

## APPENDIX A

### **Center Street Campus Subcommittee Membership**

Community: Sue Bloom, Pat Harger, and Ruth Johnson

Health: Ann-Marie Bandfield, Rod Calkins, Roy Deede, Pam Heilman, and Kriss Lawyer

Juvenile: Linda Brown, Vicky Johnson, Todd Sheldon, and Chuck Sybrandt

OSU Extension Office: Derek Godwin

## APPENDIX B

### Health Department Facility Additional Needs

#### Dept Administration

|                                    |           |
|------------------------------------|-----------|
| Dental Program office              | 144 sq ft |
| Project workroom                   | 200 sq ft |
| Medical Records storage            | 750 sq ft |
| 2 Employee Break rooms - 100 sq ft | 200 sq ft |
| Main Employee Break room (1)       | 800 sq ft |
| Shared Work Spaces (2)             | 512 sq ft |
| 3 Breastfeeding rooms – 48 sq ft   | 144 sq ft |

#### Maternal Child Health

|                                     |           |
|-------------------------------------|-----------|
| 2 Client Interview rooms – 80 sq ft | 160 sq ft |
| Onsite storage space                | 120 sq ft |
| 1 Supervisor office                 | 120 sq ft |

#### Work Solutions (Supported Employment Adult Services)

|                               |           |
|-------------------------------|-----------|
| Larger reception area         | 40 sq ft  |
| 2 private offices – 100 sq ft | 200 sq ft |

#### Children's Behavioral Health

|                     |           |
|---------------------|-----------|
| 1 Therapy room      | 80 sq ft  |
| 1 Family Group room | 168 sq ft |

#### New Solutions (Children's Intensive Mental Health Services)

|                            |          |
|----------------------------|----------|
| 2 staff offices – 48 sq ft | 96 sq ft |
| Onsite storage space       | 80 sq ft |

#### Environmental Health/Vital Statistics

|   |           |
|---|-----------|
| 2 private staff offices – 120 sq ft           | 240 sq ft |
| Office space for support staff                | 80 sq ft  |
| Storage space for plotter and other equipment | 100 sq ft |

#### Clinic/Family Planning/Epidemiology

|                                     |           |
|-------------------------------------|-----------|
| Phone Bank/Broadcast Fax            | 200 sq ft |
| Refrigerators, lab supplies storage | 200 sq ft |
| 1 Client Interview room             | 100 sq ft |
| 1 Large Exam room                   | 150 sq ft |
| 2 Private staff offices – 120 sq ft | 240 sq ft |
| 1 Refugee screening room            | 120 sq ft |
| 1 HIV room                          | 120 sq ft |

**Geriatric and Enhanced Care Services**

|                                    |           |
|------------------------------------|-----------|
| 2 private staff offices – 80 sq ft | 160 sq ft |
|------------------------------------|-----------|

**Adult Behavioral Health**

|                           |           |
|---------------------------|-----------|
| 1 Intake room             | 120 sq ft |
| 2 Group rooms – 300 sq ft | 600 sq ft |

**Women Infants and Children Services**

|   |           |
|---|-----------|
| Additional Waiting room space             | 200 sq ft |
| Additional front office staff space       | 200 sq ft |
| 4 Additional counseling rooms – 100 sq ft | 400 sq ft |
| Storage for breast pumps, other supplies  | 400 sq ft |
| Breastfeeding room                        | 144 sq ft |

**Information Technology**

|                           |           |
|---------------------------|-----------|
| 4 offices – 100 sq ft     | 400 sq ft |
| 3 Staff spaces – 80 sq ft | 240 sq ft |
| Onsite storage space      | 200 sq ft |
| Workspace                 | 200 sq ft |

Other space listed but not requested

|                       |           |
|-----------------------|-----------|
| 2 Large Meeting rooms | 300 sq ft |
| 1 Meeting room        | 200 sq ft |
| 1 Project workroom    | 300 sq ft |
| 1 Conference room     | 400 sq ft |
| 1 Workroom            | 150 sq ft |

Front Street offices – staff and services in 6844 sq ft of leased space relocated to either our Center Street offices, Lancaster offices, or to our 160 sq ft facility at Hawthorne and Center Streets.

