

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, April 15, 2020  
9:00 a.m.

Senator Hearing Room  
555 Court Street NE  
Salem, OR 97301

**PRESENT:** Commissioner Colm Willis, Commissioner Sam Brentano, and Commissioner Kevin Cameron. Also present were Jane Vetto as county counsel and Brenda Koenig as recorder.

**ABSENT:** Jan Fritz, chief administrative officer

Commissioner Willis called the meeting to order at 9:00 a.m.

**PUBLIC COMMENT**

None.

**PRESENTATION**

*(Video Time 00:00:38)*

COVID-19 (Novel Coronavirus) update. –Katrina Rothenberger

- Ms. Rothenberger reported the following updates for the COVID-19 pandemic as of 12:00 p.m. on Tuesday, April 14, 2020:
  - An estimated 290 individuals tested positive;
  - An estimated 2,550 individuals tested negative;
  - An estimated 73 individuals were hospitalized; and
  - Ten individuals died from symptoms related to COVID-19.
- Marion County Health and Human Services (MCHHS) continues to encourage community members to maintain social distancing practices in order to slow the spread of COVID-19;
- Individuals who must go out into public and cannot maintain the six feet social distancing practice have been asked to wear a cloth mask;
- The Oregon Health Authority has published a new weekly report that provides the following information for all confirmed COVID-19 cases:
  - A surveillance summary listing the reported signs and symptoms:
    - The top four symptoms in the report include the following:
      - A fever greater than 100 degrees;
      - A cough;
      - Shortness of breath; and

- Muscle aches.
- Risk factors that are listed are broken down by the following:
  - Gender;
  - Age;
  - Race; and
  - Ethnicity.
- A report for individuals residing in the following:
  - Senior living communities; and
  - Long term care facilities:
    - It is important for facilities to provide the following for individuals residing in their care:
      - Personal protective equipment;
      - Isolation; and
      - Quarantine procedures.

**Board discussion:**

- An estimated 40 individuals are working on the MCHHS Incident Management Team:
  - Additional individuals are out in the field providing contact tracing information.

*(Video Time 00:03:48)*

**Motion:** Commissioner Brentano moved to add an item to the Action agenda to consider approval of an order regarding Marion County’s Small Business Grant Program, and remove the first item on the Action agenda to consider approval of Amendment #7 to the Intergovernmental Agreement with the Oregon Health Authority to reduce the agreement by \$29,387 for a new contract total of \$2,912,427 for the financing of public health services through June 30, 2021. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

**CONSENT**

*(Video Time 00:04:18)*

**BUSINESS SERVICES**

Approve an order for the settlement of a litigation matter.

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

## ACTION

(Video Time 00:04:59)

### INFORMATION TECHNOLOGY

1. Consider approval of Amendment #7 to the Purchase Order (PO) with ACRO Services, Corp. to add \$56,119.12 for a new total of \$155,262.64 to supplement staff vacancies through June 30, 2020. –Scott Emry

#### **Summary of presentation:**

- The Marion County Information Technology (IT) Department hires temporary technical labor to supplement staff vacancies;
- The county has a Cooperative Agreement with ACRO Services Corporation to provide the following:
  - Competitive rates; and
  - Sourcing for technical contracted labor.
- The IT Department has an estimated 13 percent vacancy rate for positions that require advanced technical skills:
  - Contractors have been employed to assist with essential IT services.
- Funding for the temporary labor is provided by vacancy savings within the department's existing budgetary authority:
  - It is authorized by transfers through supplemental requests.
- The IT Department is asking to increase the funding for the PO to cover ongoing temporary staffing services.

#### **Board discussion:**

- The PO request will provide funding for four contractors through June 30, 2020;
- More applications are being received for candidates with advanced IT skills:
  - The IT Department anticipates filling some of the vacancies within the next four weeks.
- The IT Department has changed their labor mix to provide for the following:
  - Keeping large scale projects operational; and
  - Addressing the conversion to telecommuting.

