

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

**MINUTES**

**SEPTEMBER 10, 2007**

**9:00 AM**

**HEALTH BUILDING, FIRST FLOOR, ROOM 1A**

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

Rod facilitated, Roy recorded.

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

Introductions. Dan Hoynacki, OSU Extension Office.

No additions to agenda.

August 13th Subcommittee draft minutes. Approved as final. Medical Examiner and staff not included in Health space needs (note for report). Chuck provided draft on updated space needs for Juvenile – noted an additional 10 to 15% plus GAP services, and always need more storage space – need projected to the 5 to 10 year build period. Roy and Chuck to provide final updated space needs at meeting on 25<sup>th</sup>. Temporary staff included in Master Plan but space needs not shown for interns, volunteers, and contracted proscribes (note for report). Waiting on response from architect on whether can provide projected costs based off updated staffing and space needs.

Charter Directions. Discussed outcomes for report to Steering Committee. Dan noted that if Extension does co-locate with Health, not move elsewhere, that they will need additional space – dollars available but limited space does not allow expansion of services. Understanding is that decision is not final on whether Extension will relocate or remain in remodel plan. Extension does work with other Center Street campus services, i.e. youth programs, Master Gardners, and what of space for Master Gardners (note for report)? Discussed idea of using State Hospital land as well as Corrections land that is adjoining to campus, for garden areas. Asked whether or not facilities space needs being met in remodel plan, i.e. space for maintenance staff - Roy to check with facilities. Asked whether or not space identified in plan for IT staffing, server room, storage, and workspaces – not believed to be included (note for report). Also from prior the request for a shared campus conference and training room – need to include restrooms, coffee/kitchen area, wired/wireless for computers and determination of single

or multiple entrances, like at Public Works – security, safety, and ease of access for public groups. Coffee/kitchen area also needed for main Health building (for report). Input from supervisors included need for a work room that contains three or four computer stations, a laminator, lots of work space, a paper cutter, paper folding machine – shared area for projects (note for report). Need to review Master Plan to see if accounts for employee break room(s), breastfeeding site, and campus daycare center (note for report). From prior need additional space for medical records and need to evaluate centralized reception for Health (note for report). Will medical records storage space be reduced in future due storage via electronic medical records? We reiterated need for community awareness and involvement. Rod to check with Steve Larson this week on attendance at 25<sup>th</sup> meeting. Discussed the possibility of needing to attend a Neighborhood Association meeting if can not get any attendance at our meetings. How incorporate open spaces to be inviting to the public and others? Suggested to recommend green methods of construction, i.e. trees within parking lot, green roof. Again agreed to go with Master Plan recommendation – new building for Health and remodel of existing Health building, as well as replace Juvenile administration building. Continual concern that administration building in need of replacement – Roy to check with facilities on high level of maintenance and expense to operate. Also, the potential to meet ADA standards a real concern within administration building, as well as damages in event of earthquake.

Walking Tour. Linda Brown will handle for Juvenile. Roy and Kriss will handle for Health Department. Ruth and Sue noted they would be taking the tour this Thursday, for both campuses. Health confirmed with County Legal Counsel limitations on tour, i.e. client confidentiality within service areas.

Actions:

1. Chuck and Roy to provide final updated staffing and space needs.
2. Roy to provide draft of final report for Steering Committee.
3. Roy to check with Facilities on space needs for their staff within Health and Juvenile buildings.
4. Dan to provide estimate on additional space needs for Extension.
5. Rod to confirm attendance from Neighborhood Association for 25<sup>th</sup> meeting.
6. Roy to request Facilities to provide information on ongoing maintenance issues and concerns with Juvenile Administration building (for report).

Next meeting scheduled on September 25<sup>th</sup>, Health Building, rm 2A, 8:00 – 9:30 am