

BOARD OF COMMISSIONERS

MINUTES OF THE BOARD SESSION – Regular Session

Wednesday, December 17, 2014

9:00 a.m.

Senator Hearing Room
555 Court Street NE
Salem, OR 97301

PRESENT: Commissioner Sam Brentano, Commissioner Janet Carlson and Commissioner Kevin Cameron. Also present were John Lattimer as chief administrative officer, Bruce Armstrong as legal counsel and Kim Hulett as recorder.

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

PRESENTATIONS

Retirement Certificate to Senior Deputy Kevin Rau – Undersheriff Troy Clausen,
Commissioners

Summary of presentation:

- Senior Deputy Rau began criminal justice career in 1982 with the U.S. Army Military Police;
- Joined Department of Corrections in 1988 as a Corrections Officer and was selected to be one of the first drug detection canine handlers;
- Joined Sheriff's Office in 1994 and has held the following positions:
 - Patrol Deputy;
 - School Resource Officer;
 - Canine Handler;
 - Public Information Officer;
 - Training Coordinator;
 - Crisis Intervention Training Coordinator;
 - SWAT Tactical Negotiator;
 - Civil Deputy; and
 - Crisis Outreach Response Team member.
- Senior Deputy Rau was also involved in the development of the 40-hour Marion County Mental Crisis Intervention Training curriculum, Mental Health Court, and the county's Crisis Outreach Response Team.

Board discussion:

- The board then presented Senior Deputy Rau with his 20-year retirement certificate.

PUBLIC COMMENT

Joe Fabbri, CCTV, Salem

- Thanked the board for supporting the physically challenged people in the community.

CONSENT

BOARD OF COMMISSIONERS

Approve a resolution appointing John Lattimer as the official representative of the Courthouse Square Condominium Association effective December 1, 2014.

Approve a Memorandum of Action electing John Lattimer and Allan Pollock as Directors of the Courthouse Square Condominium Association.

TAX COLLECTOR

Approve an order authorizing a property tax refund in the amount of \$18,741.35 to Silver Falls Dermatology.

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

ACTION

BOARD OF COMMISSIONERS

1. Consider approval of an order appointing Janet Carlson as chair, Kevin Cameron as vice chair, and Sam Brentano as second vice chair of the Marion County Board of Commissioners. – Bruce Armstrong, John Lattimer

Summary of presentation:

- ORS 203.240(1)(c) requires the board appoint a chair and vice chair from its members to serve from the first Monday of January 2015 until the first Monday of January 2016;
- Marion County appoints a second vice chair to ensure that plats and other time-sensitive documents can be signed and filed with as little delay as possible;
- Historically, the positions have rotated among the commissioners; and
- Proposed order continues that practice.

MOTION: Commissioner Cameron moved approval of an order appointing Janet Carlson as chair, Kevin Cameron as vice chair and Sam Brentano as second vice chair of the Marion County Board of Commissioners. Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

HEALTH

2. Consider approval of an order appointing Dr. Deborah Carlson to the Marion County Health Advisory Board for a term ending December 31, 2018. – Rod Calkins, Cathy Crocker

Summary of presentation:

- Mr. Calkins introduced Dr. Deborah Carlson who is a child psychiatrist in Marion County;
- Dr. Carlson is a parent and an advocate for making health care better for individuals in the county;
- Dr. Carlson is closely aligned with trying to coordinate mental health care and primary health care:

- Consulted with organizations such as the Mid-Valley Behavioral Healthcare Network;
- Health Advisory Board requesting that the board approve her appointment;
- Dr. Carlson wants to bring awareness of the services available in the county; and
- Concerned about the low-income population struggling and working two jobs to survive.

Board discussion:

- Dr. Carlson's expertise will be a great addition to the Health Advisory Board.

MOTION: Commissioner Carlson moved approval of an order appointing Dr. Deborah Carlson to the Marion County Health Advisory Board for a term ending December 31, 2018. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

PUBLIC WORKS

3. Consider approval of an intergovernmental agreement with the Fargo Interchange Services District for a loan of \$120,000 for upgrading a sewer pump station. – Alan Haley

Summary of presentation:

- Fargo Interchange Service District is in the Aurora Interchange;
- Pump system and electrical control panel need to be replaced;
- District does not have the required funds to complete repairs;
- Obtaining a loan for repairs was the operational plan when district was originally formed;
- Maintenance fund to be created to handle these types of repairs in the future; and
- District will repay the loan over seven-year period with interest from sewer fees.³

Board discussion:

- Confirmed the owners were in agreement with the intergovernmental agreement.

