



# Management Update summary Minutes

Monday, August 17, 2015, 9:00 a.m.  
Courthouse Square, 555 Court St. NE, Salem  
5th Floor, Suite 5232, Silverton Conference Room

## ATTENDANCE

Commissioners Janet Carlson, Sam Brentano, and Kevin Cameron, John Lattimer, Jan Fritz, Gloria Roy, Alan Haley, Colleen Coons-Chaffins, Tamra Goettsch, Faye Fagel, Caron Galvin-Price, Cynthia Granatir, Camber Schlag, Jolene Kelley, Barb Young and Kristy Witherell as recorder.

## GUESTS

Mark Hunter, Oregon Garden Foundation  
Eric Eckfield, Galen Ohmart, H. Drumheller and Heinz Rudolf.

Chief Administrative Officer John Lattimer called the meeting to order at 9:03 a.m.

## INFORMATIONAL

### **Oregon Garden Foundation Development Director Activities Update**

*Summary of presentation:*

- Commissioner Brentano introduced the new Development Director with the Oregon Garden Foundation, Mark Hunter;
- Mark Hunter stated that within a short period of time, the Foundation has identified the direction of the director position and what the priorities are;
- The three priorities are as follow:
  - Strengthening the infrastructure of the Foundation itself:
    - Positioning it in a way that will be able to address and react to projects that are happening out at the Oregon Garden, whether they are programmatic or actual physical facility projects;
  - Endowment is one of the best ways to create a sustainable future for any organization:
    - Looking at certain ways to improve the endowment situation at the Garden.
  - Address current need at the Oregon Garden and create a development plan:
    - Whether it be facilities; or
    - Educational.
- Received a monetary gift that allowed the Foundation to put \$20,000 in a reserve fund, which is building the infrastructure for the foundation:
  - Increased the endowment for the Garden by \$200,000; and
  - Able to put \$50,000 toward the Pettit property which addresses current needs and facilities.
- Set fundraising priorities around the nursery;
- Looking at launching a strategic planning process for fundraising over the next six to nine months to vet out and design a plan for the next three years:
  - Meeting with donors and building the relationship; and
  - Need to build long-term, sustainable donors.

- Two projects:
  - Donor relations project:
    - Goal is to meet with small group of donors on a monthly basis for as long as the Foundation is in existence;
    - Opportunity to bring the donors to the Oregon Garden, tell our story;
    - The education piece;
    - Tourism;
    - Economic impact on the local community;
    - The first donor meeting is August 26, 2015:
      - Doing a behind the scenes tour of the Garden, up into the nursery and show how the plants end up in the garden.
  - Brick program:
    - Recognize people; and
    - Would like to expand it from a memorial.
- Putting the presence of the Foundation into the Garden; and
- Looking for input from the Board.

**Board Discussion:**

- John Lattimer stated that he used to be a donor to the Oregon Garden and he no longer receives donation requests and doesn't know why:
  - He also used to be a member but no longer receives notification of membership renewal and would like to know who sends out donor letters and membership renewals;
  - Mr. Hunter stated that they are in the midst doing a mailing reaching out to members who have dropped their membership or have expired within the last five years;
  - The Garden is also doing a mass mailing to the general public, soliciting for additional membership; and
  - Working on a donor policy.
- Commissioner Cameron ask if contact with the Nursery Association has taken place:
  - Mr. Hunter stated the he has not but they are on his radar to contact them.
- Commissioner Carlson asked Mr. Hunter what he thought of the Economic Development Advisory Board (EDAB) meeting:
  - Mr. Hunter stated that the subject matter was fascinating;
  - He was pleased with participation in the room, was a great meeting and glad he went;
  - Commissioner Carlson suggest adding the EDAB group to go out to the Oregon Garden to be a focus group; and
  - Commissioner Cameron stated that the Oregon Garden would be a good place to hold an EDAB meeting.

