

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, November 22, 2017
9:00 a.m.

Senator Hearing Room
555 Court Street NE
Salem, OR 97305

PRESENT: Commissioner Sam Brentano, Commissioner Janet Carlson, and Commissioner Kevin Cameron. Also present were John Lattimer as chief administrative officer, Gloria Roy as county counsel, and Kristy Witherell as recorder.

Commissioner Brentano called the meeting to order at 9:03 a.m.

PUBLIC COMMENT

None.

CONSENT

(Video Time 00:00:38)

BUSINESS SERVICES

Approve Amendment #7 to the Lease Agreement with Tieszen, LLC to add \$6,303.60 to lease the Health Department's Davcor location for an additional three months.

Approve the following recommendations:

- Uphold pay grade for classification code #658, IT Systems Analyst;
- Establish and adopt two classifications, Assistant Building Official, and Intervention Therapist; and
- Adjust upward pay grades for classification codes #328, Personal Property Appraisal Technician, and Housing Authority Executive Director.

COMMUNITY SERVICES

Approve an order appointing Troy Clausen and Patrice Altenhofen to the Marion County Children and Families Commission with terms ending January 31, 2019 and appointing Jason Myers and Marilyn Dedrick as honorary members with terms ending January 31, 2021.

HEALTH

Approve Amendment #2 of the Intergovernmental Agreement with the Oregon Health Authority in the amount of \$308,708 for financing of public health services.

TREASURER'S OFFICE

Approve an order distributing Oregon State Forestry timber revenues as per ORS Chapter 530.

MOTION: Commissioner Carlson moved for approval of the consent agenda. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

ACTION

(Video Time 00:02:20)

BOARD OF COMMISSIONERS

1. Consider approval of a resolution adopting the provisions of ORS 307.540 to 307.548 allowing nonprofit corporation low income housing property tax exemptions. – Scott Norris & Josh Graves, Catholic Community Services

Summary of presentation:

- Catholic Community Services is a nonprofit corporation, which owns low income housing;
- Attached to the proposed resolution adopting ORS 307.540 to 307.548 is Exhibit A, which identifies the terms that the board would be proposing:
 - Definition of low income:
 - Initial year that a person occupies property subject to exemption, the income is below 60 percent of the area mean income determined by the Oregon Housing Stability Council; and
 - A subsequent second year a person occupies the property, their income will need to be at or below 80 percent of the area mean income.
 - Section 2 of Exhibit A lists the eligibility criteria:
 - The property is located in the unincorporated area of Marion County;
 - The property is owned or being purchased by a corporation, which is exempt of federal income tax under the Internal Revenue Code;
 - Upon liquidation, the assets of the corporation are required to be applied first in payment of all outstanding debts of the organization:
 - The balance remaining is to be distributed to corporations exempt from taxation: and
 - Operated exclusively for religious, charitable, scientific, literary, educational purposes, or to the State of Oregon.
 - The property is either occupied by low income persons or held for development as low income housing for a period not exceeding five years;
 - The property or portion receiving exemption, if it is occupied, must be actually and exclusively used for the nonprofit purposes of the organization;
 - The exemption must be approved as provided in Section 4 of the resolution;
 - The property must have been purchased on or after July 1, 2012;
 - The tax levy applicable to the property, which have adopted the provisions ORS 307.540 to 307.548, when combined with the tax levy of Marion County equals 51 percent or more of the total combined rate of taxation on the property:

- The exemption will apply to all taxing districts applicable to the property, which aids the Assessor in administration of the exemption program.
 - The application process is identified in Section 3:
 - By statute, an annual application is required for property subject to exemption; and
 - The applications are required to be submitted annually by March 1st of the assessment year, annually.
 - Section 4 sets forth the determination process:
 - A determination must be made within 30-days of submission of the application; and
 - Once a determination of eligibility has been made, it will be noted on the tax roll by the Assessor.
 - Section 5 sets forth the termination requirements, which come from the statute; and
 - Section 6 delegates the administrative authority to the Assessor.
- The Assessor's Office has developed an application form for this program.

