



Management Update Minutes

OREGON

Monday, June 21, 2021, 9:00 a.m.

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5231, Commissioners Boardroom

ATTENDANCE:

Commissioners Danielle Bethell and Colm Willis, Jan Fritz, Barb Young, Jolene Kelley, Jessica Stanton, Matt Lawyer, Tamra Goettsch, Colleen Coons-Chaffins, Ryan Mathews, Jane Vetto, Jeff White, Kathleen Silva, Traci Fiske, Justine Flora, Terry Stoner, Scott McClure, Scott Norris, Debbie Gregg, Daniel Adatto, Brian Nicholas, and Kristy Witherell as recorder.

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

INFORMATIONAL:

Review the Lease Agreement between Health and Human Services (HHS) and 2755 Partners, LLC for the Pence Loop Property

- Ryan Matthews and Colleen Coons-Chaffins

Summary of presentation:

- The building is located off of Mission Street in Salem;
- HHS has seen significant growth in Public Health, Administration, and Intellectual and Developmental Disabilities;
- Due to the end of remote working, there is a lack of space for employees;
- The building does not require any tenant improvements;
- This will not be a long-term need:
 - When completed, the new Center Street HHS building will accommodate staffing needs.
- This will be a two-year lease for \$440,000, with a one-year option to extend;
- There is space for 75 employees:
 - 60 employees will move in immediately.
- Public Health and Administrative Services staff will be moving into the building:
 - Employees who interact with the public in person will remain at Center Street.

Board discussion:

- There is a plan for reducing employees who were hired on a temporary basis to work on the County's COVID-19 response:
 - Some of these employees will be retained;
 - HHS has additional funding available that isn't specifically earmarked for COVID-19 that could be used to retain employees who possess needed skills; and

- Mr. Matthews will send the commissioners the plan.

Review the Fiscal Year 2020-21 Second Supplemental Budget

- Debbie Gregg and Daniel Adatto

Summary of presentation:

- The budget increased by \$31.9 million:
 - Two main areas that increased:
 - Intergovernmental Federal resources to the Health and Human Services Fund increased \$11.7 million; and
 - Federal resources for the Emergency Rental Assistance Program increased \$13.7 million.
- General Fund:
 - \$1.6 million for reimbursement of CARES Act funds;
 - Intergovernmental State grant received from the Secretary of State for \$30,000 for election expense reimbursement;
 - Charges for Services in the Sheriff's Office decreased due to reduced work crew fees;
 - Other Fund Transfers of \$224,645 from the Community Development Fund is for Wildfire Relief funding for Sheriff's Office patrol services related to Santiam Wildfire Recovery;
 - Assessor's Office:
 - Materials and Services increased \$35,000 for retail lock box services for property tax payments.
 - Clerk's Office:
 - Materials and Services:
 - Increased \$35,000 for programming and data fees related to increased recordings; and
 - Increased \$10,142 for additional election costs related to COVID-19.
 - Justice Court:
 - Personnel Services increased \$17,300 due to retirement payouts.
 - Juvenile Department:
 - Materials and Services increased \$89,220 for food and educational supplies required due to COVID-19 related school closures:
 - Desks; and
 - Ankle monitors.
 - Sheriff's Office:
 - Personnel Services decreased due to reduced revenue.
 - Treasurer's Office:
 - Personnel Services increased \$5,000 due to estimated costs higher than originally budgeted; and
 - Materials and Services decreased, which resulted in a net zero effect to the budget.
 - Non-Departmental:
 - Materials and Services:

- Increased \$96,384 for security services and building rental costs due to the Santiam Wildfire;
 - Increased \$73,708 for supplies and software costs related to COVID-19;
 - Increased \$1,308 for printing costs related to the ice storm; and
 - Offset by a \$46,165 reduction in fiscal agent services that were reclassified to Special Payments for Business Relief Grant support.
- Capital Outlay:
 - Increased \$88,170 for a modular building for the Santiam Integration Team; and
 - Increased \$114,743 for ballot drop boxes, scanner, work stations, and security cameras for election costs associated with COVID-19.
- Special Payments increased \$46,165 for direct payments for Business Relief Grants; and
- Transfers Out increased for the following:
 - Capital Improvement Fund projects that will be discussed with that fund;
 - \$330,000 to Community Development Fund for Santiam Fire and Community Development Block Grant (CDBG) support;
 - \$15,000 to Public Works Fund for radio consultation;
 - \$9,654 to Parks Fund for program supervisor position; and
 - Offset by a \$67,180 reduction to Sheriff's Office Grants Fund due to the elimination of the Salem-Keizer School District Resource Officer contract.
- Central Services Fund:
 - Decrease in the Board of Commissioners Office due to the Long-Term Disaster Recovery Manager being reassigned to the Community Development Fund;
 - Intergovernmental Federal revenue increased for CARES Act reimbursement;
 - Single audit increases related to the CARES Act; and
 - Finance saw vacancy savings that was used for temporary staffing to help with grant accounting.
- Community Development Fund:
 - Recognizing Community Development Block Grants;
 - Recognizing increase in full-time staffing that was budgeted for Fiscal Year 2021-22:
 - CDBG and HOME Program Manager;
 - Office Specialist 4; and
 - Reassignment of Long-Term Disaster Recovery Manager.
 - Intergovernmental Federal revenue increased \$44,125 due to the Business Oregon, CDBG Emergency Assistance Grant;
 - Intergovernmental State revenue increased \$553,342:

- \$128,385 from Business Oregon, Municipal Wildfire Grant; and
 - \$424,957 from House Bill 5042.
 - General Fund Transfers increased \$260,000 to cover wildfire recovery costs that are not covered by state or federal resources;
 - \$70,000 to cover CDBG pre-award costs;
 - Other Fund Transfers from the Lottery and Economic Development Fund increased \$500,000 for wildfire recovery support;
 - Personnel services increased for full-time and temporary staffing who were assigned to the wildfire recovery effort;
 - Materials and Services was re-assigned from non-departmental to the Board of Commissioners office;
 - Special Payments increased \$50,000 for direct support for the City of Gates;
 - Transfers Out of the Central Services Fund decreased to reflect the reassignment of the Long-Term Disaster Recovery Manager and temporary staff to the Community Development Fund; and
 - Transfers Out increased \$224,645 for the Sheriff's Office patrol costs related to Wildfire Relief funding.
- County Clerk Records Fund:
 - Personnel Services increased \$40,353 for temporary staff to work on a back-scanning project:
 - Covered with contingency funds.
- Lottery and Economic Development Fund:
 - Materials and Services of \$500,000 were reallocated to Transfers Out to the Community Development Fund for Wildfire Recovery efforts.
- Child Support Fund:
 - Intergovernmental Federal increased \$18,000 for Child Support Enforcement:
 - Allocated to Materials and Services for new computers.
- Health and Human Services Fund:
 - Intergovernmental Federal revenue increased \$11,774,919 to support COVID-19 and Public Health operations:
 - \$2.4 million for FEMA reimbursement of the costs associated with the isolation and quarantine of individuals with COVID-19;
 - A Federal Centers for Disease Control grant was received for \$7.5 million to support communicable disease capacity including the COVID-19 response; and
 - \$1.5 million in COVID-19 supplemental funding to support vaccine coordination efforts.
 - Intergovernmental State funding increased \$231,914 due to new funding modes for the Aid and Assist Program;
 - A grant was received from the National Association of County and City Health Officials for \$74,746 to support Intellectual and Developmental Disability individuals during the COVID-19 pandemic;
 - There was a decrease in Charges for Services due to reclassification of some revenue;
 - Personnel Services increased \$3.5 million for costs associated with the COVID-19 emergency response:

- Case investigations;
 - Contact tracing;
 - Testing and vaccine coordination;
 - Emergency operations; and
 - Hiring of temporary staff.
 - Materials and Services increased \$7.5 million for materials and supplies related to the COVID-19 response:
 - Vaccine and testing supplies;
 - Personal protective equipment;
 - Contracts with community based organizations;
 - Temporary contract staffing; and
 - Other areas.
 - Transfers Out to the Fleet Fund for \$28,000 for a new vehicle for the Horizon House; and
 - Remainder is recorded to contingency to carry over to next year's funding.
- Juvenile Grants Fund:
 - Intergovernmental Federal increased \$66,670 for a Youth Development Division grant from the Oregon Department of Education;
 - Charges for Services decreased \$18,000 in Probation Fees due to reduced collection and assessment during COVID-19:
 - Off-set by an increase of \$13,000 for additional COVID-19 reimbursement for Behavioral Rehabilitation Services.
 - Materials and Services increased due to a contract with Morpheus Youth Project to provide cultural groups within various programs funded by the Youth Development Division grant:
 - Contingency decreased to balance the fund.
- Public Works Fund:
 - General Fund Transfers increased \$15,000 for a contractor to assist with the Radio Asset Inventory project;
 - Materials and Services increased for contractor to assist with the Radio Asset Inventory project;
 - There are two new Capital projects for a total of \$128,702:
 - Chipper truck replacement for \$97,202; and
 - Adding guardrails on Silverton Road by Middle Grove School for \$31,500.
 - Transfers Out of \$30,000 to the Capital Improvement Projects Fund for a radio project at the jail; and
 - Contingency reduced by \$173,702 to balance the fund.
- Parks Fund:
 - General Fund Transfers increased \$9,654 to cover a new Parks Supervisor position for the remainder of the Fiscal Year.
- Surveyor Fund:
 - Personnel Services increased \$14,267 for temporary staff;
 - Transfers Out to Fleet Management for the purchase of a new truck; and
 - Contingency decreased to balance the fund.