Other space requested from services not consolidating at Center St

|  |           |
|--|-----------|
| 1 Conference room - PCC/ACIST/Respite (3)          | 225 sq ft |
| 2 Staff offices - PCC/ACIST/Respite                | 200 sq ft |
| 1 Medical Records storage room - PCC/ACIST/Respite | 100 sq ft |
| 1 Staff office – Woodburn                          | 48 sq ft  |
| 2 Therapy rooms – Woodburn                         | 160 sq ft |

Breastfeeding rooms will need to be provided at all Health Department sites by 2008.

**Recommended additional office space** **8,628 sq ft**

(1) Main Employee Break Room – to include kitchen area, refrigerator, and to serve as both break room and lunchroom.

(2) Shared Work Spaces – to include four 80 sq ft offices and four 48 sq ft offices to house interns, volunteers, contractors and temporary staff.

(3) PCC/ACIST/Respite - Psychiatric Crisis Center, Adaptive Community Integration Support Team, and residential services for people in serious mental health crisis. These services are located on Salem Hospital grounds.

## APPENDIX C

### Juvenile Department Facility Additional Needs

#### Department Administration

|                        |        |            |        |
|------------------------|--------|------------|--------|
| 9 offices              | Master | Needed     | +sq ft |
| 1 Director             | 224    | 320 sq ft  | 96     |
| 1 Asst Director        | 168    | 252 sq ft  | 84     |
| 1 Supervisor           | 120    | 252 sq ft  | 132    |
| 1 Contracts Specialist | 120    | 140 sq ft  | 20     |
| 3 Support staff        | 64     | 120 sq ft  | 168    |
| 1 Management Analyst   | 120    | 140 sq ft  | 20     |
| *1 Budget Analyst      | 0      | 140 sq ft  | 140    |
| 1 Meeting room         | 320    | 450 sq ft  | 130    |
| Bulk Storage           | 500    | 1000 sq ft | 500    |
| Break room             | 500    | 1000 sq ft | 500    |
| Public lobby           | 400    | 1000 sq ft | 600    |

#### Department Specialist

|                                |     |            |      |
|--------------------------------|-----|------------|------|
| Office space for support staff | 384 | 1200 sq ft | 716  |
| Records Storage                | 0   | 1200 sq ft | 1200 |

#### Probation

|                                    |     |           |      |
|------------------------------------|-----|-----------|------|
| 40 offices                         |     |           |      |
| *4 - Supervisor                    | 168 | 196 sq ft | 112  |
| *32 - Prob office (including IPOs) | 120 | 168 sq ft | 1536 |
| *4 - Educational Advocate office   | 120 | 168 sq ft | 192  |
| File Room                          | 250 | 800 sq ft | 550  |
| Conference room                    | 264 | 900 sq ft | 636  |

#### Oregon Youth Authority

|                                    |   |            |      |
|------------------------------------|---|------------|------|
| 16 offices                         |   |            |      |
| *1 – Supervisor                    | 0 | 196 sq ft  | 196  |
| *13 – Parole and Probation offices | 0 | 2184 sq ft | 2184 |
| * File Room                        | 0 | 250 sq ft  | 250  |

#### Counseling

|                           |     |           |     |
|---------------------------|-----|-----------|-----|
| 1 – Supervisor            | 120 | 252 sq ft | 132 |
| *1 - Assistant Supervisor | 0   | 196 sq ft | 196 |
| 5 – Counselors            | 120 | 250 sq ft | 650 |
| 3 - grad students         | 120 | 168 sq ft | 144 |
| 8 - Family Support Spec   | 120 | 168 sq ft | 388 |
| 3 – Tutors                | 0   | 168 sq ft | 504 |
| 1 – Counseling Room       | 400 | 600 sq ft | 200 |
| Storage                   | 120 | 500 sq ft | 380 |

