

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, April 22, 2020
9:00 a.m.

Senator Hearing Room
555 Court Street NE
Salem, OR 97301

PRESENT: Commissioner Colm Willis, Commissioner Sam Brentano, and Commissioner Kevin Cameron. Also present were Jane Vetto as county counsel, and Brenda Koenig as recorder.

ABSENT: Jan Fritz, chief administrative officer

Commissioner Willis called the meeting to order at 9:00 a.m.

PUBLIC COMMENT

None.

PRESENTATION

(Video Time 00:00:36)

COVID-19 (Novel Coronavirus) update. –Katrina Rothenberger

- Ms. Rothenberger reported the following updates for the COVID-19 pandemic as of Tuesday, April 21, 2020:
 - An estimated 381 individuals tested positive;
 - An estimated 3,056 individuals tested negative;
 - An estimated 88 individuals were hospitalized; and
 - Fourteen individuals have died from symptoms related to COVID-19.
- Marion County Health and Human Services (MCHHS) continues to encourage community members to maintain social distancing practices in order to slow the spread of COVID-19;
- An estimated 84 individuals are working within the county to support the COVID-19 incident response;
- All individuals who must go out into public areas are encouraged to wear a cloth mask;
- More granular data will be available on the MCHHS dashboard in the upcoming future;
- On Tuesday, April 21, 2020, the Oregon Health Authority changed the testing criteria for COVID-19:
 - MCHHS anticipates more tests for the pandemic becoming available; and
 - Contact tracing efforts will be increased.

- Contact tracing is a core public health function performed every day for a variety of diseases which includes some of the following:
 - Measles;
 - Tuberculosis; and
 - Human Immunodeficiency Virus (HIV).
- Contact tracing functions include the following:
 - A lab result notification is received from a doctor's office; and
 - MCHHS contacts the tested individual by telephone to:
 - Inquire about their symptoms;
 - Determine who they have been in contact with in the last 14 days; and
 - Provide support for families in self-isolation.

Board discussion:

- Individuals that have tested positive for COVID-19 have been asked to provide the names of all the individuals that they have been in close proximity with:
 - This includes individuals they were in contact with for only 10-30 minutes;
 - Their employers are notified:
 - Questions are asked about the individual's work environment;
 - An account of the individual's job duties for the past 14 days is requested; and
 - The individual's last work day is determined.
 - Establishments the individual recently visited are contacted; and
 - Self-isolation is encouraged.
- MCHHS maintains a list of all care facilities where individuals have tested positive for COVID-19:
 - The facilities are monitored;
 - Facilities with three or more cases are considered to be active outbreaks;
 - Outreach is provided which entails the following instructions:
 - Setting up an isolation wing; and
 - Isolating a facility resident.
 - Facility employees are required to be symptom free for 72 hours before returning to work.
- Meetings have been held with community leaders to assist with education related to the COVID-19 pandemic:
 - Materials are available in some of the following languages:
 - Russian;
 - Spanish; and
 - English.
- County staff has been drafting a plan to reopen community businesses:
 - The plan's format will follow federal and state criteria.
- The commissioners understand the following community needs:
 - Getting businesses back to work;
 - Getting the local economy moving again;
 - Keeping business employees safe;

- Communicating information to communities; and
- Working together to find solutions.

CONSENT

(Video Time 00:10:46)

TAX OFFICE

Approve an order for a property tax refund in the amount of \$15,821.61 to George Kirk.

MOTION: Commissioner Brentano moved for approval of the consent agenda. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

ACTION

(Video Time 00:11:50)

ASSESSOR'S OFFICE

1. Consider a resolution approving the Fiscal Year 2020-21 County Assessment Function Funding Assistance (CAFFA) Grant. – Tom Rohlfling and Rachael Estill

Summary of presentation:

- Legislature created the CAFFA Grant in 1989 to mitigate the state wide deterioration of the property tax system;
- The program funds a portion of the following:
 - The Assessor's Office:
 - Assists with the funding for the Assessment Taxation System.
 - The Tax Office;
 - The Clerk's Office;
 - The Treasurer's Office; and
 - Related Information Technology expenditures.
- The grant collects revenue from the following:
 - Property recordings; and
 - Delinquent interest.
- The total funds to be distributed for Fiscal Year 2020-21 is estimated at \$18.3 million:
 - This is a 1.1 percent decrease from Fiscal Year 2019-20.
- Certified grant expenditures for all county departments is estimated at \$7,158,075;
- The county's actual grant revenue is estimated to be \$1,040,679:
 - This is 14.54 percent of the total amount the county spends on assessment tax.
- It is estimated that the original grant covered 35 percent of county expenditures; however
- Currently the grant covers less than 15 percent.