Josh Graves, Catholic Community Services:

- Seeking the county's assistance in providing a mechanism where a property tax exemption can be applied for;
- Hoping it will encourage other nonprofits to increase the affordable housing stock in Marion County;
- There is a significant shortage of affordable housing;
- Affordable housing is not a profitable venture;
- Has spoken to other taxing districts, such as the City of Salem and Salem-Keizer School District 24J and requested their approval:
 - Would exceed 51 percent of taxing.
- Is in discussion with the Transit District and Chemeketa Community College; and
- Seeking the board's support moving this forward.

Jackie Frankie:

- Met with Salem City Council:
 - City Council voted to request staff to prepare an application and the resolution.
- Notified all of the taxing jurisdictions that the board was going to consider the tax exemptions.

Board discussion:

- The income definition that's included in the resolution is the same as the City of Salem;
- The maximum time of holding undeveloped property will be five years;
- The Assessor will administer the program for the county;
- The Salem City Council could delegate authority to someone at the city;
- The two additional criteria the board sought was the July 1, 2012 time table for acquisition of the property and 51 percent of the taxing districts;
- Taxing districts, which comprise 51 percent or more of the total tax levy on a particular property, would have to manifest consent to the provisions of ORS 307.540-307.548 for the exemptions to apply;

- Asked that the City of Salem’s documents align with Marion County’s; and
- Legal Counsel will send Marion County’s resolution over to the City Attorney.

MOTION: Commissioner Cameron moved for approval of a resolution adopting the provisions of ORS 307.540 to 307.548 allowing nonprofit corporation low income housing property tax exemptions. Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

(Video Time 00:20:42)

2. Consider approval of an order establishing a fee for the processing of applications and renewals for the nonprofit corporation low income housing exemption. – Scott Norris

Summary of presentation:

- The order will establish an application fee for the initial year of exemption and renewal for the annual exemption;
- The initial application fee will be \$250;
- Renewal fee will be \$50, which is consistent with the application fees for other exemption programs administered by the Assessor’s Office; and
- The fee will cover the cost of processing the application by the Assessor’s Office.

MOTION: Commissioner Carlson moved for approval of an order establishing a fee for the processing of applications and renewals for the nonprofit corporation low income housing exemption. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

FINANCE

3. Consider approval of a resolution adopting the Fiscal Year 2017-18 first supplemental budget. **(TO BE ACTED ON FOLLOWING THE PUBLIC HEARING)** – Debbie Gregg

(Video Time 00:23:57)

HEALTH

4. Consider approval of the Contract for Services with Health Care Services, LLC for \$150,000 to provide temporary health care professionals through November 30, 2019. – Scott Richards

Summary of presentation:

- Health Care Services, LLC is a temporary medical staffing agency;
- Began contracting in 2014 to help provide needs of the Medication Assisted Treatment Agencies:
 - Dispenses methadone; and
 - Required to staff Registered Nurses (RN) or Licensed Practical Nurses (LPN) to dispense drugs.
- The Health Department has had a very challenging time recruiting staff for this program; and
- Looking to add more medical staff once the offices move into the larger building.

MOTION: Commissioner Cameron moved for approval of the Contract for Services with Health Care Services, LLC for \$150,000 to provide temporary health care professionals through November 30, 2019. Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

(Video Time 00:28:16)

5. Consider approval of a Grant Agreement with Willamette Valley Community Health in the amount of \$190,000 to pass funds to Youth MOVE Oregon for funding of one full time employee for a term of January 1, 2018 through December 31, 2019. – Scott Richards, Phillip Blea

Summary of presentation:

- Youth and family crisis services is a new program;
- A component of the program is the addition of services from Youth MOVE:
 - Wrap around services to youth 14 years old and older;
 - A peer can call the youth to help keep them in their home and community to strengthen the family bonds; and
 - Looking at enriching youth's lives to be able to maintain their home environment.
- Have an existing contract with Youth MOVE to provide similar services in an emergency department diversion project that has been in place at Salem Hospital for three years;
- Youth MOVE contacts someone in crisis:
 - Look at not only resolving the crisis at that moment, but also wrapping support around the individual or family to ensure they get the help needed.