**District Attorney**

|   |   |           |     |
|---|---|-----------|-----|
| 2 - DDA offices                         | 0 | 252 sq ft | 504 |
| 2 - Law Student offices                 | 0 | 140 sq ft | 140 |
| Office for support staff                | 0 | 300 sq ft | 300 |
| 1 – Shared office Vic Ad/clerical super | 0 | 168 sq ft | 160 |

**Information Technology**

|             |   |           |     |
|-------------|---|-----------|-----|
| 1 IT office | 0 | 168 sq ft | 168 |
| 1 IT office | 0 | 210 sq ft | 210 |

|                                    |   |           |     |
|------------------------------------|---|-----------|-----|
| <b>Evidence/Confiscation/Vault</b> | 0 | 500 sq ft | 500 |
|------------------------------------|---|-----------|-----|

**Guaranteed Attendance Program** will take over the 3060 building; probably will use it for storage and conference and meeting rooms.

Other space listed but not requested

|                            |           |
|----------------------------|-----------|
| Counseling – Dep Spec      | 80 sq ft  |
| Counseling Room            | 250 sq ft |
| Probation – Interview Room | 100 sq ft |

Woodburn and Stayton offices – no longer leased and staff will be housed on Center Street campus.

Breastfeeding rooms will need to be provided at all Juvenile Department sites by 2008.

**Recommended additional office space** **14,008 sq ft**

\* Number includes additional positions currently not funded.

## APPENDIX D

### OSU Extension Facility Needs

#### Department Administration

|  |             |
|--|-------------|
| 3 offices – 120 sq ft  | 360 sq ft   |
| Conference room<br>For 12 people, videoconference equipment, serves also<br>as break room and changing room/breast feeding room. | 375 sq ft   |
| Copy/mailing room<br>Plus sink, washer/dryer hookup, counter space   | 500 sq ft   |
| Commercial kitchen   | 200 sq ft   |
| Meeting room<br>Holds 50 to 75 people, subdivide into three rooms, and<br>have adjoining commercial kitchen.                     | 1,500 sq ft |

#### Extension Program Areas

|   |             |
|---|-------------|
| 40 open-air offices, a front office area for serving customers,<br>and storage for files and educational materials. | 7,500 sq ft |
|---|-------------|

#### Storage

|                 |           |
|-----------------|-----------|
| Indoor storage  | 500 sq ft |
| Outside storage | 900 sq ft |

#### Garden Area

Need access to a large garden area for education, research, and community service. The existing facilities plan requires increased parking areas at the detriment to some orchard trees and infrastructure. Recommend the parking plan integrate more functionally with the demonstration garden and infrastructure for improved aesthetics and education opportunities, and limit the loss to current vegetation and infrastructure.

**Recommended space**

**11,835 sq ft**

## APPENDIX E

### Facility Costing

#### New Health Building

|  |                |
|--|----------------|
| Subtotal Hard Requirements               | 75,768         |
| Less Front Street Functions              | 6,844          |
| Work Solutions/STEP                      | 1,600          |
| CAPS                                     | 2,100          |
| Medical Examiner                         | 300            |
| Additional Service Area Needs            | <u>11,012*</u> |
| Subtotal Hard Requirements               | 83,936         |
| Occupancy Fit Factor/Design Contingency  | <u>4,197</u>   |
| Total NUSF Requirements – Center Street  | 88,133         |
| Existing Center Street Net Useable Sq Ft | <u>36,497</u>  |
| NUSF Deficit – Center Street             | 51,636         |

\*Additional Service Area Needs  
8,628\*1.05 for five years

|   |         |
|---|---------|
| Total New Construction NUSF               | 51,636  |
| New Construction GSF Determination        | 17,212  |
| Total GSF to be Developed                 | 68,848  |
| Existing Center Street Site               | 48,007  |
| Total Est Center Street Health Campus GSF | 116,855 |

|                          |                  |
|--------------------------|------------------|
| Rough Order of Magnitude | 68,848           |
| Hard Cost Per Unit       | <u>260</u>       |
| Building Cost            | 17,900,480       |
| Site Development         | 1,500,000        |
| Soft Cost @ 35%          | <u>6,790,168</u> |
| New Project Cost         | 26,190,648       |

