



MARION COUNTY BOARD OF COMMISSIONERS
MANAGEMENT UPDATE

Minutes

Tuesday, August 4, 2026, 9:30 a.m. – 11:30 a.m.
Commissioners' Boardroom
Courthouse Square, 555 Court St. NE, Suite 5231
Salem, Oregon 97301

Attendance:

Commissioners: Colm Willis, and Kevin Cameron.

Board's Office: Chris Eppley, Matt Lawyer, Gary White, Jon Heynen, Alvin Klausen, Trevor Lane, Jonathan Sanford and Kendall Hall.

Business Services: William White.

Clerk's Office: Bill Burgess.

Community and Economic Development (CED): Steve Dickey.

Finance: Kathleen George.

Information Technology (IT): Gary Christofferson and Steve Brooks.

Health and Human Services (HHS): Troy Gregg, Carol Heard, Karin Perkins, and Debbie Wells.

Human Resources (HR): Lori Klemsen.

Legal: Steve Elzinga

Public Works (PW): Brian Nicholas, Ryan Crowther, and Tsige Woldegiorgios.

Guest: Kathy Rogers.

Commissioner Colm Willis called the meeting to order at 9:35 a.m.

Informational

1. Initial Board Review

Clerk's Office:

- **Metro Presort Inc. Ballot and Voter Notification Card Service End of Contract**
-Bill Burgess

PW:

- **Annual Guardrail 2026 – Timber Trail Road NE**
- **Contract Amendment #11 with Keller Associates for North Santiam Canyon Sewer Project**
-Ryan Crowther and Brian Nicholas

HHS:

- **Contract Amendment #2 with James M Briggs & Associates PC for Sex Offender Treatments**
- **Cooperative Contract Purchase Order (PO) Amendment with Quill LLC for Wipes Purchase and Distribution**
- **Contract with Locum Tenens, LLC for Temporary Staffing Services**
- Karin Perkins, Troy Gregg, and Carol Heard

CED:

- **Catholic Community Services/Church at the Park Commercial Kitchen Project Grants**

-Steve Dickey

Human Resources (HR):

- **Contract with Employers Choice Screening for Criminal Background Check Services.**
- **Contract with Pacific Healthcare Associates, Inc. for On-Site Flu Shots**
- **Increase Canopy Employee Assistance Program Contract**

-Lori Klemsen

Summary of Presentation:

- Metro Presort Inc. Ballot and Voter Notification Card Service End of Contract:
 - Extension of existing contract through end of 2026.
 - No additional funds to cover election.
 - Ongoing voter notification/confirmation mailings.
 - Mailing ballot packets as backup to Send It Direct.
 - Handle National Voter Registration Act (NVRA)-required voter notification/confirmation cards with significant security requirements.
 - Future options:
 - Request for Proposal (RFP) vs. sole source vs. direct appointment.
 - Time constraint between November and 2027 May elections.
- Annual Guardrail 2026 – Timber Trail Road NE:
 - Near Silverton to replace substandard guardrail and slightly extend its length.
 - Estimated cost of \$150,000–\$200,000 range:
 - About \$150,000 already budgeted for FY 2026.
- Contract Amendment #11 with Keller Associates for North Santiam Canyon Sewer Project:
 - Final design for Gates wastewater system.
 - Cedars Restaurant/Highway 22 guardrail design.
 - Detroit downtown commercial holding-tank/mini sewer feasibility study.
 - National Pollutant Discharge Elimination System (NPDES) permit monitoring/plan work for Mill City.
 - Construction observation for Elder Street, Cedars, Mill City improvements, and Camps Marina.
 - Estimated at \$2 million:
 - Expected to largely complete consultant work for Mill City and Detroit.
 - Future amendments focused on Gates and remaining construction oversight.
- Contract Amendment #2 with James M Biggs & Associates PC for Sex Offender Treatments:
 - Serves five individuals receiving court mandated sex offender treatment under Office of Developmental Disabilities Services (ODDS) exception:
 - Funded by state general funds.
 - Adds \$100,000 (total \$200,000) and extends term to December 31, 2028.
 - About \$50,000/year:
 - Roughly \$10,000 per client per year.
- Cooperative Contract PO Amendment with Quill LLC for Wipes Purchase and Distribution:
 - Provides incontinence wipes monthly to ~600 individuals:
 - Reimbursed by the state.
 - Quill is the supply vendor.
 - Broadens product description, extends term to December 31, 2027, and adds \$370,000:
 - Total of \$649,765.20 due to significantly increased utilization.
 - Expanded eligibility in residential/group home settings and awareness.
- Contract with Locum Tenens, LLC for Temporary Staffing Services:
 - Three year, not to exceed \$2,500,000 contract:
 - Optional two-year extension.

