



Management Update summary Minutes

OREGON

May 21, 2024. 9:30 AM

Courthouse Square, 555 Court St. NE, Salem
5th Floor, Suite 5232, Commissioners Board Room

ATTENDANCE:

Commissioners: Kevin Cameron, Colm Willis, and Danielle Bethell. Staff: Jan Fritz, Chad Ball, Scott Norris, Tom Rohlfing, Nate Combs, Robb Witters, Brooke Skidmore, Cheryl Carder, Sherry Linter, Dennis Mansfield, Brian Nicholas, Kevin Thompson, Brian May, Andrew Johnson, Jeff White, Jeremy Gilmore, Warren McDaniel, Mike Hartford, Justin Kidd, Alvin Klausen, Jon Heynen, Shawnell Fuentes, Trevor Lane, Gary White, and Rachael Estill.

Commissioner Kevin Cameron called the meeting to order at 9:30 a.m.

INFORMATIONAL:

Oregon Statutory Proposals to Assist Justice Court Representation and Usefulness

-Justin Kidd

Summary of presentation:

- Justice Court is seen as a county-wide office:
 - Statues give full county jurisdiction in criminal and civil matters.
- The district is not a county-wide district:
 - Those living in the county seat, Salem, are subject to the Justice Court's jurisdiction; and
 - They are not able to vote for the Justice.
- Vast majority of civil cases and about 25 percent of violations cases come from the cities of Salem and Keizer;
- The district of the Justice Court should match the county:
 - State law must change to do this.
- Nine counties include the county seats in their Justice Court district:
 - Marion County is not one of them.
- Woodburn can vote for the Justice of the Peace;
- All cities but Turner have a Municipal Court:
 - If cited within the city, it goes to Municipal Court if cited outside the limits it goes to Justice Court.
- In 2000, when District Courts were absorbed into the Circuit Court system, there was concern of competition between the two court systems:
 - Most sit in Salem and there can be forum shopping.
- Justice Court already has jurisdiction over Salem:
 - The citizens in Salem should be able to vote.
- Justice Court's limiting factor is it is not a court of record:
 - The Municipal and Circuit Courts are;

- Statutorily must be 50 miles from the county seat to be court of record;
- This will change jurisdiction;
- Decisions made can then be appealed directly to the Court of Appeals; and
- Criminal matters can then be done alleviating even more burden from the Circuit Court.
- Changing to a court of record could meet resistance.

Board Direction:

- Meet with Legal Counsel to fully understand how things works; and
- Schedule a future work session to discuss Justice Court changes.

Contract for Services with O’Neill S. Solanky DDS, LLC to provide Dental Services to Adults in Custody through June 30, 2027

-Lt. Jacob Ramsey

Summary of presentation:

- This is a contract renewal;
- This contract amount would be \$109,493.32 a year:
 - The total for three years would be \$328,749.96.
- Not a not to exceed amount as future dental needs are unknown; and
- This is paid through the general fund.

Board Direction:

- Mr. Ramsey to send the board of commissioners (BOC) increase information; and
- The BOC is good to proceed.

IGA with the City of Salem to Provide Adult in Custody (AIC) Work Crews from July 1, 2024, through June 30, 2026

-Cmdr. Mike Hartford, Lt. Jeremy Gilmore

Summary of presentation:

- Renewal of IGA with Salem;
- This provides AIC work crews for Salem’s Public Works and Parks division;
- This is for a not to exceed amount of \$900,000;
- Landscaping, basic maintenance, and general labor work is provided;
- Work crews do not get paid for the work;
- Work crews receive good time for the work:
 - Every day worked removes three days off sentencing.

Board Direction:

- Commissioner Bethell would like to discuss if work crews are asked to clean homeless camps; and
- Scott Norris of Legal Counsel to investigate this further.