#### New Juvenile Administration Building

|  |                |
|--|----------------|
| Subtotal Hard Requirements               | 29,711         |
| Additional Service Area Needs            | <u>18,389*</u> |
| Subtotal Hard Requirements               | 48,100         |
| Occupancy Fit Factor/Design Contingency  | <u>2,405</u>   |
| Total NUSF Requirements – Center Street  | 50,505         |
| Existing Center Street Net Useable Sq Ft | <u>0</u>       |
| NUSF Deficit – Center Street             | 50,505         |

\*Additional Service Area Needs  
14,408\*1.05 for five years

|                                       |                  |
|---------------------------------------|------------------|
| Total New Construction NUSF           | 50,505           |
| New Construction GSF Determination    | 12,626           |
| Total GSF to be Developed             | 63,131           |
| Existing Center Street Site           | 0                |
| Total Est Juvenile Admin Building GSF | 63,131           |
| <br>                                  |                  |
| Rough Order of Magnitude              | 63,131           |
| Hard Cost Per Unit                    | <u>200</u>       |
| Building Cost                         | 12,626,200       |
| Site Development                      | 800,000          |
| Soft Cost @ 35%                       | <u>4,699,170</u> |
| New Project Cost                      | 18,125,370       |

**New OSU Extension Building**

|  |            |
|--|------------|
| Subtotal Hard Requirements               | 15,105     |
| Occupancy Fit Factor/Design Contingency  | <u>755</u> |
| Total NUSF Requirements – Center Street  | 15,860     |
| Existing Center Street Net Useable Sq Ft | <u>0</u>   |
| NUSF Deficit – Center Street             | 15,860     |

\*Additional Service Area Needs  
11,835\*1.05 for five years

|                                      |                  |
|--------------------------------------|------------------|
| Total New Construction NUSF          | 15,860           |
| New Construction GSF Determination   | 3,965            |
| Total GSF to be Developed            | 19,825           |
| Existing Center Street Site          | 0                |
| Total Est OSU Extension Building GSF | 19,825           |
| <br>                                 |                  |
| Rough Order of Magnitude             | 19,825           |
| Hard Cost Per Unit                   | <u>200</u>       |
| Building Cost                        | 3,965,000        |
| Site Development                     | 417,753          |
| Soft Cost @ 35%                      | <u>1,533,964</u> |
| New Project Cost                     | 5,916,447        |

**Campus Conference/Training Center**

|   |            |
|---|------------|
| Subtotal Hard Requirements              | 4,800      |
| Occupancy Fit Factor/Design Contingency | <u>240</u> |
| Total NUSF Requirements – Center Street | 5,040      |
| <br>                                    |            |
| Total New Construction NUSF             | 5,040      |
| New Construction GSF Determination      | 1,260      |
| Total GSF to be Developed               | 6,300      |
| Existing Center Street Site             | 0          |

|  |                |
|--|----------------|
| Total Est Conference/Training Center GSF | 6,300          |
| Rough Order of Magnitude                 | 6,300          |
| Hard Cost Per Unit                       | <u>200</u>     |
| Building Cost                            | 1,260,000      |
| Site Development                         | 132,754        |
| Soft Cost @ 35%                          | <u>487,464</u> |
| New Project Cost                         | 1,880,218      |

## APPENDIX F

### Marion County Facilities Steering Committee June 2007

#### Directions for Center Street Campus Subcommittee

#### **PURPOSE**

The Center Street Campus Subcommittee is responsible for reviewing and evaluating the recommendations in the December 2006 *Marion County Facilities Master Plan Report* for the Center Street Campus and to submit a written report to the Facilities Steering Committee.

#### **MEMBERSHIP**

The subcommittee shall have a minimum of seven (7) members, with at least three (3) community members. Three (3) committee members, consisting of two (2) staff members and one (1) community member, will serve on the Facilities Steering Committee. The two (2) staff members will consist of one (1) staff member from Health and one (1) staff member from Juvenile.