Board discussion:

- The parameters around being selected as a peer:
 - Take a 40 hour class to be peer certified:
 - Covers boundaries.
 - Receive peer and clinical supervision to monitor and regulate boundaries; and
 - Consults with youth and family team.
- A male peer can be paired with a female client and vice versa;
- Children do not need parental consent when contacting Youth MOVE:
 - Will let the parents know of referrals that have been made for the youth.
- There is not a protocol in place for reporting violation of boundaries:
 - The Health Department does give a copy to every individual seeking service a copy of their rights and the complaint process.

MOTION: Commissioner Carlson moved for approval of a Grant Agreement with Willamette Valley Community Health in the amount of \$190,000 to pass funds to Youth MOVE Oregon for funding of one full time employee for a term of January 1, 2018 through December 31, 2019. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

(Video Time 00:37:32)

SHERIFF'S OFFICE

6. Consider approval of an Intergovernmental Agreement with the City of Woodburn to cooperate and share resources for a Special Weapons and Tactics Team (SWAT). – Jason Myers, Sheriff, and Jim Ferraris, Woodburn Police Chief

Summary of presentation:

- Sharing resources for the SWAT team;
- The Sheriff's Office hosts the team;
- The team has been in existence for 10 years;
- Had similar agreements in place with other municipalities around the county;
- Great opportunity for the Sheriff's Office, Woodburn Police Department, and citizens of Marion County;
- Allows members of the Woodburn Police Department to participate with the team in training and additional resources;
- This agreement is a good business decision for the Woodburn Police Department;
- Great public safety decision for the surrounding communities;
- Woodburn Police Department used to have their own SWAT team, but was unable to maintain standards of training due to staffing levels; and
- Will enhance relations between the two agencies.

MOTION: Commissioner Cameron moved for approval of an Intergovernmental Agreement with the City of Woodburn to cooperate and share resources for a Special Weapons and Tactics Team (SWAT). Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

PUBLIC HEARINGS

9:30 A.M.

(Video Time 00:43:55)

FINANCE

A. Public hearing to consider adopting the first supplemental budget for fiscal year 2017-18. – Jeff White, Debbie Gregg

Summary of presentation:

- Public notice of the meeting was published in the Statesman Journal a week ago;
- Copies have been available on the county website and a hard copy in the Board of Commissioners Office;
- This supplemental budget request was reviewed in detail at a Management Update meeting;
- 30 funds have been modified in the first supplemental budget;
- Increase of \$16.3 million, which brings the county budget to \$428.7 million;
- The majority of the increase, \$11.6 million, is related to Net Working Capital and adjusting it to actual:
 - Resources that were unexpended in the prior year carried over into this fiscal year and are available as resources.
- Significant changes:
 - General fund increased by \$5.9 million:
 - \$5.3 million is Net Working Capital.
 - Receive a one-time only marijuana tax distribution of \$658,000;

- \$2.4 million has been allocated to the ending fund balance;
- \$400,000 to contingency;
- \$1.3 million is allocated to transfers out;
- \$1.1 million to Capital Improvement Projects Fund;
- \$114,000 to Central Service for Information Technology:
 - Material and Service increased cost; and
 - Personnel Service increased.
- \$45,000 to Public Works for costs associated with the Solar Eclipse event;
- Facility Renovation Fund increased to \$1.4 million;
- \$1.7 million increase for the Health Fund due to state revenue reductions for Developmental Disabilities Program;
- Personnel Services reduced by \$127,000 due to a layoff of two program supervisors;
- Capital Outlay increased by \$421,000;
- Transfers out increased by \$87,000 for two projects;
- Lottery and Economic Development Fund increased by \$571,000;
- Public Works Fund increased by \$1.8 million due to Net Working Capital; and
- Capital Outlay increased by \$510,000 for Public Works.

