

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, August 19, 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 Jan Fritz, chief administrative officer, Jane Vetto as county counsel, and Brenda Koenig as recorder.

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

**PUBLIC COMMENT**

*(Video Time 00:00:15)*

David Beem:

- Mr. Beem would like the county and the Oregon Legislature to address adolescent homelessness:
  - He would like after hours services provided for youth; and
  - Safe shelter options for children and families.

**PRESENTATION**

*(Video Time 00:01:34)*

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

- Ms. Rothenberger reported the following updates for the COVID-19 pandemic as of 8:00 a.m. on Wednesday, August 19, 2020:
  - There are currently an estimated 3,320 cases within the county;
  - An estimated 3,189 individuals have tested positive;
  - An estimated 35,693 individuals have tested negative; and
  - An estimated 73 individuals have died from symptoms related to COVID-19.
- An estimated 283 new cases were reported for the week of August 9, 2020, through August 16, 2020, with a positivity rate of 9.6 percent:
  - The rate has fluctuated between 8.0 and 9.5 percent over the past month.
- Monthly new case counts include the following:
  - An estimated 551 cases were reported for June:
    - An estimated 57 hospitalizations were reported.
  - An estimated 1,061 cases were reported for July:
    - An estimated 60 hospitalizations were reported.
  - Twenty-one deaths from COVID-19 symptoms were reported for the months of June and July;

- An estimated 590 cases were reported for the dates of August 1, 2020, through August 13, 2020:
  - An estimated 33 hospitalizations were reported within that time frame; and
  - Six deaths from COVID-19 symptoms have been reported for the same time frame.
- An estimated 33 percent of COVID-19 cases are related to household contact:
  - The county's isolation housing may be an option for infected households.
- The impacts of the pandemic continue to be a concern in long term care facilities:
  - An estimated 60 percent of COVID-19 deaths have been connected to care facilities.
- An estimated 25 to 27 percent of COVID-19 cases are attributed to sporadic or community contact:
  - The community acquired cases are estimated to be 237 per 100,000 of the population.

***Board discussion:***

- Commissioner Brentano expressed his concerns with the impacts of COVID-19 on college campuses:
  - There are no reopening restrictions for universities and colleges;
  - Marion County Health and Human Services has been assisting Willamette University with a reopening plan; and
  - Universities and colleges will be making decisions related to reopening campuses.
- An article from a local news source discussed local schools being used for child care.

**CONSENT**

*(Video Time 00:08:47)*

**HUMAN RESOURCES**

Approve the recommendation to adjust upward the pay grades for classification #601, Assistant Legal Counsel; #603, Assistant Legal Counsel Senior; and #612, Hearings Officer Senior; retitling #612, Hearings Officer Senior to Hearings Officer; inactivating #611, Hearings Officer; reactivating the classification of Accountant 1 with class code #186 and establishing a pay grade; upholding pay grades for #035, Accountant 2; and #036, Chief Accountant.

**JUSTICE COURT**

Approve an order reappointing Todd C. McCann as a justice of the peace pro tempore for the Marion County Justice of the Peace District, effective August 19, 2020, through July 31, 2021.

**TREASURER'S OFFICE**

Approve the Merchant Services Agreement with Retail Lockbox, Inc. for online credit card and Automated Clearing House (ACH) merchant services for property tax payments in a service fee model where transaction fees are paid by the customer with no cost to the county through June 30, 2024.

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

## **ACTION**

*(Video Time 00:11:11)*

### HEALTH AND HUMAN SERVICES

1. Consider approval of Amendment #1 to the incoming funds Contract for Services with Salem Health to add \$100,000 for a new contract total of \$200,000 for mental health screening services provided by the Marion County Health and Human Services Psychiatric Crisis Center and extend the term through August 31, 2021. –Cydney Nestor

#### ***Summary of presentation:***

- Amendment #1 obtains additional funding for mental health screening services provided by the Marion County Psychiatric Crisis Center (MCPCC):
  - The services will be administered on-site at the Salem Health Hospital;
  - The MCPCC provides between 60 to 100 screenings every month at the hospital; and
  - The screenings are primarily performed between the hours of 12:00 a.m. and 8:00 a.m.
- The services provided by MCPCC are billable services.

#### ***Board discussion:***

- The screening service is provided 24 hours a day by the following:
  - Salem Health staff; and
  - The MCPCC staff.

**MOTION:** Commissioner Brentano moved to approve Amendment #1 to the incoming funds Contract for Services with Salem Health to add \$100,000 for a new contract total of \$200,000 for mental health screening services provided by the Marion County Health and Human Services Psychiatric Crisis Center and extend the term through August 31, 2021. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:13:50)*

2. Consider approval of the Purchase Order with Robert Half International, Inc. in the amount of \$187,000 for temporary staffing to assist with financial tracking through December 31, 2020. – Ryan Matthews.