- Building Inspection Fund:
 - \$10,388 for new Office Specialist 2 position;
 - Transfers Out of \$1,968 to Fleet Management Fund for partial cost of a new vehicle to replace a vehicle that was totaled in an accident; and
 - Contingency decreased to balance the fund.
- Environmental Services Fund:
 - Increase of \$800,000 in Charges for Services due to increased volume at the Salem Keizer Recycling and Transfer Station (SKRTS) and at the North Marion Transfer Station (NMTS);
 - Increase of \$1.3 million in Materials and Services due to increased volumes which resulted in additional hauling and disposal expenses;
 - Two new Capital Outlay projects for a total of \$96,675:
 - \$8,930 for a new HVAC system at SKRTS; and
 - \$87,745 for new security windows at SKRTS and NMTS.
 - Contingency decreased \$638,675 to balance the fund.
- Fleet Management Fund:
 - Other Fund Transfers was increased due to vehicle purchases:
 - \$28,577 for a new vehicle for the Horizon House;
 - \$49,875 for a surveyor truck; and
 - \$1,968 for the Building Inspection Fund vehicle.
 - Capital Outlay increased \$205,919 to purchase the above vehicles and for other fleet replacements; and
 - Contingency decreased \$125,499 to balance the fund.
- Community Corrections Fund:
 - Measure 57 Intergovernmental Agreement with the Department of Corrections increased \$19,000 for additional training;
 - Materials and Services increased:
 - \$19,000 for the additional training; and
 - \$16,059 for contract for services for Family Sentencing Program.
 - Contingency decreased to balance the fund.
- Sheriff Grants Fund:
 - The Salem-Keizer School District (SKSD) School Resource Officer position has been eliminated;
 - Licenses and Permits decreased to reflect alarm permit trends;
 - Intergovernmental State increased \$235,00 for an Intergovernmental Agreement with Oregon Health Authority (OHA) for transportation services;
 - Charges for Services decreased due to the SKSD School Resource Office contract being cancelled:
 - Offset by increases for:
 - Gun permits and towing fees; and
 - \$9,250 for a contract with the Oregon Department of Forestry (ODF) to cover overtime costs associated with patrolling the Santiam Forest.
 - Other Revenues increased from Salem Health for the Law Enforcement Assisted Diversion program:
 - Hygiene kits will be purchased.

- General Fund Transfers decreased due to the SKSD School Resource Officer contract not being renewed;
- Other Fund Transfers from the Traffic Safety Fund increased for ATV outfitting costs;
- Personnel Services increased:
 - Staffing in the Concealed Handguns program;
 - OHA Intergovernmental Agreement for transportation services; and
 - ODF contract for patrol services.
- Materials and Services:
 - Increases in the following areas:
 - \$50,000 for increased fingerprinting costs;
 - \$10,000 for towing investigation costs;
 - \$6,511 for fuel and contract costs associated with the ODF contract for additional patrols; and
 - \$5,000 for hygiene kits for the LEAD program.
 - Off-set by the following decreases:
 - \$24,054 due to the SKSD School Resource Officer contract cancellation;
 - \$4,977 in Search and Rescue to cover ATV outfitting costs; and
 - \$4,854 in Department of Justice opioid contracted services that are now provided by HHS.
- Capital Outlay increased \$8,213 for the ATV outfitting costs; and
- Contingency decreased to balance the fund.
- Traffic Safety Team Fund:
 - Intergovernmental Federal increased \$24,250 for a new grant for seatbelt and speed enforcement:
 - Covers overtime costs.
 - Small decrease in contingency to cover ATV outfitting costs.
- Non-Departmental Grants Fund:
 - Intergovernmental Federal increased \$13.7 million for Emergency Rental Assistance program:
 - \$13.7 million put into Contingency; and
 - Majority of funds will be spent in the next Fiscal Year.
 - Materials and Services increased for reclassification from Capital Outlay for part of the Center for Tech and Civic Life grant.
- Criminal Justice Assessment Fund:
 - Intergovernmental Federal increased \$3,852 for CARES Act reimbursements to cover expenditures;
 - Materials and Services increased \$23,852 for court security and COVID-19 related safety equipment; and
 - Contingency decreased to balance the fund.
- Self Insurance Fund:
 - Materials and Services increased in the following areas:
 - \$25,000 in legal fees for liability claims;
 - \$250,000 for Workers Compensation Insurance claims;

