



MARION COUNTY BOARD OF COMMISSIONERS

Department Head and Elected Officials Meeting

Summary Minutes

Meeting Minutes

February 06, 2024. 9:30 AM
Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Commissioners Board Room

ATTENDANCE:

Elected Officials: Colm Willis, Kevin Cameron, Danielle Bethell, Nick Hunter, Tom Rohlfiing, and Paige Clarkson.

Department Heads: Tamra Goettsch, Ryan Matthews, Salvador Llerenas, Jeff White, Steve Elzinga, Gary Christofferson, Kelli Weese and Jan Fritz.

Board Office: Alvin Klausen, Shawnnell Fuentes, Christ Eppley, and Jon Heynen.

Juvenile: Alicia Cozad.

Commissioner Danielle Bethell called the meeting to order at 9:34 a.m.

2025 Legislative Session Discussion (Bill Tracker, Priorities, and Public Testimony Policy)

- Bill Tracker:
 - Program uploads all state bills.
 - Better tracking of relevant legislation.
 - Search for bills by number or keyword.
 - Track bills to monitor impacts on the county.
- Priorities and Public Testimony Policy:
 - Legislative advocacy:
 - Influencing or attempting to influence legislative action through oral or written communication with legislative officials, executive officials or persons. To influence or attempt to influence legislative action or attempting to obtain the good will of legislative officials.
 - Board's responsibility in directing all legislative advocacy efforts:
 - Will direct all efforts conducted on behalf of Marion County.
 - Will have first opportunity to testify or comment on legislation, rules or regulations.
 - If the board chooses not to, Mr. Klausen will coordinate with departments to provide testimony or comment when appropriate.
 - Staff advocacy activities:
 - Will not engage in activities without supervisor authorization.
 - Department specific communications to stakeholder groups on pertinent legislation must be copied to Mr. Klausen.
 - Elected Officials:

- Not subject to the same restrictions as staff.
- May advocate or testify on policy issues not aligned with the county/board's position:
 - Must be clarified that is their own position.

New Public Meetings Laws

- 48-hour notice for regular meetings, 24-hour notice for special meetings.
- Posting requirements are needed in three places as follows:
 - On the county website.
 - Emailed to any interested persons who request notice.
 - Emailed to any media outlets that have requested notification.
- New rules for executive session notices:
 - Cite specific statutory provision and subsection.
 - Must provide general description of the statutory authorization.
- Restrictions on serial communications outside of public meetings:
 - A quorum of the public body cannot discuss, deliberate or vote on matters outside of a public meeting.
 - Applies to communications by email, phone or through intermediaries.
- Advisory Bodies Implications:
 - Laws apply to advisory bodies with authority to make recommendations on policy or administration.
 - Some bodies are exempt.
- Written Minutes and Recordings:
 - Any committee must have either written minutes or recording of the meeting:
 - Video or audio.
 - If the committee is less than 25 members the minutes/recording must include vote of each individual by name.
 - Ethics Commission may need to revise as this may not be practical for smaller jurisdictions.

Enterprise Resource Planning (ERP) Update

- The Request for Proposal (RFP) process is complete:
 - Selected two systems for demonstration.
- The new system will help manage finances and Human Resources (HR):
 - General ledger accounting, asset management, budgeting, payroll processing, recruitment, benefits administration, etc.
- IT supporting the ERP process and efforts:
 - Infrastructure upgrades.
 - Analytic assessment workshop set up.
- Upcoming analytics assessment workshops:
 - Gather departmental input on data use, reporting, and future needs.
 - There will be eight workshops:
 - Each will be the same but target different groups or departments.

Department Updates

- Sheriff's Office:
 - Sherrie Hickam is the new Administrative Services Manager.
- Community Services:
 - Kelli Weese recently hired as the Community Services Director.

- District Attorney's Office:
 - HB2466 and SB277:
 - Sanctuary law extradition fix bill.
 - Allow county to notify federal authorities on specific cases.
 - Bipartisan support.
 - HB2468 and SB178:
 - Clarifies on discovery fee charged by the DA's Office.
 - Fees are a cost recovery measure.
- Finance:
 - The county federal audit is ongoing.
- Legal Counsel:
 - Recent cases revealed ambiguities in county's litigation defense policy.
 - Challenges from conflicting state and federal laws:
 - Particularly around immigration laws.

Other

- New policy analyst for Commissioner Bethell, Heather Inyama.
- Budget meetings:
 - Priorities and how to address community needs.
 - Detailed look into department's programs, services, funding sources and staffing.
 - The goal is for better partnership with departments and the board.
- Departments need to regularly review their Key Performance Indicators (KPIs), consider employee retention as a key metric.
- Departments to work closely together to align priorities and share information:
 - Particularly during the budget development process and ERP transition.

Next Steps

- Department heads to provide a prioritized list of staff to be granted access to the bill tracker software:
 - Mr. Klausen to email department heads to request bill tracker access list.
- DA Clarkson to provide feedback on the Oregon Judges Association bills to the board.
- Mr. Klausen to share the information on the Oregon Judges Association bill with DA Clarkson.
- Department heads participate in the upcoming data analysis and data migration workshops for the ERP system implementation.

Adjourned – time: 11:31 a.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White