Request of Name Change for North Fork Park

-Kevin Thompson

Summary of presentation:

- Request came from Seth Kezar shortly after the Beachie Creek fire:
 - Would like to rename the park after an individual that lost their life due to the fire.
- During discussion realized there was not a policy for park name changes;
- BOC asked the Parks Commission to draft a policy:
 - The policy was done and adopted by the BOC in January 2023.
- The request for a name change came up again, recently;
- Park names can be in recognition of individuals;

- An alternative name given by Mr. Kezar is North Fork Memorial Park;
- An educational plaque may be appropriate to commemorate the fires and the response. Interpretive signs may be appropriate; and
- The Parks Commission is aware but did not have time to make recommendations.

Board Direction:

- Ask Parks Commission for recommendations for name and memorialization; and
- Ask Parks Commission for recommendations on interpretive signs along the trail.

Lane County Proposed Extended Producer Responsibility (EPR) Bill for Batteries

-Brian May

Summary of presentation:

- Lane County would like the Association of Oregon Counties (AOC) to lead bill introduction during the 2025 legislative session;
- Lithium batteries are very common and are creating more issues:
 - Lane County documented 52 land fill fires, in 2023, related to them.
- The industry has not found how to properly recycle and process lithium batteries;
- Marion County does not have land fill fires and there is a battery program:
 - About \$80,000 to \$100,000 is spent yearly.
- Insurance is a cost and solid waste facility insurance costs are quickly rising:
 - Few entities in the US do write insurance for solid waste facilities.
- Lane County will be coming to AOC’s Transportation Community Development Steering Committee:
 - Will ask to make this a priority AOC bill.
- Lane County is working with Oregon Department of Environmental Quality (DEQ), Oregon Refuse & Recycling Association (ORRA), and Association of Oregon Recyclers (AOR) to draft a bill;
- Lincoln, Wasco, and Deschutes counties have joined to provide support;
- Recycling method of batteries may work as follows:
 - There would be a separate charge for the batteries;
 - A third-party entity would collect the material;
 - Third-party takes to processor to process material; and
 - Material would be diverted from the landfill.

Board Direction:

- The BOC would like to see the bill prior to agreeing;
- Mr. May to be part of the bill making process; and
- Mr. May or associate to attend AOC’s Transportation Community Development Steering Committee meeting.

Tire Recycling Contract Update

-Andrew Johnson

Summary of presentation:

- This is a contract extension for accepting and hauling tires collected at the Salem-Keizer Recycling and Transfer Station (SKRTS);
- Changed from a three-year to a one-year contract:
 - The amount will be significantly less.
- The franchise is hesitant to do a multi-year contract:
 - They do not want to obligate more than one year at a time;
 - Previous contract ran out of funds and back dating took three months; and
 - The franchise footed the bill for the three months.
- Republic Services, Inc. is the only franchise that can haul tries from the facility;

- North Marion Transfer Station has its own Republic entity hauling tires;
- Marion Resource Recovery Facility (MRRF) can handle tire hauling within their agreement:
 - They must receive the tires at the MRRF.
- About 16,000 to 18,000 tires are received, annually at SKRTS; and
- Last year \$70,000 was spent to haul tires.

Board Direction:

- The BOC is good with the update.

Senate Bill 1545, Marion County Ordinance

-Tom Rohlfiing

Summary of presentation:

- SB 1545 was passed by Oregon Legislature in 2024:
 - Authorizes a county to allow those that had their homesteads destroyed by the September 2020 wildfires and have had the homestead rebuilt on the same lot, receive a specialty assessed value equal to the destroyed homestead's real market value for the 2020-2021 tax year, up to the square footages of the destroyed homestead.
- The Oregon Department of Revenue drafted an application:
 - They are statutorily required to create the application; and
 - The assessors requested to give input on the form.
- For the program to take affect the BOC needs to adopt the program;
- There are Frequently Asked Questions (FAQ) to the ordinance;
- The qualifications are as follows:
 - Homestead being replaced was destroyed during the wildfires;
 - Homestead is in a county that has the program; and
 - Rebuilt homestead replacing the destroyed homestead must have the same owners.
- Individuals who bought property after the fires do not qualify for the program;
- By the statute homestead is defined in ORS 311.666:
 - The owner-occupied principal dwelling, either real or personal property, owned by the taxpayer and the tax lot upon which it is located.
- Rebuilt homestead defined in SB 1545:
 - Homestead that is constructed to replace a destroyed homestead by the same owner on the same lot.
- Cut-off to apply for the program is December 2025;
- Incomplete homes may not qualify for the exemption until the next year;
- Incomplete homes get a new assessment every year as they are complete; and
- Special assessment applies to the square footage of the previous homestead.

