



MARION COUNTY BOARD OF COMMISSIONERS

Management Update Minutes

Monday, December 17, 2018, 9:00 a.m.

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Silverton Conference Room

ATTENDANCE:

Commissioner Kevin Cameron, Commissioner Sam Brentano, Jan Fritz, Jane Vetto, Cary Moller, Jeff White, Ryan Matthews, Cydney Nestor, Corissa Neufeldt, Scott Richards, Debbie Gregg, Lisa Trauernicht, Jolene Kelley, Hitesh Parekh, and Joanna Ritchie as Recorder.

Guests: Colm Willis

Jan Fritz called the meeting to order at 9:00 a.m.

INFORMATIONAL:

NACo High Performance Leadership Academy

- Ryan Matthews

Summary of presentation:

- Mr. Matthews thanked the board and his supervisor for their support in allowing him to attend the academy;
- The training is aimed at county professionals;
- There are four courses over a 12 week period:
 - Leadership, mindset, and positive engagement:
 - Focused on positive communication; and
 - Impact on the organizational culture, employee engagement, and employee motivation.
 - Leading effective change:
 - Highlights change management practices;
 - Process of planning, executing, and sustaining change; and
 - Most relevant to his department at this point in time.
 - Communication and collaboration:
 - How the best leaders simplify the message; and
 - Build a win/win with collaboration through partners.
 - Leading high performance teams:
 - Currently starting module; and
 - Focus is on how to sustain the teams built.
- Strengths of the program:
 - Website easy to navigate;
 - Well organized;
 - Each module is broken down into small time increments;

- Different types of learning media:
 - Videos; and
 - Articles.
- Program tracks progress;
- There is ongoing access to the website upon successful completion of program:
 - Great resources; and
 - New content will be added to the website.
- Placed in a cohort:
 - Live one hour phone call once a week;
 - Positive engagement with others; and
 - Holds you accountable to the curriculum.
- Potential weaknesses:
 - Time consuming:
 - Four to five hours a week.
 - Expert leaders are from the private sector;
 - Hard to reengage with the group after the holidays during the fall series.
- Overall positive experience:
 - Worthwhile investment;
 - Messages, ideas, and concepts are relevant to the county;
 - Would be happy to discuss the program with other departments or leaders who may be interested; and
 - You can earn Continuing Professional Education (CPE) credits.

Board discussion:

- The commissioners inquired if Mr. Matthews was the only one who had gone through the program so far;
- Mr. Matthews responded affirmatively:
 - A scholarship was available;
 - He was chosen to participate; and
 - He stated the program is worthwhile.

Discuss Fiscal Year 2019-20 Budget Parameters

- Debbie Gregg

Summary of presentation:

- The parameters are communicated to departments as part of the budget instructions;
- They were approved by the Budget Officer;
- The treasurer recommended a .5 percent increase in the interest revenue;
- There is a Cost of Living Adjustment of 2 percent for most units:
 - Marion County Law Enforcement Agency (MCLEA) and Federation of Oregon Parole and Probation Officers (FOPPO) do not have an increase;
 - Current contract expires on June 30, 2019;
 - New rates have not been negotiated; and
 - Policy is to budget at zero until the rates are known.
- Health insurance increased this year;

- Public Employees Retirement System (PERS) costs increased by 3 percent:
 - Covers regular assessment and debt service.
- General instructions:
 - Justification of temporary employees and overtime pay:
 - Complete appropriate forms.
 - Requirements regarding new and vacant positions:
 - Vacant positions will be eliminated if not currently being recruited;
 - New positions are budgeted at 22 pay periods and at step 1; and
 - Medical and dental benefits for new positions are budgeted for 9 months.
 - No increase in Material and Services for General Fund and Central Services Fund departments:
 - A decision package must be submitted for any increase in costs.
 - Departments should work with fleet management for rates on vehicles;
 - Follow contingency and reserve policies; and
 - Guidance on decision packages.
- Department training was held:
 - Jolene Kelley provided grammar and writing style guidelines.

Board discussion:

- The commissioners wanted to know how they would determine the amount needed for the COLA for the two units in bargaining;
- Ms. Gregg stated they will estimate the costs until they get the numbers needed;
- The commissioners inquired what the PERS compensation rate was for 2018-2019 and Ms. Gregg stated it was 25.3 percent:
 - The regular rate is 19.3 percent;
 - There was a 6 percent rate for the debt service; and
 - The net increase was almost 3 percent.