Board discussion:

- The grant is state funding that is distributed to some of the following entities:

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- The county;
- The cities;
- Fire districts; and
- School districts.
- The CAFFA Grant has been decreasing over the last several years:
 - The Oregon State Association of County Assessors is working to find a solution for the unstable funding.
- The county spends an estimated \$7 million every year for the operation of the assessment and taxation program:
 - The grant will contribute an estimated \$1 million towards this expense.

MOTION: Commissioner Cameron moved for approval of a resolution approving the Fiscal Year 2020-21 County Assessment Function Funding Assistance (CAFFA) Grant. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

(Video Time 00:16:33)

BUSINESS SERVICES

2. Consider approval of a proclamation designating the week of April 19-25, 2020 as National Volunteer Week in Marion County. – Sherry Lintner

Summary of presentation:

- National Volunteer Week was established in 1974;
- Volunteers from 2019 are being recognized;
- Volunteers assisting with the 2020 COVID-19 pandemic are also acknowledged for their service;
- County volunteers included some of the following:
 - Emergency management volunteers;
 - Medical reserve court volunteers:
 - Assisted with setting up the Oregon Medical Station at the Oregon State Fair Grounds.
 - Retired Marion County employee volunteers:
 - Assisted with long term tracing and phone calls related to the COVID-19 pandemic;
 - The benefits that retired employees provide for the county include some of the following:
 - Familiarity with the county's:
 - Systems;
 - Policies; and
 - Practices.
 - They are able to step in and assist with no training required.
 - Community members with specific skills sets;
 - A Former Federal Emergency Management Agency (FEMA) disaster response specialist;

- Retired public health nurses;
- Retired public health administrators;
- Furloughed health care workers; and
- Public health students and graduates from local universities.
- In 2019, county departments were able to utilize volunteers for some of the following:
 - Over 2,000 victims of crime received services and support through the Victim's Assistance Program;
 - Over 1,400 dogs were cared for and reunited or placed with pet owners;
 - Sheriff's Office cadets provided traffic control and security for over 50 events; and
 - Fair volunteers provided assistance for over 5,900 exhibits at the Marion County Fair.
- There were 1,730 unduplicated county volunteers in 2019; and
- An estimated 2,548 individuals filled volunteer roles in 2019:
 - They provided 105,661 hours of volunteer service.

Board discussion:

- The dollar value for volunteer services is estimated to be almost \$2.7 million;
- Volunteers are needed to fill advisory board positions;
- Individuals interested in volunteering can view openings on the county's website; and
- Recruiting for the county's volunteer program is currently suspended due to the COVID-19 pandemic.

MOTION: Commissioner Brentano moved to approve a proclamation designating the week of April 19-25, 2020 as National Volunteer Week in Marion County. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

The commissioners read the proclamation.

(Video Time 00:27:48)

SHERIFF'S OFFICE

3. Consider approval of a Purchase Order with Workspace Interiors by Office Depot in the amount of \$153,531.54 for the purchase and installation of furniture for the Sheriff's Office records, civil, community relations, and administrative staff located in the Marion County Courthouse. –Undersheriff Jeff Wood and Commander Eric Hlad

Summary of presentation:

- Workspace Interiors by Office Depot has been selected to provide and install office furniture for the following Sheriff's Office Operation Divisions located in the Marion County Courthouse:
 - Records;
 - Civil;
 - Community relations;

- Code enforcement;
- Judicial security; and
- Administrative unit.
- The project was originally scheduled to occur in two phases during the following:
 - Fiscal Year 2019-20; and
 - Fiscal Year 2020-21.
- The office work space was fully replaced in 2006 with repurposed cubicles and office furniture;
- In 2015, approximately six work spaces were replaced with repurposed furniture;
- The repurposed furniture is no longer functional and is in need of replacement;
- The new work spaces will be ergonomically designed and improve staff efficiency;
- Workspace Interiors through Office Depot provides the following:
 - Capacity expertise;
 - Planning skills;
 - Responsiveness to county needs; and
 - A prior work history with the county.
- The Sheriff's Office is working with the following departments for implementation of the project:
 - Business Services; and
 - Information Technology.

Board discussion:

- The commissioners expressed their appreciation to the Sheriff's Office for all the services they provide.

MOTION: Commissioner Cameron moved to approve a Purchase Order with Workspace Interiors by Office Depot in the amount of \$153,531.54 for the purchase and installation of furniture for the Sheriff's Office records, civil, community relations, and administrative staff located in the Marion County Courthouse. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

**PUBLIC HEARINGS
9:30 A.M.**

None.

Commissioner Cameron read the calendar.
Commissioner Willis adjourned the meeting at 9:41 a.m.

CHAIR

COMMISSIONER

COMMISSIONER

Board Sessions can be viewed on-line at

<https://www.youtube.com/playlist?list=PLSUQ1gg6M78UsBE3q6w4rdf59Z5rXkEi5>

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