- For psychiatrists, Psychiatric Mental Health Nurse Practitioner (PMHNPs), and Qualified Mental Health Professional (QMHPs) to support adult and children's behavioral health when regular recruitment cannot fill vacancies.
- High costs of onsite locum psychiatrists:
 - About \$20,000/week for ~6 months including housing/car.
- Desire to secure more direct contracts and hires to reduce reliance on locums.
- Concern of size/timeframe of three-year Not-to-Exceed (NTE).
- HHS committed to returning with update when new psychiatrist is hired:
 - Locum Tenens utilization is reduced.
- Catholic Community Services/Church at the Park Commercial Kitchen Project Grants:
 - Two Community Development Block Grant (CDBG)/HOME grants to combine to single shared commercial kitchen at Catholic Community Services (CCS) Portland Road site:
 - Church at the Park \$250,000.
 - CCS \$225,000.
 - Amend scopes of work to simplify and add flexibility for eligible expenses:
 - Design/engineering.
 - Project management.
 - Related staff time.
 - Integrated equipment/fixtures.
 - Only for Church at the Park—meal delivery equipment.
 - Maintain prior requirement that equipment stays with CCS if Church at the Park withdraws.
 - Done through administrative amendment
- Contract with Employers Choice Screening for Criminal Background Check Services:
 - Three-year contract for pre-employment background and out-of-state Department of Motor Vehicles (DMV) checks ends October 31:
 - Includes an option for a two-year extension.
 - Request to exercise extension and add \$40,000:
 - Total of \$95,000.
 - HR to continue exploring future integration options with Oracle Fusion.
- Contract with Pacific Healthcare Associates, Inc. for On-Site Flu Shots:
 - Three-year contract for on-site flu shot clinics for staff and family members expired.
 - New three-year contract with total of \$1,000 to continue on-site flu shot clinics.
- Increase Canopy Employee Assistance Program (EAP) Contract:
 - Add \$10,000 to existing Canopy EAP contract:
 - Total to \$140,000 through December 31.
 - Increase accounts for fluctuating employee counts and potential additional costs for critical incident/onsite response:
 - \$3.80 per employee per month

Board Direction:

- Metro Presort Inc. Ballot and Voter Notification Card Service End of Contract:
 - Proceed.
- Annual Guardrail 2026 – Timber Trail Road NE:
 - Proceed.
- Contract Amendment #11 with Keller Associates for North Santiam Canyon Sewer Project:
 - Proceed.
- Contract Amendment #2 with James M Briggs & Associates PC for Sex Offender Treatments:
 - Proceed.
- Cooperative Contract PO Amendment with Quill LLC for Wipes Purchase and Distribution:

- Proceed.
- Contract with Locum Tenens, LLC for Temporary Staffing Services:
 - Proceed.
- Catholic community Services/Church at the Park Commercial Kitchen Project Grants:
 - Proceed.
- Contract with Employers Choice Screening for Criminal Background Check Services:
 - Proceed.
- Contract with Pacific Healthcare Associates, Inc. for On-Site Flu Shots:
 - Proceed.
- Increase Canopy Employee Assistance Program Contract:
 - Proceed.

2. Contract Amendment #1 with Metro West Ambulance for Secure Transport Services

-Debbie Wells

Summary of Presentation:

- Extends secure non-emergency transportation contract with Metro West Ambulance through September 30, 2030.
- Increases total authority from \$60,000 to \$210,000:
 - Additional \$150,000 over the remaining four-year term.
- Service is used to transport adults with behavioral health needs from Oregon State Hospital (OSH) to secure residential treatment facilities:
 - Especially in support of community restoration and discharge planning.
- Expenditures increased notably after 2022 Mosman order:
 - County added and utilized more secure residential treatment facilities.
 - Over 100 miles away:
 - Requires two transport staff and significant mileage.
 - About \$6,000 for a Hermiston trip including return.
- Historical spending under the contract:
 - 2023: \$397
 - 2024: \$450
 - 2025: \$8,099.25
 - Through June 2026: \$32,822
 - Cumulative total under \$42,000:
 - Reflecting ramp up alongside new Secure Residential Treatment Facilities (SRTF) capacity.
- Legal review of county's financial assistance agreement and local behavioral health plan found no explicit requirement to provide secure transportation:
 - Service identified as important support to meet broader obligations around coordination of care, transition planning, and removal of placement barriers.
- Contract should be limited to secure transport between secure facilities and not releasing individuals into unsecured community settings.

Board Direction:

- HHS and Legal Counsel to work together:
 - Ensure contract language clearly limits transport from one secure setting to another.
 - Address broader legal concerns and risk issues.

3. Hayesville Jan Ree Outreach Request to Attend Meeting

-Toni Whitler

Summary of Presentation:

- Hayesville Jan Ree Outreach community meeting:
 - Thursday, September 24, at 6:00 p.m.

