



MARION COUNTY
BOARD OF COMMISSIONERS
BOC/CAO Issues Coordination

November 5, 2025
1:00pm to 3:00pm
Courthouse Square
Commissioners Boardroom
Salem, Oregon

Meeting Minutes

AGENDA

1. Welcome

Chair Bethell

Chair Bethell called the meeting to order at 1:26PM

Chair Bethell, Commissioner Willis, Commissioner Cameron, CAO Fritz, DCAO Eppley, and County Operations Manager Lawyer were present

2. Discussion on County Personnel Matters

Jan Fritz, CAO

- a. Jan Fritz provided information on strategy for approaching labor contract negotiations for this next year. She mentioned a possible COLA amount and then a set amount of funds per union where they can pick what is most important to their membership. Commissioner Cameron thought this could be a risky approach because creating disparity between bargaining units could result in opportunities for “me too” demands across bargaining groups in future years.
- b. Jan provided information on the effort to hire an onsite labor attorney to handle arbitrations, labor contract negotiations, etc. The Commissioners and Jan discussed workload within the County Counsel’s Office and Chair Bethell wants Jan to perform an analysis on the department so that we can align staffing with workload and make sure we have enough FTE in place to handle the County’s legal needs without burning people out.

3. Discussion on Budget Matters

Jan Fritz, CAO

- a. Jan reminded the BOC that she will be scheduling Monday afternoon sessions in January to provide updates to the Commissioners on departmental budgets. Chair Bethell expressed concerns regarding the cost of Central Services and how admin charges are allocated across County departments. She would like staff to analyze admin charges and Central Services costs so that the Board can evaluate them.

- b. Commissioner Willis also would like to have a discussion of both Central Services admin charges and departmental admin charges in the Health and Human Services Department and the Public Works Department. The discussion revolved around lack of consistency for how each department addresses admin charges. Chair Bethell wants the Board to have input on how admin charges are allocated within each department so that they can identify how resources are allocated, and programs/projects are prioritized through funding levels. Commissioner Willis is interested in this information for educational purposes so that he and the Board can better understand how internal costs are allocated and how the County functions as a business.
- c. Commissioner Willis would like to see each department pic a fund or program to outline in detail during their budget discussions with the Board this year. He will discuss with Daniel Adatto to arrange.
- d. Commissioner Bethell wants the DCAO to provide a greater level of support to the CAO so that she can be less busy on a daily basis.
- e. Chair Bethell would like the County's procurement procedures to be formally modified to state that all contracts must come to the Board for approval before they are applied for regardless of amount. This also applied to amendments to contracts in subsequent years. Commissioner Willis added that this also applies to blanket contracts for temp staffing and the like. DCAO Eppley was directed to ensure the change to policy is taken care of.
- f. Commissioner Willis stated his concern that County personnel have been terminated or disciplined from time to time that the Board is unaware of. The DCAO was directed to cause policy to be changed that requires the Board to be consulted for all terminations for program managers and above prior to action being taken. Additionally, Commissioner Willis wants the Board to be read in on all disciplinary matters annually, so they are not caught off guard when they learn of matters outside of the office. For instance, he was unaware of several County Sheriff's Deputies who had been decertified by DPSST 5-years ago, which ended up in the newspaper. The Board should know about those kinds of things. Chair Bethell wants to discuss this matter with Legal before any policy change is worked on.

4. CDBG Applications

Commissioner Cameron

- a. Commissioner Cameron led a discussion on a list of potential applicants for CDBG/HOME grant funds for this coming application cycle. They reviewed the preapplication list and identified projects that they would be more or less interested in funding this cycle. The information will be provided to Steve Dickey in the Community and Economic Development Department so that he can help guide the application process.

5. Annual CAO / Board Retreat

Jan Fritz, CAO

- a. Jan Fritz asked the Commissioners if there were any specific topics aside from the normal items that they would like to review this year at the annual CAO/BOC Retreat. Chair Bethell mentioned that she would like a review of Opioid Settlement funds so the Board can decide how they want to allocate those resources. No other specific items were identified.

6. Other

- a.** Chair Bethell wants the procurement policy pulled and changed so that all contracts must go out for competitive procurement at least every 3-years unless the Board provides an exemption. DCAO Eppley is to follow this and make sure it happens.
- b.** The Board wants to send a letter to County Clerk Burgess explaining to him that they expect his office to follow the procurement guidelines as well.
- c.** Chair Bethell directed DCAO Eppley to provide her a list of every County employee that is participating in the ERP project.
- d.** Commissioner Willis asked for information about the new Mobile Crisis Team being developed in cooperation with the City of Salem. Commissioner Bethell provided an update on how the team will be structured and deployed.
- e.** Commissioner Cameron would like to have a flow chart of all the various mental health crisis teams the staffs. County Operations Manager Lawyer was asked to work with Health and Human Services staff to produce one.
- f.** Commissioner Willis wants to speak with Kelli Weese and Steve Dickey in the Community and Economic Development Department regarding branding of our programs that we hire DevNW to administer.

7. Adjourn

- a.** Chair Bethell adjourned the meeting at 3:56PM