#### **ORGANIZATION**

All subcommittee meetings must be organized and supported by county staff at that site. Minutes of each subcommittee meeting must be completed and forwarded within 10 days of the date of the subcommittee meeting to Vickie Ivester of Business Services Department for placement on the Facilities Master Plan web site.

All meetings of the subcommittee must meet the legal requirements under Oregon's Public Meetings Law ORS 192.610 to 192.710. Attached for easy reference is *A Quick Reference Guide To Oregon's Public Meeting Law*, or the reference information can be viewed at [http://www.open-oregon.com/New\\_Pages/A\\_Quick\\_Reference\\_Guide.shtml](http://www.open-oregon.com/New_Pages/A_Quick_Reference_Guide.shtml).

#### **OUTCOMES**

The subcommittee must complete a final report to be presented to the Facilities Steering Committee by October 1, 2007.

The written report to the steering committee shall contain the following elements:

- Affirmation or proposed amendments of the appropriate sections of the Master Facilities Plan
- Subcommittee Findings
- Options Considered
- Recommended Site
- Project Timing
- Cost Estimate
- Risk and Liabilities
- Suggested Funding Options

## APPENDIX G

### Marion County Facilities Subcommittee Meeting Center Street Campus

#### DRAFT MINUTES

October 10, 2007

8:00 am, Health Building, Second Floor, Admin Conf Room

Attendance: Ann-Marie Bandfield, Rod Calkins, Roy Deede, Derek Godwin, and Pam Heilman

Rod facilitated, Roy recorded.

Not able to attend: Sue Bloom, Linda Brown, Norm Grueber/Pat Harger, Ruth Johnson, Vicky Johnson, Kriss Lawyer, Todd Sheldon, and Chuck Sybrandt

Introductions. Derek Godwin, OSU Extension Office.

No additions to agenda.

September 10th subcommittee draft minutes. Approved as final.

Draft Report. There was a general discussion on lack of meeting space for Center Street Campus. Report includes recommendation to build a separate multipurpose conference and training facility. Plan to be able to divide facility up into multiple meeting rooms or become one large conference or training room. Facility will need kitchen accommodations. If decision is to not build multipurpose room then will need additional meeting room space in both Health and Juvenile. For both Health and Juvenile construction would like to have open space to welcome clients and citizens. Will need to add 2008 mandated breast-feeding rooms for both buildings. Derek provided handouts on OSU Extension Services needs. Noted that Extension could use a much larger space as funding available to hire more staff and to implement more projects but do not have the floor space. Need to ensure that include employee break rooms in report. Include summary section for Health, Juvenile and Extension. Roy to distribute draft report reflecting changes to all committee members for final review.

#### Actions:

1. Derek and Roy to work on OSU Extension Services space needs.
2. Roy to provide draft of final report to committee members.

Next meeting to be scheduled after Marion County Steering Committee meets in November.

Marion County  
Facilities Subcommittee Meeting  
Center Street Campus

DRAFT 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 Gardeners, and what of space for Master Gardeners (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.

Marion County  
Facilities Subcommittee Meeting  
Center Street Campus

DRAFT MINUTES

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 16<sup>th</sup> 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 19<sup>th</sup> Steering Committee draft minutes. Reviewed, including items presented to Steering Committee from our July 16<sup>th</sup> 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, 10<sup>th</sup> and 25<sup>th</sup>, 8:00 – 9:30 am, prior to our report due to Steering Committee on October 1<sup>st</sup>.

Marion County  
Facilities Subcommittee Meeting  
Center Street Campus

DRAFT MINUTES

July 16, 2007

11:00 am, Health Building, First Floor, Room 1A

Attendance: Ann-Marie Bandfield, Linda Brown, Rod Calkins, Roy Deede, Vicky Johnson, Ruth Johnson, Kriss Lawyer, Todd Sheldon

Rod facilitated, Roy recorded.

Linda, Vicky, and Todd representing Juvenile; Rod, Roy, Kriss, and Ann-Marie representing Health; and Ruth as our community member.

Subcommittee members and others invited but not available: Pam Heilman (vacation), Chuck Sybrandt, Sue Bloom (vacation), Norm Grueber/Pat Harger, and Peggy Jackson. Invitation to Steve Larson, community member.

