

County Administration Workshop: April 27, 2017

9:00 a.m. – Board Conference Room

Attending: Commissioners Simon G. Hare, Lily N. Morgan (arrived at 9:02 a.m.), and Daniel E. DeYoung; Terri Wharton, Recorder

Chair Simon G. Hare called the meeting to order at 9:00 a.m.

1. DEPARTMENT BUSINESS

A. Public Works

1) Report and Recommendation from County Engineer regarding Vacation Proceedings for a Portion of Dog Creek Road, a Public Right-of-Way (Heesacker)

Chuck DeJanvier, County Engineer, explained the Report and Recommendation requires the property owner to provide turnarounds before the actual vacation of the road. Commissioner Hare advised Chuck to move forward with preparing the Order and the turnarounds will be included as a condition of the vacation.

Commissioner Hare suggested Public Works to create an Order to not accept additional roads into the County's portfolio of roads.

B. Public Health

1) Intergovernmental Agreement #53116 between Lane County and Josephine County Public Health for Participation in the HealthSpace Suite of environmental Health Programming (Robinson)

Rebecca Robinson, Senior Administrative Supervisor, advised in February Lane County rolled out a new database for environmental health licensing. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

2) Amendment #4 to Intergovernmental Agreement #19702 between Lane County and Josephine County Public Health for Participation in the HealthSpace Suite of Environment Health Programming (Robinson)

Rebecca Robinson said the Agreement is for issuing Food Handlers Cards and on site testing, and the Amendment provides for online testing through Lane County. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

2. QUARTERLY DEPARTMENT UPDATES

A. Information Technology

John McCafferty, Technology Director, gave an update on his department projects (**Exhibit 1 – Admin Meeting April 2017**)

3. FINANCE REPORT and BUSINESS UPDATE

Arthur O'Hare, Finance Director, discussed the County's webpage along with other department webpages and suggested consistency across the County. Commissioner Morgan recommended bringing in Julie Schmelzer, Community Development Director, to work on the County's website.

Arthur reported first Budget Committee Meeting is scheduled for May 2, 2017, has been advertised and noticed, and budget books will be available at the end of the day. Arthur mentioned Steve Welsh, Budget Committee Member, will be unavailable from May 16 through June 3 and Commissioner Morgan said she is unavailable on May 9. Commissioner Hare advised it is important to have the full Budget Committee in attendance when approving the budget.

Arthur mentioned the Public Works Review final draft report should be completed mid-May.

Commissioner Hare suggested creating a policy for forestry revenue from Sheriff's Sales on how it is used and housed, and to assign a 10% administrative fee to Property Management. He discussed the County establishing its own Credit Union relating to marijuana money. Commissioner Morgan shared her concerns with putting federal financing in jeopardy. *Staff was directed to notify Legal Counsel of both agenda items for next week's Executive Session meeting.*

4. OTHER BUSINESS (ORS 192.640(1) “. . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”)

Commissioner Hare discussed the Press Release regarding funding the District Attorney's Office and had a couple of suggestions.

5. BOARD BUSINESS

A. Review of Board's Weekly Calendar

Wendy Watkins, Chief Administrative Supervisor, mentioned a person who wants to volunteer 10 hours per week in different County departments. The Board agreed to have him start in the Board's Office. Commissioner Hare discussed a “warning – no parking” sign for the secured parking lot. The Board reviewed their two-week schedule.

B. Matters from Commissioners

Commissioner Hare discussed the upcoming Forestry Field Trip and said he would be attending and explained there cannot be a quorum of the Board because the areas are not ADA accessible.

Commissioner DeYoung reported he is finalizing an advertisement in the Daily Courier regarding the tax levy using his own property tax bill.

Commissioner Hare mentioned a request from the Parks Department for Planning and Public Works to waive their fees when the County initiates projects.

Commissioner Hare discussed a meeting request from the Williams Vegetation Group. Commissioner DeYoung advised he will be going out to Williams and settle the spraying issue for the last time.

Commissioner Morgan reported she has not heard back from the City of Cave Junction regarding the Board being placed on the City's agenda.

The Board agreed to General discussion canceled this afternoon.

Meeting adjourned at 10:36 a.m.

EXHIBITS:

Exhibit 1 – Admin Meeting April 2017

Admin Meeting April 2017

EXHIBIT 1
Ad Mins
4/27/17

Spring Projects – Public Health – Petpoint (Animal Shelter) and Healthspace (Environmental – Inspections) – Healthspace will be replacing current software now and Petpoint’s legacy, Helion will go away in one year. The County has a historic tendency to forego conversion of data, which imposes costs on IT by maintaining legacy software for years after maintenance has expired. The plan for Helion’s one-year support is a good compromise. Juvenile Justice is adding a digital fingerprinting system DONE. Planning migration to new software will be a large project, which should eventually get us off two, hard to support, extremely outdated software packages (PUMA and Paradox). Fiber run from Anne Basker to DA. Replacing one of the AB Cameras today. NEW KEY LOCK BOX AT JAIL, WAITING ON BID TO GET FIBER FROM SAR TO AC AND AIRPORT – NOW ON VOIP SYSTEM – SAVINGS ON TELEPHONE BILLS. TAX DATA ON POSTCARDS CHANCEY AND CONNIE.

CJIS Audit – we have purchased hardware and software for advanced authentication, which will affect the DA, Sheriff, and Corrections mobile devices – users will have a dongle that adds an additional login procedure to access CJIS information - \$159 a user. Other aspects we need to address are password changes, encrypted data at rest and in emails that include CJIS information (which is currently not approved). CJIS AUDIT 2 WEEKS AGO – WAITING ON RESULTS. SHERIFF LAPTOPS ARE NOW ENCRYPTED AND REQUIRE 2 FACTOR AUTHENTICATION. ENCRYPTION MOVING OUT TO CORRECTIONS AND DA WITH 2 FACTOR ROLLING OUT IN THE NEXT MONTH

ANNE BASKER UPDATE – TRICASTER RECEIVED SOME DAMAGE WHEN POWER CAME BACK ON VIDEO CARD AND OUTPUTS– STILL DEALING WITH VIDEO QUALITY ISSUES

Added wireless data access to network in CJ – volunteers help fill out crime reporting. Mountaintop ring was failing too often to depend on it. Cameron Camp in IV working on a more permanent solution TOO EXPENSIVE RELATIVE TO CURRENT SOLUTION WHICH IS A VERIZON DATA CARD IN A CRADLEPOINT ROUTER.

Network – consolidate backups and replication at Public Works with a 10GB connection (currently 1GB) – part of department continuity support.

Consolidation – We have 70 virtual servers, some departments have 5 or 6 software packages that include old legacy systems. Does not include web based applications.

Training – State has some decent training on ILearn that is free for safe computer use (email phishing). I would like to start minimal computer training in 2017 during employee’s first month.

Website – 1000 pages, 5000 links, we had 1500 broken links and 100 misspellings – software we purchased in July – SiteImprove helped us get it down to 25 broken links and no misspellings. Broken Links are an issue of integrity and public confidence. DOWN TO 0 BROKEN LINKS AND MISSPELLINGS, INTERN UPDATE

GIS – SCHOOL ZONES, CRIME MAPPING, PREPPING FOR PLANNING APP AND FIRE SEASON (MEETING ON 5/26),

BUDGET ITEMS – SYSTEM ADMINISTRATOR AND STORAGE REPLACEMENT ALSO SUPPORT FOR EXTERNAL PARTNERS @PH, CORRECTIONS, JAIL, CASA, ETC. SEEMS TO BE A TREND THAT WE MIGHT LOOK AT THE FUNDING MODEL