Board discussion:

- The first supplemental budget is generally larger due to legislative changes that affect money given to the county for certain services;
- Marion County tries to make sure that the budget is adjusted so there is a true representation of what the county is doing;
- There are some things in the supplemental budget that did not follow the usual process:
 - New Capital Projects the board was not aware of; and
 - Six new projects were documented in supplemental budget.

Alan Haley, Director, Public Works:

- Radio Building Improvement Project:
 - At the Woodburn facility;
 - This is a joint project between Business Services and Public Works;
 - A communications building was identified last year as having some severe structural issues:
 - Mold; and
 - The radio equipment needs to be operational.
 - Many wall studs are soft;
 - Proposed to remove damaged wall studs and replace them;
 - New roof;
 - Will leave the radio system intact and build around it;
 - Will start construction in April 2018, weather permitting;
 - The building has been temporarily waterproofed; and
 - The design came after the Capital Improvement Project (CIP) was done.

Bill Burgess, County Clerk:

- The ballot sorter system needs to be updated;
- Can only open ballots if the signature matches;

- The contract that was signed over a year ago included automatic signature checking:
 - At the time, the state was not allowing the use of automatic signature checking;
 - Didn't pay for the portion of the services at that time;
 - Last summer, the Secretary of State Office decided that the software could be used; and
 - It will help in uniformity and speed up the ballot counting process.
- There are three other contracts in the near future:
 - Ballot tracks:
 - The state is no longer paying for the service.
 - Emergent problem with the vote tally system:
 - Will need to upgrade very shortly.
 - Special opportunity to move the land records management system to a new .Net program for \$40,000.

Scott Emry, Director, Information Technology (IT):

- CIP was submitted to upgrade two different phone systems; and
- The estimate was put in place during the budgeting process and the cost had increased by \$40,000.

Cary Moller, Administrator, Health Department:

- Her Place is a women's and children's treatment program that the Health Department oversees;
- The CIP was completed and created in October 2017;
- Health Department owns the building;
- Issues with the home:
 - Septic problems;
 - Leakage;
 - Moisture damage to the structure of the building; and
 - Windows that have failed.
- The proposal is a remodel of the home to bring it up to standards.

Troy Gregg, Director, Juvenile Department:

- A year ago the Juvenile Department started with milling:
 - Created community partnerships for selling products;
 - Creating opportunities for the juveniles to develop skills;
 - The new mill will be eight times faster:
 - More commercial machine.
 - Anticipated the process taking longer to get all partnerships together, but it ended up coming together very quickly;
 - The youth are eligible for school credit through the Salem-Keizer School District;
 - This program will continue regardless of who is in charge of the program;
 - Title IV-E money is used to buy the wood for the program; and
 - There is plenty of money in reserves to continue the program.

Scott Emry, Director, Information Technology (IT):


- There will be a small remodel in the IT department to accommodate additional staff:

- Support staff will be moved from the back to the front for better customer service support.
- Recent changes at the federal level for the Americans with Disabilities Act (ADA):
 - Requires Marion County to make the website ADA compliant.
- New point of sales system being used by the Treasurer's Office did not include maintenance costs;
- Recommendation to add a full time Security Engineer position:
 - Last year, the board authorized permission for an independent review of Marion County's security assessment; and
 - Came to the conclusion more focus is needed for security and a new position would help mitigate the issue.

MOTION: Commissioner Cameron moved to close the public hearing and adopt the first supplemental budget for fiscal year 2017-18. Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

Commissioner Brentano read the calendar.

Commissioner Brentano adjourned the meeting at 10:26 a.m.



 CHAIR



 COMMISSIONER



 COMMISSIONER

Board Sessions can be viewed on-line at <http://www.youtube.com/watch?v=VYF8Y6U7178>.