**MOTION:** Commissioner Cameron moved to approve Amendment #7 to the Purchase Order with ACRO Services, Corp. to add \$56,119.12 for a new total of \$155,262.64 to supplement staff vacancies through June 30, 2020. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

(Video Time 00:08:43)

### SHERIFF'S OFFICE

2. Consider approval of Amendment #1 to the incoming funds Intergovernmental Agreement with the City of Salem in the amount of \$55,000 for a new agreement total of \$150,000 for Marion County Work Crew services through June 30, 2020. –Commander Kevin Karvandi

**Summary of presentation:**

- The City of Salem approached the Sheriff's Office in early 2020 requesting an additional work crew to provide labor for additional work that needed to be completed:
  - The original contract was for \$95,000;
  - The amended contract provides the following:
    - Adds \$55,000 in incoming funds; and
    - Supplies the city with work crew services through June 30, 2020.
  - The new contract total is for \$150,000.
- The COVID-19 pandemic has slowed the contract process down:
  - Current restrictions have prevented the work crews from providing the contracted services; and
  - The Sheriff's Office anticipates implementing the work crew services once the restrictions are lifted.

**Board discussion:**

- Currently work crews are completely shut down:
  - Social distancing requirements related to the COVID-19 pandemic have prevented the work crews from being transported in a vehicle to a job site;
  - The Sheriff's Office is prepared to make modifications for transporting work crews once the restrictions have been lifted;
  - Social distancing requirements will be easier to implement once the work crews are at a job site; and
  - It is important for the Adults in Custody (AIC) and the staff transporting them to remain safe during the pandemic.
- Challenges that the Sheriff's Office is working on include the following:
  - Securing appropriate personal protective equipment such as gloves and masks; and
  - Ensuring that protocols are in place to keep AIC's and county staff safe during transport to job sites.
- The City of Salem generally contracts for one year;
- A new contract with the city is anticipated in the near future:
  - Daily rates for work crew services, which have remained the same for several years, are expected to increase.
- The city has a landscape maintenance project that the county will be providing work crew services for.

**MOTION:** Commissioner Brentano moved to approve Amendment #1 to the incoming funds Intergovernmental Agreement with the City of Salem in the amount of \$55,000 for a new agreement total of \$150,000 for Marion County Work Crew services through June 30, 2020. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:13:59)*

## COMMUNITY SERVICES

3. Consider approval of an order regarding Marion County's Small Business Grant Program. – Jason Schneider

### ***Summary of presentation:***

- The Board of Commissioners approved a contract with Willamette Workforce Partnership (WWP) on April 1, 2020:
  - WWP will implement a program that provides funding for small businesses needing relief from the impacts of the COVID-19 pandemic:
    - The contract will distribute \$200,000 of economic lottery funds to small businesses within Marion County;
    - Up to \$5,000 will be distributed to each business:
      - The businesses must employ no more than five individuals.
      - The contract allows WWP to run the grant program as long as deemed necessary by the board.
- WWP opened the application acceptance period at 12:00 p.m. on Thursday, April 9, 2020:
  - Approximately 47 qualified applications were received within the first minute of the acceptance period opening:
    - The 47 qualified applications potentially exhausted the \$200,000 funding.
  - An estimated 1,034 applications were received;
  - Up to 800 applicants were in need of funding assistance; and
  - WWP reported that they provided funding assistance for 102 businesses:
    - The average assistance requested was between \$2,000 and \$2,500.
- A request was made to the county to provide funding for all eligible businesses that had applied:
  - The request was in addition to the \$200,000 that had already been allocated through WWP; and
  - If approved, the board order will allow additional funding for all businesses that applied for assistance within the allotted time frame:
    - The businesses are required to meet the same qualifications; and
    - A \$1,000 small business grant will be provided to the remaining applicants that were qualified, but were not funded.

### ***Board discussion:***

- Small businesses on the federal level are defined as having 500 employees or less;
- The qualified applications that were received by the original deadline, but were not funded, will be eligible for the \$1,000 grant;
- No funding amount is listed in today's board order:
  - The \$800,000 request is an estimate only; and
  - The county does not know how much funding assistance will be requested.
- The Small Business Grant Program is a good use for the county's lottery dollars:
  - Lottery dollars must be used for economic development; and
  - The grant provides some liquidity to small businesses until they can access funds.

