



Management Update Summary Minutes

Monday, January 25, 2016, 9:00 a.m.
Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Silverton Conference Room

ATTENDANCE

Commissioners Janet Carlson and Sam Brentano, and Jan Fritz, Rod Calkins, Gloria Roy, Jeff White, Brandon Reich, Joe Fennimore, Camber Schlag, Jacob Clotfelter, Julia Alpernas, Debbie Gregg, Caron Galvin-Price, Barb Young, Jolene Kelley, and Allycia Weathers as recorder.

Via Phone

John Lattimer

Jan Fritz called the meeting to order at 9:02 a.m.

COMMUNICATIONS UPDATE

Jolene Kelley, Public Information Coordinator, gave current updates.

INFORMATIONAL

Discuss Potential Sale of Tax Foreclosed Property to the Prior Owner of Record

Summary of Presentation:

- Another prior owner would like to purchase back property at 1460 Hines St SE; and
- Letter requesting purchase:
 - Would like to go on contract; and
 - Would like to start in March.
- Amount owed is approximately \$5,000;
- Can move forward.
- Preparing a list of other properties with pending sales:
 - Many with deadlines at the end of January.

Consider Urban and Rural Zone Code Update

Summary of Presentation:

- Updates to comply with legislation and rule amendments which occurred since 2012:
 - Have been applying the rules directly as people made application.
- Proposed Marion County amendments to improve the experience for constituents:
 - Simplify planning process;
 - Home office regulations; and
 - Mobile food cart regulations:
 - Salem and Woodburn allow the carts;
 - Health department inspections a challenge; and
 - Working with Rick Sherman to allow Health to do licensing.
- Will bring changes to planning commission in March;
- Work Session planned in May;

- Bring in front of the board in May;
- State issued model code for resource zones; and
- Will bring a resolution initiating process to board session this Wednesday.

Board Discussion:

- Marijuana crops will be separate:
 - Will discuss at Work Session next Tuesday;
 - Depending on the outcome of the election in November, there may be some amendments needed; and
 - Will be a separate process.
- Trying to include 2016 rules now; and
- Easier way to incorporate replacing existing dwellings:
 - Keeps from going to the state process; and
 - State process is:
 - Prove it has been taxed as a dwelling; and
 - Had walls, a bathroom, a heating source, etc.
 - County process:
 - Look up property to see if those components were there.
 - Fire destruction, no review process;
 - One year time frame is concerning; and
 - Make it easier for property owners.

Review Mental Health Services Provider Agreement with Mid-Valley Behavioral Care Network

Summary of Presentation:

- Have been working over the last year to create contracts; and
- Two contracts:
 - One between the Coordinated Care Organization (CCO) Willamette Valley Community Health and the Mid-Valley Behavioral Care Network (BCN); and
 - The other between BCN and Marion County.
- Parallel contract process with Polk County; and
- Latest revision received earlier this morning:
 - Changes being suggested to the body of the contract:
 - Generally in agreement; and
 - Some minor language changes.
 - Attachment B and C, Scope of Work, Services, and Payment:
 - More technical changes;
 - Some improved language; and
 - One section to review with Scott Tiffany:
 - Lump sum payments in Attachment C, section 1; and
 - Work to include language for program development.
- Contract scheduled to go to BCN for approval tomorrow and approval by the Marion County Board of Commissioners Wednesday in board session; and
- Attachment B, number 5:
 - Sufficient capacity language:
 - Can do an amendment later if needed;
 - Funding going to Marion County doesn't allow for panel providers to increase capacity;
 - Working towards agreement about funding to Marion County;
 - Amount needed to fund an adequate panel to ensure capacity;
 - Having Marion County as a last resort makes it difficult to anticipate the number of clients; and

- Limiting to high needs, specialized services:
 - Role for county to provide moderate needs services;
 - Panel funding comes into play;
 - Language updated;
 - County does not want to agree to moderate services; and
 - Too costly for the county to provide.
- Reference to Senate Bill 1580 from 2012, rather than an Oregon Revised Statute;
- Health and Legal will give the agreement another careful review prior to signatures; and
- No requirement who signs the agreement first:
 - Going to BCN tomorrow; and
 - Marion County board session Wednesday.
- Possible to review in time for approval at tomorrow's BCN meeting; and
- John Lattimer will be calling in to the BCN meeting.

