

**Marion County
Facilities Subcommittee Meeting
Center Street Campus**

AUGUST 13, 2007

9:00 AM

HEALTH BUILDING, FIRST FLOOR, ROOM 1A

Attendance: Ann-Marie Bandfield, Sue Bloom, Rod Calkins, Roy Deede, Ruth Johnson, Vicky Johnson, Kriss Lawyer, Todd Sheldon, Chuck Sybrandt

Rod facilitated, Roy recorded.

Not able to attend: Linda Brown, Norm Grueber/Pat Harger, Pam Heilman, and Steve Larson.

Introductions. Sue's first subcommittee meeting but has attended prior Steering Committee meeting.

No additions to agenda.

July 16th Subcommittee draft minutes. Approved as final. Discussed status of actions noted from minutes. Chuck and Roy in process on working with department supervisors to get supervisor feedback on current data relative to Master Plan, i.e. updated staffing, space needs. Provided handout on "first cut" of FTE and services for Health, data starting from 1978. Rod noted that temp staffing may not be included in Master Plan and that Health has a very large number of temp staff that will need office and or cubicle space. Will need to include in feedback request to supervisors and on report to Steering Committee. Several members noted will need to include data on interns, volunteers, and contracted proscribers, as well. Chuck noted that Juvenile does not use many temps, but would need to include State Courts and District Attorney staffing and space needs with Juvenile. And, Chuck noted the need to plan for a multi-use training/conference facility for Center Street Campus. Ruth noted would need to address the "type" of space needed, i.e. shared, clinical, confidential, as the Master Plan seems to note only office and cubicle space requirements based on job classification. Rod said we need to check if Medical Examiner included in Master Plan, as M.E. has been physically located with our Vital Statistics service in the past. The same question also on Genoa Pharmacy staff and space needs; an in process remodel on third floor Center Street for an in-house pharmacy to serve Health's adult mental health clients. Rod believed John Lattimer working with OSU Extension office as far as their continued co-location with Health Center Street services. Vicky asked whether we should include in planning space for external community partners.

July 19th Steering Committee draft minutes. Reviewed, including items presented to Steering Committee from our July 16th meeting. Approved to designate alternate to

community voting member; need to keep project timeline, cost estimate, and risk and liabilities in subcommittee charter; deadline of October 1, 2007, remains for our report to Steering Committee; our service staff will not work with consultant prior to report due, this may happen later; Master Plan assumptions include ADA and other common expected construction requirements; and, Master Plan report includes complete consultant work. Chuck noted that we should get questions in even if we are unable to provide data for the report, i.e. type of service, workflow, shared space. Rod noted that we should try to include the type and number of clients in workflow for use of restrooms, the number of clients on-site at any one time, the number passing through, and describe special facility needs – seems to be not enough detail on type of clients, client flow and number of staff, i.e. inclusion of temps, volunteers, interns.

General discussion. Plan for methadone services and Lancaster services to be back on campus, but not Psychiatric Crisis Center services as need to be co-located with Salem Hospital. The Juvenile Administration building needs to be replaced. County DA, P&P counselors, and Alternative Programs require improved workspaces. Can we ask the County architect for projected estimate on space and costs? Include concerns of heating, overcrowding, repairs, and leased space in report. Ruth asked if committee agrees in general on recommendations listed in Master Plan, section 5, p.18, and Rod said yes. Ruth asked the same about Juvenile, section 5, p. 25, and Chuck said yes. This to confirm that committee is working to verify and update Master Plan to meet stated recommendations.

Subcommittee Charter. Confirmed that no changes to draft submitted to Steering Committee; include three voting members – one Health, one Juvenile, and one community member. Ruth Johnson elected as community voting member, and Sue Bloom elected as alternate.

Actions:

1. Determine if Medical Examiner included with Health numbers.
2. Status or report on updated staffing and space needs.
3. Determine if temporary staff included in FTE counts, as well as interns, volunteers, and contracted proscribers.
4. Ask County architect if can provide projected space needs and estimated costs based off updated numbers and needs.

Agreed to schedule and meet twice in September, 10th and 25th, 8:00 – 9:30 am, prior to our report due to Steering Committee on October 1st.