



# Management Update Minutes

OREGON

**Tuesday, October 25, 2022, 9:30 a.m.**

Courthouse Square, 555 Court St. NE, Salem  
5th Floor, Suite 5231, Commissioners Boardroom

## ATTENDANCE:

Commissioners Kevin Cameron, Danielle Bethell, and Colm Willis, Jan Fritz, Chad Ball, Jessica Stanton, Matt Lawyer, Lori Klemsen, Leslie Martin, Lani Radtke, Brian Nicholas, Carl Lund, Sherry Lintner, Joe Miller, Max Hepburn, Ryan Matthews, Ray Wilson, Jane Vetto, and Shawnnell Fuentes as recorder.

Jan Fritz called the meeting to order at 9:33 a.m.

## INFORMATIONAL:

### **Secondary Access (Driveway) Practice Memorandum**

-Max Hepburn, Lani Radtke, Brian Nicholas

#### ***Summary of presentation:***

- The practice memorandum will provide guidance to staff and the public on how and when the county can allow second driveways for access to a property;
- This is a contentious topic;
- Following are six different criteria that would allow a request to be approved, and to be considered safe:
  - Physical constraints exist such as a creek dividing a property;
  - Spacing requirements for safety considerations are met on a large property;
  - One-way accesses that meet minimum width requirements;
  - Single family dwelling on a high traffic road:
    - A looped double access is allowed.
  - Access with a gate that opens onto the property:
    - Fire marshal requests; or
    - Access will be used infrequently for field maintenance, field mowing, or access to a well house or shop.
  - At the director's discretion.
- Following is an additional practice memorandum that Public Works would like to implement:
  - Driveway access widths for agricultural properties:
    - Current county standards only discuss commercial and residential driveways; and
    - There is a standard practice that staff currently follows, but they would like it to be documented.

**Board discussion:**

- Staff has not tracked how many requests have been made under each of the six criteria;
- This can be implemented now if the Board approves;
- Restrictions are in place for safety reasons;
- The practice memorandums are written guidance for staff on how to interpret and implement the county's rules:
  - The Commissioners would like all practice memorandums to be approved by the Board:
    - The Commissioners would like Ms. Vetto to determine what they should be called; and
    - The item needs to be brought to a Board Session.
  - There may be potential for the concept to be used in other departments where there is inconsistency in interpreting rules.
- This should help Public Works to provide consistent messages to the public;
- Public Works intends to post practice memorandums on the county's website; and
- Public Works can put the secondary access practice memorandum into practice today, and then work with legal on the written document that will be brought before the Board.

**BHRN Grant Application Updates and Recommended Funding Decisions**

-Ryan Matthews, Ray Wilson

**Summary of presentation:**

- Mr. Wilson is the chair of the Local Alcohol and Drug Planning Committee (LADPC);
- The BHRN grant is Measure 110 funding that the county has received:
  - Approximately \$6.4 million; and
  - Purpose is to increase access to substance use treatment across the county, and to increase collaboration among county partners.
- As part of the \$6.4 million budget proposal, \$1,080,000 has been designated for community based grants:
  - Have notified partners that this is coming;
  - Posted the grant opportunity to the public a few weeks ago; and
  - LADPC reviewed the grant proposals:
    - There was a lot of diversity in the grant applications received including the following:
      - Services to the canyon, services to the Woodburn community, and services to the homeless.
    - If the county were to fund the top five choices for the full amount they are each requesting it amounts to \$1,062,000, just a little under the \$1,080,000 budget; and
    - Following are the five organizations and what they are requesting funding for:
      - Soaring Heights:
        - Onsite peer support services.
      - Catholic Community Services:

- Two community health workers, with one at Hope Pregnancy Clinic and one in the canyon.
- Church at the Park:
  - Care coordination with a peer support specialist to increase access to services for the homeless.
- Santiam Hospital:
  - Add staff to provide transportation and other services that are often barriers for individuals seeking help.
- Poder Oregon's Latino Leadership Network:
  - Primarily a Woodburn focused Latinx group providing wrap around services and coordinating community events.
- There has been increased collaboration between the county's treatment providers.

***Board discussion:***

- Some of the grant funding was diverted from the criminal justice system since these individuals were no longer being arrested for criminal behavior:
  - The Commissioners would like staff to find out where the funding is coming from, and where it was going to before.
- The state funding may be unsustainable in the long term.