Board Direction:

- The BOC is good to proceed in adopting the ordinance; and
- The discussion of details will be continued later:
 - Particularly primary and secondary residence definitions; and
 - Mr. Rohlfiing to list out questions needed to be discussed.

Administrative Policy #207 Volunteers and Volunteer Services

-Sherry Linter

Summary of presentation:

- Previously came in December to discuss;
- This policy has not been updated since 2009;

- There are around 60 individuals in the county managing volunteers;
- There are two administrative procedures are being proposed:
 - Procedure 207-A would be for an affiliated volunteer:
 - A volunteer that has made a commitment to the county;
 - They have been screened and done pre-boarding; and
 - They would be covered under county insurance and policies.
 - Procedure 207-B would be for episodic volunteers:
 - Sign volunteer registration and waiver; and
 - This releases the county from all responsibilities.
- Managers would follow specific procedure depending on volunteer type; and
- Volunteer managers have given feedback on the policy.

Board Direction:

- Ms. Linter to correct red-line policy version; and
- Ms. Linter to send policy through email to the BOC, policy analysts, and Chad Ball for review.

Temporary Staffing for Marion County Finance Department

-Jeff White

Summary of presentation:

- Robert Half International is used to fill vacant positions on a temporary basis; and
- To get through the current fiscal year the amount will go over \$100,000.

Board Direction:

- The BOC is good to proceed on consent.

Electronic Statement of Earnings Delivery

-Jeff White, Cheryl Carder

Summary of presentation:

- Paycheck stubs can be delivered electronically;
- W-2's can be delivered electronically;
- Quadient is the enveloping machine server:
 - Software add-on with two components to help reduce inefficiencies.
- Documents will be barcoded allowing the machine to scan:
 - Folding and stuffing will be done automatically instead of requiring the Finance team to do so.
- Online portal will be provided:
 - Allows to retrieve employer uploaded documents;
 - Only done if an individual consents for this to be done;
 - Instead of printing it is uploaded, and the employee receives notification of uploaded document;
 - The individual may then print documents if they wish; and
 - Documents will be available for as long as the county makes them so.
- Currently it takes about 160-man hours, every payroll, between the Finance and other department staff to work the documents:
 - This is the equivalent of two people working full-time doing this work.
- The savings would be about \$112,000 a year;
- This will be used until the new system is implemented;
- A consent form has been drafted and needs BOC approval:
 - Upon approval of form;
 - Staff will receive form and have 30 days to opt-in or opt-out;
 - It will take about three weeks to build up; and

- Then the software would go live.
- The Internal Revenue Service (IRS) allows redacting social security numbers on the W-2's;
- The IT department has confirmed that the company has all the appropriate security licensing;
- Staff spends large amounts of time printing past information for employees:
 - This system would free up that time.
- There are no storage costs:
 - The current lease includes 100,000 clicks a year; and
 - There would be a one cent click charge after the 100,000.
- A new default can be implemented for new hires:
 - Must decide if the new default is to be opted-in or opted-out.

Board Direction:

- The BOC is good to proceed;
- The BOC is good to proceed with electronic W-2's:
 - There would need to be a contingency plan if the portal is down.
- Transitioning to be a step-by-step process for those who will opt-out initially; and
- Those no longer working in the county will have 30 days of access to the portal.

Marion County Public Safety Coordinating Council Application Considerations

- **Chief Joe Budge**
- **Soraida Cross**
- **Monroy Castro**

-Gary White

Summary of presentation:

- This item was pushed to a later management update.

Board Direction:

- N/A

COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATE

Commissioner Danielle Bethell

- N/A

Commissioner Kevin Cameron

- N/A

Commissioner Colm Willis

- N/A

OTHER

Adjourned – time: 10:39 am

Minutes by: Mary Vityukova

Reviewed by: Gary White