

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, May 27, 2015  
9:00 a.m.

Senator Hearing Room  
555 Court Street NE  
Salem, OR 97301

**PRESENT:** Commissioner Janet Carlson, Commissioner Kevin Cameron and Commissioner Sam Brentano. Also present were John Lattimer as chief administrative officer, Gloria Roy as county counsel and Kim Hulett as recorder.

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

**PRESENTATION**

*Video Time (00:01:01)*

Customer Service Award to Justice Court Staff – John Lattimer  
Nancy Hernandez, Ed Quintero, and Judy Dunn

John Lattimer presented the Customer Service Award to the Justice Court Staff.

**PUBLIC COMMENT**

None.

**MOTION:** Commissioner Cameron moved to remove action item #4 under the Contract Review Board until a later date. Seconded by Commissioner Brentano, motion carried. A voice vote was unanimous.

**CONSENT**

*Video Time (00:07:07)*

**BUSINESS SERVICES**

Approve an order appointing Colleen Coons-Chaffins and Jan Fritz to the Retirement Plans Committee.

**COMMUNITY SERVICES**

Approve amendment #4 to the Oregon Department of Education Early Learning Division intergovernmental agreement reducing funds by \$52,780.28 for fiscal year 2014-15.

DISTRICT ATTORNEY

Approve an intergovernmental agreement for \$272,632 with the Oregon Department of Human Services for juvenile dependency proceedings.

Approve an intergovernmental agreement with the Oregon Department of Human Services for juvenile dependency proceeding for Title IV-E federal match dollars of \$225,000.

HEALTH

Approve amendment #4 reinstating the Contract for Services with Performance Health Technology, LTD. for processing medical services and adding an additional \$25,000.

Approve amendment #14 to the intergovernmental agreement with Oregon Health Authority for Public Health Emergency Preparedness Ebola Supplement #2 adding an additional \$39,007.

PUBLIC WORKS

Receive hearings officer's decision denying administrative review, case #15-003, SAD, LLC, Clerk's File #5695.

Receive Planning Commission's decision approving subdivision/adjustment, case #15-002, A.J. Development, Clerk's File #5696.

SHERIFF'S OFFICE

Approve the retroactive Contract for Services with Telmate, LLC for inmate telephone and recording system services for \$225,000.

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

**ACTION**

*Video Time (00:10:15)*

BUSINESS SERVICES – HUMAN RESOURCES

1. Consider recommendations from the 2015 County Compensation Board regarding compensation of elected officials. – Jerry Bumgarner, 2015 Compensation Board Chair, Amy Rose Fish

***Summary of presentation:***

- Compensation Board is made up of five volunteers that review compensation of elected officials;
- Compensation Board also adopts guidelines;
- Last year Compensation Board recommended that elected officials would receive any Cost of Living Adjustments (COLAS) that were approved for non-represented employees;
- Recommendation was approved and a 3 percent COLA was given last year and a 1.5 percent COLA approved for July 1, 2015;

- Compensation study is currently underway at Marion County;
- 2015 Compensation Study Committee deferred two discussion items to the Compensation Board:
  - Longevity Review - should elected officials receive longevity pay for length of service; and
  - Compensation Study Comparables and Methodology - does committee want to adopt the same comparables and market methodology as the county if Compensation Study Recommendations are approved by the Budget Committee and Board of Commissioners.
- Compensation Board Recommendations:
  - Assessor – 3.54 percent increase;
  - County Clerk – 1.46 percent increase;
  - Commissioners – 3.2 percent increase;
  - District Attorney – 1.38 percent increase;
  - Sheriff – 2.4 percent increase;
  - Treasurer – 1.69 percent increase; and
  - No change for Justice of the Peace.
- Recommendations reflect board’s consideration of the current economic status and the comparable salaries of each elected position;
- Compensation Board moved to maintain current practice on longevity for elected officials;
- Compensation Board moved to adopt comparables and methodologies approved as a part of the compensation study; and
- Compensation Board defers to the Budget Committee to determine what is most appropriate.

***Board discussion:***

- Board of Commissioners appoints members of Compensation Board;
- Compensation Board consists of people with expertise in Human Resources and Personnel issues;
- Requirement by law that elected officials do not set their own salaries;
- Compensation Board responsible for making recommendations for elected officials;
- All elected officials have been moved up to market level; and
- Recommend that the board accept this report today and move it forward to the budget committee.

**Motion:** Commissioner Brentano moved to accept the Marion County Compensation Board’s recommendation and refer it to the Marion County Budget Committee for further consideration. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

**FINANCE**

2. Consider approval of the Delegation of Authority to the Chief Administrative Officer for tenant improvements to the Courthouse Square Complex. – Camber Schlag

***Summary of presentation:***

- Marion County and Salem Area Mass Transit District jointly own the Courthouse Square

Complex and are members of the Courthouse Square Condominium Association for common areas and insurance purposes;

- Marion County Chief Administrative Officer John Lattimer is Marion County's appointed director on the Condominium Association, with certain authority and responsibilities;
- Requesting to delegate authority to ensure the timely performance of the county's responsibilities for tenant improvements to the Courthouse Square Complex;
- Authority would issue approvals, provide notices, receive notices, issue directives, sign contracts, authorize change orders, and avoid and resolve disputes collectively with Salem Area Mass Transit District's authorized representative in relation to tenant improvements to the Courthouse Square Complex; and
- Mr. Lattimer will apprise the Board of Commissioners of all actions taken and obtain direction from the board when appropriate.

**MOTION:** Commission Cameron moved approval of a Delegation of Authority to the Chief Administrative Officer for tenant improvements to the Courthouse Square Complex. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

#### INFORMATION TECHNOLOGY

3. Consider approval of a resolution establishing an Information Technology (IT) Governance Committee and adopting a Charter for the committee. – Tom Frey, John Lattimer, Julie Walton

***Summary of presentation:***

- Requesting board establish an IT Governance Committee and adopt a Charter;
- Committee is coalition of executive level leaders that was started by direction of the Chief Administrative Officer;
- Committee will make and manage IT investments and to ensure that IT's resources are being used in the most efficient and effective manner to serve customers, staff, and external partners;
- Committee and several sub-groups supported by departmental staff will help the county with governance of risk, investments, projects, services, and information;
- Group has been meeting informally for several months and is already showing results;
  - Helping with the prioritization of Capital Improvement Projects (CIP) projects for budgeting process.
- Charter encapsulates committee's goal and objectives; and
- Commitments from department heads to be involved in Governance Committee.

***Board discussion:***

- Committee will help set priorities and timeframes;
- Set the goals and operations for IT to meet the needs of the departments across the county as an enterprise effort; and
- Also using staff subcommittees on Oracle issues to report back to the committee with recommendations regarding priorities.

**MOTION:** Commissioner Brentano moved approval of a resolution establishing an IT Governance Committee and adopting Charter for the committee. Seconded by Commissioner Brentano; motion carried. A voice vote was unanimous.

CONTRACT REVIEW BOARD

4. Consider approval of the Sole Source Procurement for \$130,000 for Michels Pipe Services for cast-in-place plastic lining services. – Alan Haley, Camber Schlag

**(REMOVED BY MOTION AT BEGINNING OF MEETING)**


**PUBLIC HEARING**


**9:30 A.M.**


None.

Commissioner Carlson read the weekly calendar.

Commissioner Carlson adjourned the meeting at 10:00 a.m.

  
CHAIR

  
COMMISSIONER

  
COMMISSIONER

**Board Sessions can be viewed on-line at <http://www.youtube.com/watch?v=VYF8Y6U7178>.**