- \$250,000 for Health Insurance premiums and Health Savings Account contributions; and
 - \$150,000 to cover increased Unemployment Insurance costs.
 - Contingency decreased to balance the fund.
- Facility Renovation Fund:
 - Transfers Out of \$954,283 to the Capital Improvements Projects Fund for the two large radio improvement projects; and
 - Contingency used to cover the transfer.
- Capital Improvements Projects Fund:
 - General Fund Transfers increased \$1,073,417;
 - Other Fund Transfers increased \$984,283:
 - \$954,283 for radio improvement projects; and
 - \$30,000 for the Public Works UHF radio improvement project at the jail.
 - \$420,154 increase in Capital Outlay:
 - 4 new projects;
 - 5 modified projects; and
 - 2 projects being eliminated.
 - \$1.6 million is being carried forward in Reserve for Future Expenditures:
 - Will be used for the radio projects discussed earlier.

Ice Storm/Beachie Creek/COVID-19 Update

-All

Summary of presentation:

Brian Nicholas:

- 293 sites have been cleaned up:
 - Oregon Department of Transportation has sent completion letters to 165 of the property owners.
- Approximately 700 properties impacted by the wildfires;
- 22 new rights of entry:
 - 3 commercial properties.
- Have received a lot of questions regarding hazard trees;
- Gate project:
 - An emergency procurement should come before the contract review board next Wednesday;
 - Road preparation is done;
 - Electric power poles and overhead lighting will be installed the second week of July;
 - Planning to have phone support seven days a week, for at least the first couple of months:
 - Will not be able to provide 24-hour coverage; and
 - Signage will be placed on the gates with the phone number and hours of support.
 - There will be a presentation today by the company that manufactures the control system that the gate supplier has recommended.

Tamra Goettsch:

- The state is working to provide water to evacuees staying in hotels:
 - Working with the food vendors.
- The state is working with food banks to make sure there are supplies available in the canyon.

Colleen Coons-Chaffins:

- There are issues with scammers in the canyon;
- There are issues with squatters in the canyon; and
- Hazard tree and debris removal is an issue:
 - Price gouging by contractors has occurred.

Kathleen Silva:

- Request for public assistance for the winter storm is due June 30, 2021:
 - Outreach is being done.

Board discussion:

- Commissioner Willis relayed that Habitat for Humanity might be interested in rebuilding a canyon home for a property owner who cannot afford to rebuild:
 - Commissioner Bethell is working with Habitat for Humanity through the Housing Committee.
- Commissioner Bethell is concerned with the lack of communication and accurate local information that is available to canyon residents during wildfire season:
 - Ms. Silva discussed message boards that could be placed at various locations in the canyon:
 - 4 boards are coming in October 2021; and
 - Would like the Board's direction on where the message boards could be placed.
 - Commissioner Bethell would like to see a central on-line resource.

LEGISLATIVE UPDATE:

-All

Summary of presentation:

- HB 2247 - waives property tax late fees and penalties for properties within the wildfire impacted areas or for COVID-19 impacted businesses:
 - Passed the House, currently on the Senate floor.
- SB 464 – wildfire property tax relief:
 - Has not been referred to a committee:
 - There is a push to have it sent to the House Rules Committee; and
 - It will likely be sent to the House Revenue Committee.
- Waiting for the wildfire funding package.

OTHER:

- Employee luncheon:
 - Over 1,100 employees have signed up; and

- The Commissioners will be providing a gift and speaking with employees.
- Fair and Enchanted Forest tickets are being sent electronically:
 - It is a slow process.
- Jane Vetto:
 - Aurora Airport Court of Appeals case:
 - The Land Use Board of Appeals (LUBA) dismissed the appeal for lack of jurisdiction;
 - The Court of Appeals dismissed the appeal and referred the case back to LUBA for further proceedings;
 - One of the findings was that there are materials from 2011 that should have been in the record; and
 - The master planning process is a ten-year cycle.
 - Next Monday the Covanta contract will be brought to Management Update for review, with consideration for Board approval scheduled for June 30th, 2021.

Meeting adjourned at 10:46 a.m.

COMPLETED BY: **Kristy Witherell and Betsy Young**
Reviewed by: Melissa Rounds