Handouts distributed: July 14<sup>th</sup> 2007 County Facilities Steering Committee (CFSC) minutes; Section 5 of Facilities Master Plan; Draft of Facilities Center Street Campus Subcommittee charter.

Discussed June 14<sup>th</sup> meeting minutes. Further refinement needed to video. Vicky stated that co-location of services for families will relieve their issue of traveling to multiple sites for services.

Subcommittee charter. Ruth and Rod noted that “project timing” and “cost estimates” did not seem to be something that this subcommittee would handle. Roy will take this request for change back to CFSC. Rod noted that it seems this subcommittee work more on issues like “number and location of entryways into building” and “special restrictions for methadone services”.

General Discussion on Master Plan. Ruth stated that in her experience that form follows function – we need to further define service needs and then evaluate facility needs. Vicky said it notes 8x10 sq ft for most staff spaces and that is not enough, as need to incorporate the space needs for records/file cabinets (storage), conference rooms, and waiting areas. Ruth said that valid data needed to base funding requests on, so more service definition to establish facility needs. Vicky said need more work done on specific buildings and services within those buildings to better determine future space needs. Ann-Marie asked if we should send a questionnaire to clients on how their needs are currently being met, if they see any issues, etc. Rod stated that part of our charge is to determine if square footage estimates will satisfy our service needs in the future - we try to evaluate our needs within context of the master plan and then make our recommendations

to CFSC. Roy noted that employee estimates based off Marion County population projection – consultant evaluated employees to population for a period, projected population and then percentage projection for employees to future years. Rod noted that funding and services can either decrease or increase in a given fiscal period, i.e. decrease this fiscal year for specific services from the State. Ruth suggested that management staff from Health and Juvenile review consultant recommendations in detail and report back any changes. Noted that only most of the subcommittee members have reviewed report. Ruth said the public would be interested in the efficiencies and effectiveness for services that are gained from any new construction. Rod said that one benefit is co-locating the majority of services for clients but there is also more expectation to provide services in the community. Ruth noted that Home Health agencies in the community do not generally have offices or assigned workspaces for staff. That staff go directly from their homes to working in the community, using a laptop for service work and communication. Can deliver services in different ways. Rod stated that although current trend is for outreach into the community, that pendulum could swing back the other way. Environmental health services staff mostly all work in the community.

Oregon State Hospital Expansion. Vicky asked how Oregon State Hospital expansion or development would impact Health. Rod noted that current planning has footprint of new OSH site encompassing State DD programs as well as Health services being provided on OSH grounds. This would imply that Health would need to relocate existing Health services (cottages) off OSH grounds in the future. Vicky asked if the State would be willing to build smaller units on other State land for these services. Rod said that some funding for relocation of services be provided but need further discussion with State on this question.

Services versus Storage. Roy noted from prior discussions that focus for public should be on impact to services and not as “storage space issue”. Although the need for storage space is critical and should be included in any plans, it could be resolved with purchase of smaller modular units located at our campus. Vicky noted that storage mechanics could be better, i.e. for medical records. Should not be a prominent feature of video. Rod said that immediate access to some emergency preparedness equipment and supplies are of a critical nature but focus should be on impact to services. Vicky asked if ADA capacity requirements were included in this work? Were the needs of obese or larger clients included in the study in provision of service to clients, i.e. larger chairs, more space to provide services? To request to CFSC whether ADA or like requirements included in consultant work. Noted also that restroom facilities currently inadequate for Health and Juvenile and if this taken into account in master plan.

Service/Space Need Changes. Roy noted that Front Street services and space requirements indicated in consultants report will shortly not be needed. Billing and IT staff (seven total) moved to existing space at Lancaster and Environmental Health/Vital Statistics/Medical Examiner staff be moving to vacated Methadone services space at Center Street. The Davcor site remains and will now house Methadone services. Although no longer have Front Street space needs, will need to add Work Solutions and STEP services being provided at new Center and Lancaster site. Vicky noted that

Juvenile lost Shelter Care for Adolescents but new COPE services added – dual diagnosis non-residential services.