Review Phase I of Countywide Contracts and Purchasing Procedures

Summary of Presentation:

- Marion County uses a decentralized hybrid contracts and purchasing program:
 - Each department develops material specifications and scope of work, obtains pricing quotes, and acts as a contract administrator;
 - All processes are monitored and reviewed by Finance Contracts and Procurement to ensure rule compliance; and
 - Contracts and Procurement also offers training and review of purchasing procedures.
- Board adopts procurement rules:
 - Have not had a documented procedure for those rules;
 - Adopted approved rules in May 2015; and
 - The five procedures proposed include:
 - Process delegation and dollar limits:
 - Identifies the solicitation options for the estimated budget; and
 - Identifies the delegation of authority for contracts.
 - Bid preparation and award:
 - Step by step guide on how to issue and process an invitation to bid;
 - Includes construction and non-construction; and
 - Provides helpful hints to develop bid.
 - Discretionary action:
 - Step by step guide on how to process a discretionary action on a quote, bid, or proposal received through a solicitation.
 - Contracts involving federal awards:
 - Step by step guide on how to contract for goods and services that involve federal funding.
 - Sole source procurements:
 - Step by step guide on how to process intermediate and formal sole source procurements to meet statutory and rule requirements.

Board Discussion:

- Limits procedure:
 - Lists the existing rules.
- Sole source procurement:
 - When there is only one supplier who provides services in the vicinity.
- Special procurement:

- Not covered in this set of procedures; and
- One of the procedures that is pending.
- Requirement for project review for capital acquisitions over \$250,000:
 - Final project report; and
 - Camber will look into requirement.

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

Commissioner Janet Carlson

- Working on scheduling public safety forums:
 - Scheduling with neighborhood associations;
 - Asking for ten to 15 minutes to introduce the topic and see if they have any public safety concerns; and
 - Will have flyers:
 - Justice Reinvestment;
 - Homelessness; and
 - Can include Emergency Management.
 - Opportunity to get information from neighborhoods;
 - First forum scheduled next week and going through June; and
 - Hitesh working on flyers.
- Homelessness task force:
 - In the paper again today; and
 - On board session Wednesday to appoint members and approve charter.
 - Topic came up in City of Salem and Marion County meeting:
 - Need for low income housing; and
 - Salem Hospital closure.
 - Four jurisdictions on task force:
 - City of Salem is a large city;
 - Homelessness is a major issue;
 - Want to look at successful strategies;
 - Current services:
 - Arches through Community Action Agency; and
 - Shelters:
 - Not a permanent solution.
 - Gaps:
 - No family shelter anymore; and
 - No youth shelter.
 - Need to understand scope and demographics; and
 - Need to determine where to focus resources:
 - Many times is the chronically homeless:
 - Disability; and
 - Mental illness.
 - Strategies to increase access to affordable housing:
 - Permanent housing need;
 - Low vacancy rate for rental housing; and
 - Not just housing authority and federal funds.
 - Public Safety Coordinating Council is not interested in homeless camps;
 - Plan to rotate chair for each meeting; and
 - Commissioner Brentano would like the meetings on his calendar and to see the agenda.

- Federal agenda:
 - One on housing and homelessness;
 - Barb will set up conference call with CFM Strategic Communication and include Hitesh;
 - Rod is reviewing the item on mental health;
 - Barb will send the Justice Reinvestment flyer to CFM.

Commissioner Sam Brentano

- Oregon and California (O&C) Counties Meeting:
 - No board changes; and
 - Decided to file lawsuit against Bureau of Land Management:
 - Timber production rules not being followed; and
 - Want in Washington D.C. courts.
- Linn County filed suit against the state:
 - Also around timber production;
 - February 5 meeting upcoming; and
 - Article in newspaper didn't reflect his position.
- National Monument being proposed:
 - Includes all the area above Detroit;
 - 752 square miles proposed;
 - CFM Strategic Communications, Inc. doing some research; and
 - President has executive authority as well as congress to make National Monument Designation.

OTHER

John Lattimer

- Unable to open BCN packet; and
 - Was sent as a secured email;
 - Commissioner Carlson will send unsecured email; and
 - Issue with BCN email.

Jan Fritz adjourned the meeting at 10:07 a.m.

COMPLETED BY: **Allycia Weathers**

Reviewed by: *Gordean Ash*