



MARION COUNTY BOARD OF COMMISSIONERS

Department Head and Elected Officials Meeting

Summary Minutes

Meeting Minutes

July 17, 2024. 9:30 AM

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Commissioners Board Room

ATTENDANCE:

Elected Officials: Nick Hunter, Tom Roling, Justin Kidd, and Paige Clarkson.

Department Heads: Brian Nicholas, Tamra Goettsch, Salvador Llerenas, Jeff White, Gary Christofferson, Troy Gregg, Chris Eppley, Ryan Matthews, Steve Elzinga, and Jan Fritz.

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

Jan Fritz called the meeting to order at 9:35 a.m.

Downtown Parking

- New downtown parking meter system implemented.
- Four free parking structures available, requiring walking several blocks.
- Specific challenges identified:
 - Parking costs for volunteers.
 - Difficulties for victims and witnesses attending court.
 - Potential financial burden on low-income individuals.
- Proposed solutions:
 - Petty cash reimbursement for departments.
 - Potential partnerships with local businesses.
 - Exploring placards for exempt vehicles (law enforcement, county vehicles).
- Recommended approach:
 - Departments to manage parking expenses through petty cash.
 - Coordinate with city parking authority for special exemptions.
 - Consider creating a dedicated parking fund for critical cases.

Enterprise Resource Planning (ERP)

- Selected Oracle Fusion after extensive two-year selection process.
- Project details:
 - 18-month implementation.
 - Total cost: \$6.7 million.
 - Implemented by Sierra Cedar.
- Comprehensive system covering:
 - Financial management.
 - Human Resources.

- Budget and planning modules.
- Implementation challenges:
 - Requires significant staff time and dedication.
 - Extensive testing and configuration needed.
 - Potential disruption to daily operations.
- Key benefits:
 - Improved workflow management.
 - Automated approvals based on position.
 - Enhanced reporting capabilities.
 - Cloud-based system with regular updates.
- Plan to go-live in November, with two months of additional support.

Critical Incident Reporting Guidelines

- Urgent need for timely risk management notifications.
- Reporting requirements:
 - 24-hour notification for critical incidents.
 - Specific timelines for different types of events.
- Proposed reporting solutions:
 - Develop web-based reporting form.
 - Create simple, checkbox-style incident reporting.
 - Ensure legal counsel is first point of contact.
- Key considerations:
 - Protect ongoing criminal investigations.
 - Ensure accurate and timely insurance notifications.
 - Minimize administrative burden.

Department Updates

- Human Resources (HR):
 - Chad transitioning to HR business partner role.
 - Ongoing workforce planning.
- Facilities Management:
 - Challenges with recruitment.
 - Multiple key positions vacant.
 - Custodial staffing at 50% capacity.
- IT Developments:
 - Windows 11 has improved.
 - Two-factor authentication implementation.
 - Preparation for ERP system integration.
- Procurement Process:
 - External review of contracting procedures.
 - Aim to improve efficiency and reduce frustrations.
 - Potential changes to approval thresholds.

Other

- Sapphire Electronic Medical Record (EMR) System:
 - Potential implementation for jail and stabilization center.
 - Cost-effective solution.
 - Compatibility with existing systems.
- Policy Alignment:
 - Review of existing policies.

- Preparation for ERP system integration.
 - Potential changes to financial approval processes.
- Longevity Pay:
 - Ongoing discussions with bargaining units.
 - Potential modifications under consideration.

Adjourned – time: 11:31 a.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White