Other. Roy relayed information from Jan Fritz and Gayle Horton that could be evaluated and part of our response. They suggested determining the number of employees in Health (and Juvenile) in the departments 20 years ago (and when buildings built), identify what programs/services have been pushed down from the State that we did not manage prior (and so note also what programs/services no longer providing), and to provide the number of private offices now required versus originally. Rod suggested showing staffing trend from 1974 alongside the programs/services that have come and gone. Kriss suggested that when management staffs review master plan to have them indicate any current service area inadequacies. Noted that “being wired for technology” be important in any construction.

Noted that County Facilities Steering Committee next meeting is this Thursday, July 19<sup>th</sup>.

Actions:

1. Coordinate with Chuck – H/J management staff review master plan and provide feedback on recommendations for next meeting (Roy)
2. Coordinate next meeting for week of August 13<sup>th</sup> (Roy)
3. Send to Linda, Vicky, and Todd website address for information on consultant recommendations (Roy)
4. Show staffing trend from 1974 and alongside the programs/services that have come and gone for Health (Roy) – likewise for Juvenile (Chuck)
5. Requests to CFSC at July 19<sup>th</sup> meeting:
  - a. For community member, can we designate one individual and have them delegate if unable to make CFSC meeting?
  - b. Drop “project timeline” and “cost estimate” from subcommittee charter.
  - c. Clarify “risks and liabilities” definition under outcomes in charter.
  - d. Discuss 10/1/07 deadline for subcommittee report.
  - e. Request timeline for when service staff work with consultant to further define recommendations.
  - f. What is basis for master plan assumptions, i.e. ADA, restroom facilities?
  - g. Is original consultant work available on Health and Juvenile so we can update information?

EXHIBIT H

| Building                  | Building Address                         | Owned/Leased | Usage                                  | Resource                   | Rentable Area/Sq Ft | Cost/Sq Ft | Lease Amount | Lease Expiration | EE Count | Construction Year |
|---------------------------|--|--------------|--|----------------------------|---------------------|------------|--------------|------------------|----------|-------------------|
| Health                    | 2035 Davcor Ct SE, Salem                 | Leased       | Drug Treatment                         |                            | 3524                | \$0.75     | \$2,649.50   | 3/31/12          | 8.90     |                   |
| Health                    | 302 & 360 (aka 388) W Hayes St, Woodburn | Leased       | Clinic, office                         |                            | 2240                | 0.81       | \$1,805.00   | 6/30/10          | 12.40    |                   |
| Health                    | 3414 Liberty Rd S #26, Salem             | Leased       | Respite housing (2 BR Apt.)            |                            | 714                 | \$0.67     | \$478.67     | 9/30/08          | 0.00     |                   |
| Health                    | 728 Hawthorne, Salem                     | Leased       | STEP/Work Solutions (old "Friendship") |                            | 1,640               | \$0.88     | \$1,443.20   | 1/1/11           | 3.50     |                   |
| Health                    | 540 S. Main St, Mt. Angel                | Leased       | General office, Clinic                 | Providence Benedictine Ctr |                     |            |              |                  | 3.00     |                   |
| Health (MVBCN Reimburses) | 1220 14th St. SE, Salem                  | Leased       | Respite housing (Apt.)                 |                            | 1,092               | \$0.49     | \$535.00     | 6/30/08          | 0.00     |                   |
| Health (MVBCN Reimburses) | 1187 Saginaw, Salem                      | Leased       | Respite Housing (2 BR Apt.)            |                            | 814                 | \$0.72     | \$585.00     | 5/9/08           | 0.00     |                   |
| Health Building           | 3180 Center St., Salem                   | Owned        | Office, Clinic space                   |                            | 44,516              |            |              |                  | 125.15   | 1974              |
| Health                    | 2240 Greenway Dr Cottage #4, Salem       | Leased       | Stepping Stones-residential            |                            | 2600                | \$0.42     | \$1,100.00   | 3/31/07          | 1.00     |                   |
| Health                    | 2435 Greenway Dr Cottage #28, Salem      | Leased       | Horizon House-residential              |                            | 3000                | \$0.40     | \$1,200.00   | 7/31/07          | 10.79    |                   |