**Quitclaim Deed to the City of Salem for Sewer Easement off Lancaster Drive**

*Summary of presentation:*

- The property is located by the Santiam 11 Movie Theater;
- Sewer easement;
- Has agreement with the city of Salem that when the property is taken over that the easement follow;
- The easement goes around Santiam 11 and heads west and surrounds the property that has been sold along the freeway; and
- Marion County has had the easement for a while and it is just a matter of turning the property over to the city so they can manage it.

## **Board Discussion:**

- The Board requested to have this put on the consent agenda for August 19, 2015 Board Session.

## **Information on Tax Foreclosed Property Tax ID#R341491 at 2893 Sunnyview Rd NE, Salem**

### *Summary of Presentation:*

- Caron submitted a Quitclaim Deed for Wednesday, August 19<sup>th</sup> Board Session;
- Property Marion County took through foreclosure;
- Sold it at the 2015 auction;
- Put it on contract with the individual that purchased it;
- The purchaser has found a buyer for the property and would like the quitclaim deed deeded over to the new buyer;
- Marion County received the money from the sale; and
- Matter of signing off the deed and will close out another contract.

## **Health and Capital Projects Update**

### *Summary of Presentation:*

- Colleen Coons-Chaffins introduced the project team that will be remodeling the Health Services, Juvenile and Parole and Probation buildings;
- The project team showed the Board the three color schemes for the flooring, tile and wall colors:
  - The commissioners requested keeping the samples for a few days so they can decide on what color scheme they would like to go with.
- Health Services Building update:
  - The first floor of the building will have extensive remodeling done;
  - All floors will have the ceilings removed;
  - All floors will have upgraded heating, cooling, and air conditioning (HVAC) system;
  - All floors will have the lights replaced;
  - The second and third floor have less work;
  - Core work will be done in the bathrooms and improvements in the lobbies;
  - Remodeling the pharmacy space on the third floor;
  - The clinical space will be remodeled:
    - The receptionist area will be oriented differently to provide more lobby space;
    - Upgrades to the exam rooms;
    - Addition of a conference room and multipurpose room; and
    - Women Infant Child (WIC) office will be on the first floor.
  - Windows will be replaced;
  - Upgrade to the elevators;
  - The remodel will start late November 2015 and completion will be October 2016;
  - Project milestones:
    - Submit project design to the city of Salem by September 11, 2015;
    - Contractor procurement and approval in the process of finalizing the Request for Proposal (RFP);
    - Looking for getting the contractor on board around October 9, 2015;
    - Employees moving out of the Health Services Building is scheduled to begin September 14 – October 2, 2015;
    - Contractor sight investigation will begin in October to look throughout the building to find potential issues;
    - Start of construction will be late November 2015; and
    - Will be moving back to the building October 2016.

- The building will have carpet tiles as opposed to rolled carpet for cleaning and maintenance purposes;
- Juvenile Administration Courts Expansion Update:
  - Have made great progress toward the design of the remodel;
  - One goal is to create a user friendly environment for families;
  - The overall goal is for a very well designed, functional facility;
  - Interior spaces will have more natural light;
  - Submitted a first draft of plans for review and comments;
  - In the process of evaluating new building sites;
  - Hoping by the end of September building sites will be set;
  - Would like to get research done with the two site locations:
    - Get all information gathered;
    - Create a workshop to do a pros and cons for each building site; and
    - Bring all information to the Board.
  - Commissioner Carlson would like to merge the two buildings together.
- Sheriff's Office – Parole and Probation Building Update:
  - Space programming and building siting is the first task;
  - Have not moved forward with the uncertainty of the Sheriff's Office pursuing a grant which may change the dollar amount and site;
  - Haven't moved forward with the Parole and Probation building yet;
  - Potential grant impacts on building the site:
    - The site of the building is independent from the grant:
      - The transitional housing is going to be right beside the building; or
      - There would be a crossover behind the work release center in the garden area.
    - The grant has zero construction written in it;
    - Grant has money for people and staffing; and
    - The grant should not cause a delay on the Parole and Probation building.

#### COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

##### **Commissioner Sam Brentano**

- Nothing to report this week.

##### **Commissioner Kevin Cameron**

- EDAB Board Meeting:
  - Focus on workforce;
  - City of McMinnville, Chamber of Commerce, Incite, and Nick Harville in attendance; and
  - Next month will be working on community grants.
- Attended United Way Board orientation last week:
  - Now on the United Way Board of Directors.
- Attended Homer Davenport Days in Silverton.

##### **Commissioner Janet Carlson**

- Had a Behavioral Care Network (BCN) Executive Committee Meeting a few weeks ago:
  - Philosophical discussion why the BCN was created;
  - How healthcare transformation had impacted work;
  - Where the BCN will go in the future;
  - Policy piece whether the BCN and Marion County interests aligned or whether BCN has an interest and Marion County with intersecting circles;

- Working towards a resolution;
- An agreement between the BCN and Marion County was to have a new contract by the end of the year:
  - Have the language aligned so that the contract between the counties and the BCN mirrors the language in their contract between the BCN and Coordinated Care Organization;
  - Marion County is taking it a step further and stating that the language needs to mirror the language between the Coordinated Care Organization and the state;
  - The current contract between the BCN and Coordinated Care Organization says that they pay for medically necessary services, which lend itself to a clinical environment; and
  - Commissioner Carlson, John Lattimer, Rod Calkins and Ryan Mathews have established a weekly meeting to start tracking progress.
- Marion County and BCN's contract expired at the end of last year and have been operating without a contract:
  - It was agreed to extend the contract through the end of 2015.
- Marion County Reentry Initiative (MCRI) Breakfast:
  - 7<sup>th</sup> annual breakfast on October 20, 2015;
  - Community services is taking more of a role managing sponsors and billing;
  - Allycia is keeping the tracking form for all of the tasks;
  - Kristy Witherell is managing the email lists;
  - Jolene Kelley and Commissioner Carlson are working with Allied Video to put together a video;
  - House Bill 3194 passed in 2013, has focus on victims and set aside 10 percent of the state money for that:
    - The 'ask' this year is going to be 10 percent of our client fund to go for a victim's fund managed by the Center for Hope and Safety.
  - Jayne Downing is going to be the closing speaker;
  - Casey Gwinn from Alliance for HOPE will be in attendance; and
  - Walt Beglau as agreed to be the keynote speaker.
- Paperless Board Session:
  - On a really good track;
  - Starting mid-September; and
  - Gordean will be revising agenda session sheet.
- Keizer Breakfast:
  - Mayors and Legislature have shown an interest to tour the Covanta burner;
  - Invite City Council to the burner; and
  - Jolene will invite Capital Community Television (CCTV) to come along.

#### COMMUNICATIONS UPDATE

Jolene Kelley, Public Information Coordinator, gave current updates.

#### OTHER

- Commissioner Carlson asked Alan Haley if he would give an update regarding Kari Wallace, mother of drowning victim Blayk Wallace, to have life jackets and a call station at Salmon Falls park:
  - Alan Haley stated that he was at Salmon Falls on Wednesday, August 12<sup>th</sup> with the phone company. A phone line has not been cut yet. Their project manager is supposed to give Public Works a deadline today to cut the phone line. Once that is done, they will be ready to connect the phone.

- Designing the kiosk in a metal form, hopefully it will be done this week. Alan will call the mother of the drowning victim this week. The sign has been ordered that will describe the kiosk in her son's name;
- Alan Haley will call Kari Wallace a call to give her an update;
- The life jacket station has been labeled as a volunteer station; and
- Alan Haley stated that the current plan is Kari Wallace will store donated life jackets and replace them at Salmon Fall as needed. There will also be a life ring available.

**Adjourned 11:00 a.m.**

COMPLETED BY: **Kristy Witherell**  
*Reviewed by: Allycia R. Weathers*