#### ***Summary of presentation:***

- Robert Half International, Inc. provides the county with temporary staffing services:
  - Marion County Health and Human Services (MCHHS) utilizes two senior level accountants from the staffing agency:
    - One accountant has been assisting with the financial reporting and tracking of expenditures related to the COVID-19 pandemic:

- The individual has attended meetings as a financial representative; and
- The individual identifies funding streams related to some of the following:
  - Federal Emergency Management Agency (FEMA) reimbursement;
  - Coronavirus Aid, Relief, and Economic Security (CARES) Act reimbursement; and
  - Other numerous funding sources.
- The second accountant is temporarily filling a vacant position and is assisting with fiscal year budget reconciliations and end of year reporting.

***Board discussion:***

- It is important to appropriately track the funding that the county receives for the COVID-19 pandemic;
- The accountant assigned to the COVID-19 response has experience with FEMA reimbursements:
  - The individual will help to ensure the following:
    - The correct documentation is being submitted; and
    - The reporting is accurate:
      - It is important to identify each expense and how the expense was reimbursed.

**MOTION:** Commissioner Cameron moved to approve the Purchase Order with Robert Half International, Inc. in the amount of \$187,000 for temporary staffing to assist with financial tracking through December 31, 2020. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

*(Video Time 00:19:01)*

**PUBLIC WORKS**

3. Consider approval of an Intergovernmental Agreement (IGA) and a resolution with the Oregon Department of Transportation (ODOT) for right-of-way (ROW) services for the Lancaster Drive: Center Street to Monroe Avenue Project through September 30, 2022. –Ryan Crowther

***Summary of presentation:***

- The project is located on Lancaster Drive, in the City of Salem, from Center Street to Monroe Avenue;
- The project will rehabilitate an older section of Lancaster Drive by constructing the following:
  - New sidewalks;
  - New Americans with Disabilities Act (ADA) ramps;
  - Pavement repairs;
  - Driveway grade corrections;
  - Minor drainage improvements which include adjusting catch basins;
  - Consolidating access points when possible; and
  - Constructing an enhanced pedestrian crossing if warranted.

- The ROW services IGA with ODOT is required as part of the county's federal certification:
  - It details the relationship between the county and ODOT during the ROW acquisition phase of the project; and
  - Requires the county to follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 for acquiring ROW on federally funded projects.
- The ROW acquisition will include the following:
  - Minor permanent easements; and
  - Temporary construction easements:
    - Used to reconnect driveways to areas outside of the ROW and also blend the project into any private properties.
- Approval of the resolution commits the county to the following:
  - Acquiring the ROW;
  - Moving the project forward; and
  - Building the project.
- Marion County Public Works (MCPW) will communicate and work with property owners throughout the process;
- The ROW budget for the project is estimated at \$295,000;
- The total project is estimated at \$2,625,000; and
- The anticipated schedule for the project is as follows:
  - Design will occur from 2019 through 2021;
  - ROW will be obtained in 2021; and
  - Construction will begin in 2022.

***Board discussion:***

- MCPW included special provisions in the contract that will allow the public access to businesses during the construction period;
- The project entails approximately a 0.45 mile section of Lancaster Drive;
- The Salem-Keizer Area Transportation Studies (SKATS) awards grants for transportation studies and planning:
  - Selected transportation projects and programs are based on the study; and
  - MCPW considers crash volumes and traffic issues when submitting application sites to SKATS:
    - Review of the following were taken into consideration for the project:
      - Grade differentials;
      - Automobiles entering and exiting the roadway; and
      - Areas with the highest needs.
- MCPW has not started the ROW process for the project:
  - ODOT requires the county to enter into an agreement before ROW services can begin; and

- The county cannot approach property owners to discuss ROW purchases until an agreement is approved.
- The county will purchase small sections for permanent ROW to allow for wider sidewalks and utility space;
- Temporary construction easements will be obtained to connect sidewalks and blend driveways; and
- Curb and sidewalk grades will be raised to assist with driveway slope reductions:
  - Driveways will not be as steep;
  - Access in and out of properties will be easier; and
  - It may reduce roadway expense.

**MOTION:** Commissioner Brentano moved to approve an Intergovernmental Agreement and a resolution with the Oregon Department of Transportation for right-of-way services for the Lancaster Drive: Center Street to Monroe Avenue Project through September 30, 2022. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

*(Video Time 00:29:34)*

4. Consider approval of the Contract for Services with Great Western Sweeping, Inc. in the amount of \$656,861.21 for East Salem Service District street sweeping services through June 30, 2023. –Matt Knudsen and Thomas Kissinger

***Summary of presentation:***

- The East Salem Service District (ESSD) has an estimated 145 curb miles of street;
- The streets in the area are currently being swept by the MCPW Stormwater Operations Group:
  - They are swept on an average of six to eight times a year;
  - They are unscheduled sweepings; and
  - Area residents do not know when the sweepings will occur.
- The contract provides for the following:
  - Increased sweeping services in the ESSD;
  - A reduction for cost per mile sweeping services;
  - The county is able to retain an aged sweeper verses replacing with a new sweeper; and
  - Allows the MCPW Stormwater Operations Group to focus on stormwater infrastructure.
- The three year contract total is estimated at \$656,861.21:
  - The county will have the option to extend the contract an additional two years; and
  - The same pricing will be locked-in if the contract is extended.
- Benefits to ESSD residents include the following:
  - Scheduled monthly sweepings on county maintained roads;
  - Planned sweeping dates will be:

- Posted online;
  - Publicized on social media; and
  - Provided to neighborhood associations.
- Residents will be able to move vehicles and other obstructions prior to sweeping services;
- High traffic roads will be swept twice a month;
- Night sweeping will be an option to assist with traffic congestion;
- Sweeping equipment will be enabled with a Global Positioning System (GPS);
- Newer street sweepers will be used to improve work quality; and
- Residents will notice the following:
  - Cleaner streets;
  - Safer streets; and
  - Improved water quality flowing off of the streets:
    - Less dirt;
    - Less debris; and
    - Fewer contaminants.
- An overview of the contract process included the following:
  - Sweeping options available to the county were reviewed in the fall of 2019;
  - Different expense options were compared;
  - It was determined to be in the county's best interest to solicit a contractor to perform ESSD sweeping services;
  - A solicitation was researched and prepared over a three month period;
  - A Request for Proposal (RFP) was posted in February, 2020;
  - The RFP closed in March, 2020;
  - Great Western Sweeping, Inc. was the selected contractor; and
  - The impacts of COVID-19 delayed the contract process timeline.

***Board discussion:***

- MCPW road operations will continue to provide sweeping services in different areas throughout the county:
  - This contract is specific to the ESSD.
- Different options to provide residents with street sweeping dates and times include the following:
  - A website posting;
  - Notices to vehicle owners; and
  - Mailers:
    - MCPW will collaborate with Great Western Sweeping, Inc. to determine an option that will provide the best results.

**MOTION:** Commissioner Cameron moved to approve the Contract for Services with Great Western Sweeping, Inc. in the amount of \$656,861.21 for East Salem Service District street sweeping services through June 30, 2023. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous

(Video Time 00:38:27)

SHERIFF'S OFFICE

5. Consider approval of the Grant Agreement with the Oregon Criminal Justice Commission in the amount of \$857,198 for the Marion County Coronavirus Emergency Response through January 19, 2022. –Commander Kevin Karvandi

**Summary of presentation:**

- The grant for incoming funds is estimated at \$857,198;
- The project start date is retroactive to January 20, 2020;
- The project end date is January 19, 2022;
- The grant provides the Marion County Sheriff's Office (MCSO) with the financial ability to plan and respond to the impacts of COVID-19;
- The incoming grant will provide funding for some of the following:
  - Housing that focuses on the community corrections population:
    - Individuals on probation;
    - Individuals on post-prison supervision; and
    - Medically fragile individuals:
      - Ensuring that they have shelter.
  - Transportation in the form of monthly bus passes;
  - Medication for indigent individuals;
  - Equipment for remote working and telecommuting:
    - Laptops;
    - Cell phones;
    - Video meeting systems; and
    - GPS units for high risk individuals in pretrial programs.
  - Additional pre-trial staff:
    - Caseloads have doubled during the COVID-19 pandemic;
    - MCSO currently employs two case aides; and
    - The grant allows for the hiring of a third full-time case aide.
  - Personal Protective Equipment (PPE); and
  - Overtime that allows for shift coverage in the event that an employee is out with symptoms related to COVID-19.
- The Grant Agreement was competitive; and
- The MCSO received funding for everything that was requested.

**Board discussion:**

- Commissioner Willis expressed his appreciation to the MCSO for their work and continued service to the county;
- Commissioner Brentano wants the MCSO to ensure that all funding is accounted for;
- The pre-trial release caseload at the start of 2020 was estimated at 150 cases:
  - The caseload is currently estimated at 350 cases.
- Individuals in the corrections system that are released early are required to participate in pretrial monitoring;

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- Communication tools used to connect with individuals on parole and probation include the following:
  - Telephones;
  - Facetime; and
  - Video mechanisms.
- Staff continues to adjust and adapt to the impacts of COVID-19;
- The application process entailed the following steps:
  - First applying for local funding that was specifically designated for 26 government entities within Oregon;
  - Once the first application was completed, the county was eligible for state funding;
  - The Oregon Criminal Justice Commission (CJC) submitted an application with the federal government;
  - The Oregon CJC distributes the funding received from the federal government;
  - The county submitted a request with the Oregon CJC for an estimated \$33,000; and
  - Once the original request was submitted to the Oregon CJC, the MCSO was able to apply for additional funding;
  - The MCSO prepared a plan; and
  - The MCSO was able to secure funding for everything submitted in the plan.
- The funding that was received is specifically for community corrections.

**MOTION:** Commissioner Brentano moved to approve the Grant Agreement with the Oregon Criminal Justice Commission in the amount of \$857,198 for the Marion County Coronavirus Emergency Response through January 19, 2022. Seconded by Commissioner Cameron; 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 9:54 a.m.



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CHAIR



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COMMISSIONER



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COMMISSIONER

**Board Sessions can be viewed on-line at**  
**<https://www.youtube.com/playlist?list=PLSUQ1gg6M78UsBE3q6w4rdf59Z5rXkEi5>**