| Building                      | Building Address                    | Owned/Leased | Usage                       | Resource | Rentable Area/Sq Ft | Cost/Sq Ft | Lease Amount           | Lease Expiration        | EE Count | Construction Year |
|-------------------------------|-------------------------------------|--------------|-----------------------------|----------|---------------------|------------|------------------------|-------------------------|----------|-------------------|
| Health                        | 2680 Greenway Dr Cottage #19, Salem | Leased       | Transition House            |          | 2300                | \$0.34     | \$771.00               | Renew 3/07              | 0.00     |                   |
| Health                        | 1073 Oak St SE, Salem               | Leased       | PCC/ACIST                   |          | 1979                | NA         | Waived                 | 5/16/07 then mo. to mo. | 21.62    |                   |
| Health                        | 2455 State St., Salem               | Leased       | New Day Apartments          |          | Apt. Complex        | \$0.00     | 50-yr trust fund grant | 4/25/43                 | 0.00     |                   |
| Health                        | 421 S. Water St., Silverton         | Leased       | Community Center (clinic)   |          | NA                  | \$0.00     | Waived                 | Ongoing                 | 0.00     |                   |
| Health/Business Services      | 2421 Lancaster Dr NE, Salem         | Leased       | General Office              |          | 14,400              | \$1.19     | \$17,170.00            | 6/30/12                 | 80.70    |                   |
| Health/Santiam Mem Hosp       | 1377 N 10th Ave Stayton             | Leased       | Clinic w/5 offices          |          | 5 offices           |            | waived                 | 6/30/08                 | 1.00     |                   |
| Health/Silverton Imms/CBH     | 442 McClaine St, Silverton          | Leased       | Clinic                      |          | storage             |            |                        |                         | 0.00     |                   |
| Health/School Based Health Cl | 1120 Savage Rd, NE Salem            | Leased       | Boys & Girls Club(Hoover)   |          |                     |            | waived                 |                         | 0.80     |                   |
| Health/Salem Hosp             | 939 Oak St SE, Salem                | Leased       | Breast Pump Station/Salem H |          | 2 rooms             |            | waived                 |                         | 1.20     |                   |
| Health/Barabara Roberts Schl  | 4071 Winema Pl Salem 97305          | Leased       | Clinic                      |          |                     |            |                        |                         | 0.00     |                   |
| Health/MC Jail                | Aumsville Highway                   | Owned        | Offices for Health staff    |          |                     |            |                        |                         | 3.50     |                   |

| Building                        | Building Address       | Owned/Leased | Usage          | Resource | Rentable Area/Sq Ft | Cost/Sq Ft | Lease Amount | Lease Expiration | EE Count | Construction Year |
|---------------------------------|------------------------|--------------|----------------|----------|---------------------|------------|--------------|------------------|----------|-------------------|
| Juvenile - Alternative Programs | 3032 Center St., Salem | Owned        | General Office |          | 1,683               |            |              |                  | 16.00    | 1978              |
| Juvenile - Education Programs   | 3040 Center St., Salem | Owned        | General Office |          | 3,666               |            |              |                  | 2.00     | 1979              |
| Juvenile - GAP Programs         | 3050 Center St., Salem | Owned        | General Office |          | 3,666               |            |              |                  | 22.00    | 1979              |
| Juvenile - Probation            | 3060 Center St., Salem | Owned        | General Office |          | 3,666               |            |              |                  | 14.00    | 1979              |
| Juvenile Building               | 3030 Center St., Salem | Owned        | General Office |          | 26,327              |            |              |                  | 39.00    | 1976              |
| Juvenile Center                 | 2970 Center St., Salem | Owned        | Detention      |          | 29,672              |            |              |                  | 30.00    | 2005              |
| Juvenile House                  | 2954 Center St., Salem | Owned        | General Office |          | 4,180               |            |              |                  | 13.00    | 1940              |