MOTION: Commissioner Cameron moved approval of an intergovernmental agreement with the Fargo Interchange Services District for a loan of \$120,000 for upgrading a sewer pump station. Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

SHERIFF

4. Consider approval of a resolution amending the Marion County Jail Capacity Management Plan. – Undersheriff Troy Clausen, Commander Kevin Schultz

Summary of presentation:

- Requesting board approval to increase the Jail Capacity Management Plan;
- The plan was amended on November 3, 2014, and decreased the capacity at the jail by five inmates from 415 to 410;
- Decrease was caused by loss of funding from one-time state sources from the Department of Corrections (DOC);
- Loss of capacity has negatively impacted jail operations and local law enforcement agencies;
- Request to increase the capacity back to 415 inmates and allow for the incarceration of additional inmates, increase efficiencies at the jail, and assist local law enforcement agencies;

- Additional beds will not increase personnel, only a slight increase in materials and services;
- Cost for five additional beds is approximately \$35,000 per year; and
- Maximum capacity is 415 inmates with G pod being closed;

Board discussion:

- Confirmed beds are paid for through Sheriff's budget;
- Cannot control medical costs and will wait to see if supplemental dollars needed; and
- Cost for re-opening G pod is \$2.3 million.

MOTION: Commissioner Carlson moved approval of a resolution amending the Marion County Jail Capacity Management Plan. Seconded by Commissioner Cameron; motion carried. A voice vote was unanimous.

FINANCE

5. Consider approval of orders adopting the following administrative budget policies:

- #415, General Fund Transfers to Other Funds;
- #416, Modification of Net Working Capital Budget; and
- #417, Use of One-Time and Unpredictable Revenues. – Richard Minaker

Summary of presentation:

- Administrative policies were presented to the Budget Committee on November 4, 2014;
- General Fund Transfers to Other Funds:
 - Policy is that all general fund transfers that provide total or supplemental funding to programs and services of other funds are subject to reversion of unexpected balances to the general fund at fiscal year-end;
 - Asks departments to track where general fund money is going; and
 - Written policy will eliminate need to discuss each year.
- Second policy is Modification of Net Working Capital Budget:
 - Departments are required to submit supplemental budget requests to modify adopted budgeted net working capital to actual net working capital after the actual has been calculated and recorded in the financial information management system;
 - Impact of departments not recognizing in their budgets that the net working capital available is considerably less than budgeted and the harm it can do if it is managed as if those funds were available; and
 - Written policy makes it apparent to all that the level of funding is at a different level than at the beginning of the budget year.
- Third policy is Use of One-time and Unpredictable Revenues:
 - Policy is that there are restrictions on the use of one-time or unpredictable revenue for ongoing expenditures, and the proposed use, if any, shall be clearly identified in the budget;
 - One-time revenue includes amounts exceeding \$100,000 that may come from insurance settlements, non-recurring grants, bond proceeds, loan proceeds, sales of capital assets and surplus property, property tax settlements, and unrestricted donations;
 - Revenues may be available for more than one year, but are expected to be non-recurring thereafter;

- Departments should decide in advance on a set of tentative actions to be taken if one or more unpredictable sources generate revenue substantially higher or lower than projected; and
- One-time revenue restriction is limited to operating funds specifically. Operating funds are those that have personnel services and/or ongoing materials and services expenditures that support direct services.

Board discussion:

- Budget process improved over last few years;
- Budget execution requires constant vigilance on how dollars are being used; and
- Policies developed around how the budget is implemented.

MOTION: Commissioner Cameron moved approval of orders adopting three administrative budget policies: #415, General Fund Transfers to Other Funds; #416, Modification of Net Working Capital Budget; and #417, Use of and Unpredictable Revenue. Seconded by Commissioner Carlson; motion carried. A voice vote was unanimous.

PUBLIC HEARING

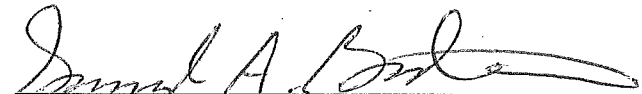
9:30 A.M.

None.

Commissioner Brentano read the weekly calendar.

Commissioner Brentano adjourned the meeting at 9:50 a.m.


Attachments: None.



CHAIR



COMMISSIONER



COMMISSIONER

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