- The Federal Incentive Programs are experiencing difficulties in getting funding to businesses that qualified for the following:
  - The Emergency Loan Fund; and
  - The Payroll Protection Program.
- Several businesses are starting to see federal relief;
- The commissioners expressed their appreciation to the applicants that only requested enough funding in the original application to assist with their business needs:
  - The original grant awarded up to \$5,000 for qualified businesses;
  - Several businesses only requested between \$2,000 and \$2,500; and
  - Lower funding requests enabled the county to assist more businesses that were in need.
- It is estimated that the 102 applicants that were approved in the first grant award will be receiving their funding within 7-10 business days; and
- It is estimated that 700 additional businesses could receive \$1,000 in grant funding:
  - Checks will be sent out on a rolling basis once business qualifications have been verified; and
  - The following departments will be working to ensure that the check process is accurate:
    - The Board of Commissioners;
    - Community Services;
    - The Finance Department;
    - The Treasurer's Office; and
    - The IT Department.

**MOTION:** Commissioner Cameron moved to approve an order as written and award \$1,000 in grant funding to the remaining applicants from the original Marion County Small Business Grant Program that were qualified but not funded. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

*(Video Time 00:25:35)*

Recessed as Board of Commissioners.  
Reconvened as Contract Review Board.

#### CONTRACT REVIEW BOARD

1. Consider approval of an order for a Contract-Specific Special Procurement exemption for Retail Lockbox, Inc. for online credit card merchant services with a term of July 1, 2020 through June 30, 2024. –Camber Schlag and Rex Weisner

#### ***Summary of presentation:***

- The Marion County Treasurer's Office is seeking a Contract-Specific Special Procurement for Retail Lockbox, Inc.;

- In 2019, the county conducted a Request for Proposal (RFP) for lockbox services to support property tax payments:
  - The service includes the processing of paper checks with deposits directly to the county's preferred banking institution.
- During the evaluations of proposals and negotiations with Retail Lockbox, the county became aware that the company was able to provide on-line credit card services:
  - It was determined that having one service provider handle both payment options would be more efficient for the county.
- In August of 2019, a Contract for Services was executed with Retail Lockbox, Inc.;
- The request before the board today is to combine the merchant card services:
  - It would be a stand-alone contract; and
  - The merchant card services would be processed through Retail Lockbox, Inc.
- There is no expense to the county for the services:
  - The fees are paid by taxpayers who pay their property taxes online with a credit card; and
  - The prior service provider collected approximately \$65,000 in fees for the Fiscal Year ending June 30, 2019.
- The following information provides a four year payment history for the county's current vendor:
  - Four years prior to today the vendor had the following:
    - An estimated 3,000 accounts; and
    - An estimated \$4.7 million in tax revenue.
  - Three years prior to today the vendor had the following:
    - An estimated 3,200 accounts; and
    - An estimated \$5 million in tax revenue.
  - Two years prior to today the vendor had the following:
    - An estimated 3,500 accounts; and
    - An estimated \$6.6 million in tax revenue.
  - One year prior to today the vendor had the following:
    - Over 3,600 accounts; and
    - An estimated \$7.7 million in tax revenue.
- Customer service with the current vendor has declined over the last three years.

***Board discussion:***

- The county anticipates seeing an improvement in the following services with a new vendor:
  - Customer service;
  - Internet service; and
  - Telephone service.
- The current vendor is charging the taxpayers the following fees:
  - Credit cards are charged a 2.8 percent fee;
  - Debit cards are charged a 1.19 percent fee; and
  - A checking account has a flat rate of \$0.60.

- Taxpayers doing business with the current vendor are experiencing high levels of frustration;
- The existing contract with the current vendor will expire on June 30, 2020; and
- A contract with a new vendor will go into effect on July 1, 2020.

**MOTION:** Commissioner Brentano moved to approve an order for a Contract-Specific Special Procurement exemption for Retail Lockbox, Inc. for online credit card merchant services with a term of July 1, 2020 through June 30, 2024. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

Recessed as Contract Review Board.  
Reconvened as Board of Commissioners.

**PUBLIC HEARINGS**

9:30 A.M.

None.

Commissioner Brentano read the calendar.  
Commissioner Willis adjourned the meeting at 9:38 a.m.

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CHAIR

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COMMISSIONER

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COMMISSIONER

**Board Sessions can be viewed on-line at**  
<https://www.youtube.com/playlist?list=PLSUQ1gg6M78UsBE3q6w4rdf59Z5rXkEi5>