County Commissioners
Colm Willis, Chair
Kevin Cameron
Danielle Bethell

Chief Administrative Officer
Jan Fritz

MARION COUNTY BOARD OF COMMISSIONERS
DEPARTMENT HEAD AND ELECTED OFFICIALS MEETING

Department Head and Elected Officials (DHEO) Meeting Minutes
Thursday, November 5, 2026, 9:30 a.m. – 11:30 a.m.
Commissioners' Boardroom
Courthouse Square, 555 Court St. NE, Suite 5231
Salem, Oregon 97301

ATTENDANCE:
Elected Officials: Danielle Bethell, Colm Willis, Kevin Cameron, and Nick Hunter.
Department Heads: Jeff White, Troy Gregg, Steve Elzinga, Tamra Goettsch, Gary Christofferson, Kelli Weese, Brian Nicholas, and Alicia Cozad.
Assessor's Office: Nate Combs.
District Attorney's Office: Brendan Murphy.
Board Office: Chris Eppley, Matt Lawyer, Alvin Klausen. .
Finance: Cheryl Carder, Daniel Adatto, Laura Hambrecht, Sherry Downs
Human Resources: Lori Klemsen
Information Technology (IT): Kuldeep Bath
Justice Court: Nancy Hernandez
Sierra Cedar: Benjamin Sandine

Commissioner Kevin Cameron called the meeting to order at 9:35 a.m.

1. **Welcome & Introduction**

2. **Fusion Update**
   -Executive Team

   Implementation and Training
   County plans to launch Fusion modules together in mid-January. Presentation previewed system's home page, navigation, notifications and approval functions. As well as Oracle Guided Learning, which will provide on-screen guidance and related learning materials.

   Train-the-trainer sessions are planned for the first week of December, with employee training beginning December 7th. Training will be assigned according to employees' roles. They will include instructor-led sessions, virtual and in-person training, learning labs, user guides and videos. Absorb will be retained temporarily to schedule and track training completion while the county transitions to Oracle Learning. Department heads were asked to make time for employees to complete required training.

   The executive team reviewed system blackout dates. The blackout affecting initiation of new hiring had begun. Additional blackout dates, including those affecting purchase orders, are forthcoming. A department representative requested earlier notice to support planning. Chris

Eppley apologized for timing of hiring notice and future blackout communications would be provided more timely.

Payroll and Human Capital Management
Parallel payroll testing was underway. The team reported it would proceed to next test payroll after reducing variances to no more than $0.10. Testing includes investigating individual earnings and deductions. The team noted that some differences from the current system may result from Fusion's calculations and that discrepancies are being reviewed.

The Human Capital Management (HCM) presentation covered:
Integrated recruitment and position control.
Employee and manager self-service.
Online benefits enrollment.
Performance evaluations and related workflows.
HR help desk requests.
Employee training.
Managers will have access to information about their direct reports and will be responsible for reviewing and approving work routed to them. The system will allow delegation during an absence.

Time and absence functions will move from paper forms to employee entry in Fusion. Employees will enter start and end times on timecards, and schedules will affect calculations such as shift differentials and holiday pay. Departments will need to keep employee schedules current. Managers will have a team calendar for their direct reports. Broader schedule visibility and shift-bidding functionality were not part of the initial implementation. Existing VSS Pro use will continue for broader scheduling needs.

Finance and related modules
Finance presentations covered procurement, accounts payable and receivable, expenses, budgeting, project management and fixed assets.
Key changes include:

- Requisitions used to obtain approval before starting solicitation, contract or purchase order. Approval thresholds and specialty reviews will be applied through requisition workflow.
- Suppliers will need to register in Fusion before responding to solicitations or being included in a purchase order or invoice payment. The project team is developing guidance to support suppliers.
- Invoice entry will include manual entry, email submission and spreadsheet upload options. Invoice approvals will follow configured workflows, and payments will be scheduled according to supplier terms.
- Employee reimbursements and P-card reconciliation will move to Fusion.
- The Enterprise Performance Management module will replace current budget system, support budget planning and forecasting, and provide tools for capital planning and reporting.
- Initial project portfolio management implementation will cover county capital projects and Public Works operating and tracking projects.
- Budgetary control will provide warnings when expenditures may exceed budget. It will not prevent transactions from being entered.

The team noted that employees will receive new employee numbers and training will address new chart of accounts and related changes.

3. 2027 Legislative Session Discussion

- **Bill Tracker**
- **Testimony Policy**

-Alvin Klausen

Reviewed Bill Tracker in preparation for the legislative session. Expected to run from late January through June. The session may include approximately 4,000 bills, with a significant number affecting counties. Department representatives were asked to review bills within their areas of expertise and share relevant bills or information with him. Offered to help users access Bill Tracker, add employees and reset passwords.

Reviewed county's testimony and political advocacy policy. Employees planning to testify or communicate with legislators on county matters should notify him so matter can be routed for review, and county can present a coordinated position.

4. DHEO Lunch December 3rd 11:30 am – 1:00 p.m.

-All

The DHEO holiday lunch was announced for December 3rd from 11:30 a.m. to 1:00 p.m.

5. Other

-All

Tamra Goettsch asked department heads to share Policy 206 with staff and ask them to review it. Policy was expected to come before the Board on December 2nd. Approval had not yet occurred. Policy 206-B was identified as new, and departments were asked to become familiar with the checklist for temporary closures or limited services.

Task: Check whether spell-check functionality is available in Fusion performance evaluations.
Assigned To: Lori Klemsen.
Deadline: Not specified.

Task: Develop Fusion training schedule and schedule courses.
Assigned To: Melissa Rounds.
Deadline: Not specified. Training planned to begin December 7th and continue through go-live.

Task: Allow staff time to complete required Fusion training.
Assigned To: Department heads and elected officials.
Deadline: No specific deadline stated. Training begins December 7th.

Task: Review blackout-date materials and plan around dates that apply to departmental work.
Assigned To: Department heads and elected officials.
Deadline: Before applicable blackout dates. Specific dates were not provided in discussion.

Task: Identify a schedule manager and keep employee schedules current in Fusion.
Assigned To: Departments. Schedule managers are to maintain schedules.
Deadline: Ongoing. No specific date stated.

Task: Share Policy 206 with staff and ask them to review it.
Assigned To: Department heads.
Deadline: No new deadline stated. Meeting noted policy's annual review was due before November 1st, which had passed. Policy was expected to go before Board on December 2nd.

Task: Send relevant bills, legislative issues, or special-area-group information to Alvin Klausen for review.
Assigned To: Department heads and relevant staff.
Deadline: No specific deadline stated.

Task: Notify Alvin Klausen if an employee needs to be added to Bill Tracker or needs password assistance.
Assigned To: Department heads and Bill Tracker users.
Deadline: As needed.

Adjourned – time: 11:44 a.m.
Minutes by: Mary Vityukova
Reviewed by: Gary L. White