Review County Website Changes

- Lisa Trauernicht, Jolene Kelley

Summary of presentation:

- Presented an overview of changes made to the county website to make it more user friendly;
- Currently in the process of updating the Policies and Procedures webpage;
- Created two new webpages:
 - Public Records Requests:
 - Receiving a lot of requests;
 - Cumbersome for people to figure out the process;
 - There are links to the policy and fee schedule;
 - Provides general information;
 - There is a Frequently Asked Questions (FAQ's) section;
 - Ms. Trauernicht discussed the difference between requests received in the normal course of business as opposed to a

request received through the Freedom of Information Act (FOIA);

- State law outlines county's public records requests policy;
- All departments have a public records information officer; a link with contact information for the officers are provided on the website;
- The new information page is under the Board of Commissioner's webpage:
 - Will also put information on Clerk's webpage that will redirect back to the board's page; and
 - May eventually put on all department pages.
- Previously only way to get information was through the policies and procedures page:
 - The page was designed as an "app";
 - It was not searchable;
 - New format allows users to type in the search bar and they will be directed to information.
- Ms. Trauernicht discussed the process and timelines for requested records:
 - Must acknowledge the request within 5 days;
 - If it is a simple request must be completed within 15 days; and
 - If the request is complex it may take more than 15 days to process, there would be a back and forth dialogue to clarify the request so that the requestor receives the correct information requested.
- Veteran's Service Office:
 - Needed a way to let the public know how to access services;
 - The state refers people to ARCHES; and
 - The county's website redirects to the ARCHES website, which is currently being updated.

Board discussion:

- Public Records Request:
 - Ms. Fritz asked if the information on how long it takes to process a request is on the webpage;
 - Ms. Trauernicht stated it is in the policy as well as in the FAQ's, plus there is a link provided on the page;
 - The commissioners wanted to know if payment is required up front for requests and Ms. Trauernicht stated if the cost is over \$25.00 then a deposit is required;
 - Ms. Fritz clarified that the back and forth dialogue for a records request would be to narrow the scope of the request and for clarification; and
 - The board directed Ms. Kelley and Ms. Trauernicht to go ahead and publish the Public Records Request Webpage.

- **Veteran's Service Office:**
 - The commissioners suggested adding a statement on the website explaining the transition of provided services from the state to the county;
 - They would like the first contact to be with the Veteran's Service Office and then provide a phone number for people to call if there are additional concerns;
 - Ms. Vetto suggested adding a comment or feedback form;
 - Ms. Kelley stated it is easier to link to an email address than to build a comment form;
 - The commissioners want to make sure that action is taken on feedback received; and
 - The commissioners directed Ms. Trauernicht and Ms. Kelley to work with Ms. Fritz on the proposed changes and then publish the page.

LEGISLATIVE UPDATES

Health and Human Services – Cydney Nestor, Cary Moller, Corissa Neufeldt

- **LC 1407 Safe to Learn School Act**
 - Targets reduction in school violence;
 - Includes bullying, other forms of violence, and suicide prevention;
 - Proposes a variety of staff to work with schools on a regional basis:
 - School Safety and Prevention Specialists;
 - Youth Suicide Prevention Specialists; and
 - Training and technical assistance.
 - Built on legislative concept of Marion County's threat assessment model;
 - Support from:
 - Association of Chiefs of Police;
 - Oregon State Sheriff's Association; and
 - On legislative agenda for Marion County Public Safety Coordinating Council for support.
 - Request from AOCMHP for Marion County to consider signing on in support.

- **LC 749 Proposal to Extend Commitment Lengths**
 - Extend commitment period to 15 days, currently it is 5 days;
 - Varying opinions on increase in time period:
 - Impacts available beds;
 - May unnecessarily keep people in a secure locked setting that do not need to be;
 - Jeopardizes civil liberties; and
 - Financial impacts.
 - Public safety component is to hold persons that are a danger to themselves or others;
 - Need to carefully weigh implications;
 - Previously discussed in last legislative session; and
 - The commissioners put a watch on this item.