- Focus on Detroit Lake drawdown and community impacts.
- Request one or more commissioners attend and answer questions about potential drawdown and its effects.

Board Direction:

- Confirm commissioner schedules and inform Hayesville Jan Ree.

4. Legislative Update

-Alvin Klausen

Summary of Presentation:

- PGE Give Update Request:
 - On programs done in Marion County and resiliency efforts.
 - Wendy Veliz sent request to Brian Nicholas in PW who sent it to the board.

Board Direction:

- Approved to move forward.

5. Board Session

- **August 5, 2026 – Agenda**

-Commissioner Colm Willis

Summary of Presentation:

- Reviewed upcoming agenda.

Board Direction:

- Approved to move forward.

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

Commissioner Danielle Bethell

- N/A

Commissioner Kevin Cameron

- Listened to Oregon Transportation Commission (OTC) meeting:
 - Oregon Department of Transportation (ODOT) is upside down on its budget.
 - It will require ongoing attention.
- Attended a ribbon cutting event for Sarina's project:
 - Good community turnout and engagement.
- Need future Board discussion regarding Salem-Keizer Area Transportation Study (SCATS):
 - Governance and funding issues.
 - Plan to brief board fully at a later date.
- Upcoming Oregon Department of Forestry (ODF)/ Oregon Department of Fish and Wildlife (ODFW) tour in North Santiam area:
 - Stops at Detroit Ranger Station and Detroit Dam.
 - Interest in questioning fish-counting methods associated with drawdowns

Commissioner Colm Willis

- Attended North Marion County Tourism Collaborative meeting at Silver Falls:
 - Presentations from a tree climber and a hot-air balloon operator.
 - Ongoing work valuable but attendance modest.

Other

Deflection Spending Update

- Gary White

Summary of Presentation:

- Deflection program funding and expenditures following completion of most recent Criminal Justice Commission (CJC) reporting for first year of biennium.
- Departments initially provided higher spending estimates:
 - Actual expenditures are tracking significantly lower.
 - Results in projected under-spend of approximately \$431,000 over two-year grant period if current trends continue.
- Remaining funds are state grant dollars tied to deflection:
 - If unspent, they revert to state.
- How to adjust programming or spending plans to utilize available funds.
- Under-spend reflects conservative departmental estimates rather than program failure:
 - Coordinated planning needed to ensure funds are used effectively rather than returned.

Board Direction:

- Schedule meeting with key department heads and board to:
 - Review year one actuals vs. budget in detail.
 - Identify scalable or new deflection activities that align with grant requirements and can responsibly use remaining funds.
 - Develop revised spending/implementation plan for remainder of biennium.
- Bring recommendations or contract/budget adjustments to board after that meeting.

Run of Show – Evidence Building

-Matt Lawyer

Summary of Presentation:

- Proposed run of show for upcoming evidence building ribbon cutting.
- Tour scheduled for the following week at 1:30 p.m.
- Proposed program:
 - Opening remarks by the Board Chair:
 - Optional brief remarks from the other commissioners.
 - Remarks by the Sheriff regarding the project.
 - Staff intend to limit speaking time to about five minutes.
 - Total program around 30 minutes.
 - Closing remarks by the contractor.
 - Following the ribbon cutting, tour new evidence building:
 - Proceed to view the work completed at the Transition Center.
- Coordinate with Sheriff's Office and facilities to arrange refreshments and logistics.

Board Direction:

- Approved to move forward.

Board of Commissioners, Sheriff's Office Contractor

-Jon Heynen

Summary of Presentation:

- Updated options for Canyon Monument wording and structure:
 - Reflecting previous direction to recognize law enforcement and fire personnel who responded during wildfires.
- Option 1:
 - Single combined list of names under one heading:
 - Law enforcement and fire.
 - Following an introductory paragraph.
- Option 2:

- Split recognition into two sections:
 - Law enforcement and fire—each with its own list,
 - Following the introductory paragraph.
- Names and titles reorganized to lead with an opening narrative paragraph followed by titles and names beneath.
- Some individuals may serve in dual roles:
 - Making strict separation between law/fire somewhat artificial.
 - Commissioners expressed a mild preference for Option 1 (single combined list) but did not consider the structure a “deal breaker.”

Board Direction:

- Verify all names and associated roles/affiliations before finalizing inscription.
- Communicate that initial board preference is Option 1:
 - Consult with Commissioner Bethell and Sheriff if strong preference exists for Option 2.
- Return with final recommendation and additional feedback from Commissioner Bethell and the Sheriff have been incorporated.

Adjourned – time: 10:47 a.m.

Minutes by: Mary Vityukova

Reviewed by: Gary L. White