committee website link to members.
- 3) Laurie will schedule a Task Group meeting to start work on the questionnaire.
- 4) The Task Group will identify a business analyst.
- 5) Laurie will develop a draft “directions” document for the subcommittee.
- 6) Gayle will look into providing staff support to the subcommittee (minutes, Internet posting and lobby sign).

Meeting adjourned. Minutes prepare by Vickie Ivester, Business Services Administration