- LC 358 ODDS Case Management Expansion
 - Intent of concept is to revise the statute to allow equity and efficiency around case management;
 - The county has four potential case management entities to provide services primarily for adults who have intellectual and developmental disabilities;
 - Marion County's Developmental and Disability program provides case management services for children and adults;
 - Adults can be in all different types of settings:
 - Home care;
 - Residential program; and
 - Foster care.
 - Support services brokerages, which are three other case management entities in the county, provide services to adults who live at home;
 - The bill is sponsored by the Department of Human Services;
 - Want to create flexibility in the statute that removes the age parameter to be able to provide services to children as well;
 - Budget neutral;
 - Risk from CDDP is that more individuals would move over to brokerage services and that would have a potential negative impact on funding and the number of people the county provides services to;
 - Good to provide individuals choices regarding their case management services;
 - Primary concern is that if these services are expanded to provide case management for children as well, the county would be left with the most complex cases to manage;
 - Brokerage services are budgeted with the same methodology as the county programs are;
 - There are a lot of concerns at the county level regarding this concept;
 - Ms. Moller's recommendation is to oppose at this point in time; and
 - The commissioners asked Ms. Moller to provide a one page summary of items for future updates and to oppose at this time.

- LC 356 Eligibility criteria for IDD and imposition of civil penalties
 - Significant to DD program because it removes some of the eligibility criteria that have been in the statute;
 - Expands who can be sanctioned financially with civil penalties:
 - Intent is to include community developmental disability programs.
 - Statute states that the Department of Human Services (DHS) would be responsible to draft the administrative rules regarding penalties;
 - Previously DHS only had jurisdiction to implement civil penalties for foster providers and licensed facilities; this would expand it to any Medicaid provider including case management entities; and
 - Ms. Moller recommends opposing this concept until they receive further clarification.

Marion County Public Safety Coordinating Council – Commissioner Cameron

- Legislative Agenda 2019-21
 - A draft of the items and a one page summary were provided;
 - The committee has recommended approving the agenda;
 - Has not been formally adopted in the past;
 - Due to the county's policy change on legislative actions felt the need to formally adopt;
 - There is more legislation this biennium then there has been in the past;
 - Significant changes to Justice Reinvestment Initiative and Community Corrections funding:
 - Governor's recommended budget has a shortfall of \$10 million to the Justice Reinvestment Initiative;
 - The impact to the county would be around \$1 million;
 - Need to keep a very significant watch on this one; and
 - The baseline funding for Community Corrections would be reduced by around \$3.3 million.
 - The sheriff and police chiefs are in support of the various law enforcement topics;
 - Would like to formally adopt the agenda at board session and any changes or recommendations by the council can be made at future management update meetings; and
 - The agenda will be placed as an action item on the board session agenda for December 26, 2018.

COMMUNICATIONS

Update

- Jolene Kelley
 - Ms. Kelley gave a brief update on upcoming scheduled events and articles for the monthly newsletter. She will bring an updated editorial calendar for the upcoming year at the next meeting. Ms. Kelley stated that a local reporter was interested in setting up weekly meetings with the commissioners and wanted to get feedback prior to scheduling. Ms. Kelley reviewed the agenda and materials for the Joint Work Session with the Salem City Council scheduled for this evening.

COMMISSIONERS' COMMITTEE ASSIGNMENTS AND UPDATE:

Sam Brentano:

- Attended the annual Association of O&C Counties Membership Meeting:
 - Each county will have a member on the board; and
 - One more payment for Secure and Rural Schools.
- Association of Oregon Counties Legislative Committee Appointment;
- Attended the Jefferson Public Library ribbon cutting ceremony;
- Attended the reception for outgoing Aumsville City Councilors;
- Attended the commemoration of the Woodburn bombing;
- Attended the Our Salem Public Workshop:
 - Discussed Salem's comprehensive plan.
- Attended the Keizer/Marion County breakfast meeting;

- Veteran's services update:
 - Complaints received regarding facilities and services;
 - Need to step it up a notch and make it right.

Kevin Cameron:

- Attended the Legislative Emergency Board General Government Subcommittee meeting:
 - The board approved the retroactive grant application.
- Attended the Work Session on Ag & Municipal Water Supply Issues;
- Attended the Stayton/Marion County breakfast meeting;
- Attended the Oregon Fruit Products ribbon cutting ceremony;
- Attended the Reentry and Employment Housing Workgroup;
- Presented Service Awards for Business Services' employees; and
- Attended the SEDCOR Business Luncheon.

OTHER:

Meeting adjourned at 10:40 a.m.

COMPLETED BY: **Joanna Ritchie**
Reviewed by: Cindy Johnson