**Contract with Brown and Brown of Oregon, LLC, Insurance Broker, and Consulting Services for Employee Benefits**

-Lori Klemsen, Leslie Martin

***Summary of presentation:***

- Requesting Board approval of a three year contract with Brown & Brown Northwest, the county's insurance broker;
- Brown & Brown assists the county with the following:
  - Medical, dental, life, disability, and employee assistance plan; and
  - Marion County Law Enforcement Association (MCLEA) and non MCLEA Health Insurance Study Committee recommendations.
- The current contract ends at the end of December;
- The new contract is for \$323,106.11;
- Brown & Brown has been a good partner; and
- In the packet given to the Commissioners, Schedule A lists the breadth of services that Brown & Brown provides to the county including:
  - Assisting with contract negotiations to help bring rates down.

***Board discussion:***

- The county expects Brown & Brown to be the expert providing testimony on the county's behalf during collective bargaining mediation or arbitration;
- Brown & Brown does not provide the county with any assistance that is retirement related;
- The county has been using Brown & Brown for a long time; and
- This will be brought to next week's Board Session meeting.

## **Recommendation for updates to Administrative Policy 203, and Procedure 203-A**

- Sherry Lintner, Joe Miller, Jessica Stanton

### ***Summary of presentation:***

- The policy and procedure address advisory boards appointments;
- The Board reviewed the recommended changes in May, and then legal reviewed the changes:
  - Legal suggested the addition of a small section that makes department heads responsible for helping a board establish its bylaws.
- A large piece of the update was to remove language from the policy, and include that language in a guideline:
  - Addresses how county staff can have effective meetings, support board leadership, and items they should consider when planning an agenda.
- Looking for the Board's final input before it is brought to a Board Session for adoption.

### ***Board discussion:***

- The Commissioners need time to read the packet that they were provided;
- Once this is adopted staff plans on training advisory board leadership and staff; and
- The Commissioners are fine with the updates, and for this to be brought to a Board Session for approval.

## **Marion County Veteran resources and Purple Heart Community**

- Jon Heynen, Matt Lawyer

### ***Summary of presentation:***

- Mr. Heynen has been working with Information Technology to create a veterans website page for the county:
  - Currently located on the Board of Commissioners page;
  - The veterans website page will list resources and programs that are available; and
  - Mr. Heynen would like to include a video message from the Commissioners thanking veterans for their service.
- The Commissioners were given the proposed proclamation for the Purple Heart Community; and
- The goal is to present the website and the proclamation at the November 9, 2022, Board Session meeting.

### ***Board discussion:***

- In the future the web page may guide individuals to the various memorials located throughout the county.

## **Communications Update**

-Jon Heynen

### ***Summary of presentation:***

- The Marion County Reentry Initiative ads are done running;
- Promoted the Lyons check presentation video;

- Will be in Lincoln City next week attending emergency management training; and
- Working on an emergency management policy that will cover communications with Everbridge:
  - Have had a couple of meetings with Public Works and Emergency Management.

## **Legislative Update**

-Tanisha Rosas

### **Summary of presentation:**

- Two different counties have asked Marion County to join in asking the Emergency Board for a couple of items including behavioral health and wildfire funding;
- The Oregon Health Authority (OHA) wrote a letter to the Emergency Board asking for the following:
  - Funding for OHA; and
  - Emergency funding for the top five counties who send the most individuals to the State Hospital, including Marion County.
- The Governor's office said they will provide funding, but Ms. Rosas is not sure where the funding is coming from.

### **Board discussion:**

- The Commissioners support OHA receiving funding to take care of the problem, but not the county:
  - The county does not want to do OHA's job.
- \$110 million was given to the Emergency Board for wildfire funding:
  - The requirement that the funds be used for wildfire funding expires the beginning of December, and Emergency Board is December 9, 2022;
  - Counties are fighting to keep the funding designated as wildfire funding;
  - Counties did not know the funding existed; and
  - Marion County submitted their requests for roads, Northwest Natural, CPI, and the downtown Detroit septic system.

### COMMISSIONERS' COMMITTEE ASSIGNMENTS and UPDATES:

Kevin Cameron:

- Attended the Vietnam War Memorial meeting; and
- Attended the annual Santiam water summit.

Colm Willis:

- Attended a presentation put on by the individual who has been doing the management training for Public Works:
  - The training may be helpful to other departments.

Meeting adjourned at 10:53 a.m.

COMPLETED BY: **Betsy Orr**

*Reviewed by: Shawnnell Fuentes*