

County Administration Workshop: December 5, 2019

9:00 a.m. – Board Conference Room

Attending: Commissioners Lily N. Morgan, Darin J. Fowler and Daniel E. DeYoung; Trish Paredes, Recorder

Chair Lily N. Morgan called the meeting to order at 9:00 a.m.

1. DISTRICT ATTORNEY

A. Grant Agreement VOCA/CFA-2019-JosephineCo.DAVAP-00034 between the State of Oregon and Josephine County for Services to Victims of Crime

Joshua Eastman, District Attorney and Cecilia Hay, Chief Administrative Supervisor, explained that this Victims of Crime Act (VOCA) grant is a renewal and will fund personnel, material, and services for the District Attorney's Victim's Assistance Program. In the first year the grant will fund 1.5 full time Employees for Victim's Assistance, Victim's Assistance Academy training for those employees, the purchase of two printers, and photocopy expenses for victim's services. In year two of the grant another victim assistant will be added to the staff and another printer will be purchased. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

2. SHERIFF

A. US Marshal Intergovernmental Agreement

Aurora Frost, Senior Admin Supervisor, requested an approval to sign an Intergovernmental Agreement (IGA). The Sheriff's Office currently receives \$100 a day for each US Marshall inmate, this IGA will increase that charge to \$110 a day. This IGA will also increase the hourly guard/transportation rate from \$24 to \$28. These IGA increases will bring in 17k more a year. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

3. DEPARTMENT BUSINESS

A. Property Management

1) Order No. 2019-073; In the Matter of Authorization of the Sale of County Land by Private Sale

Helene Lulich, Real Property Manager, reminded the Board that this particular property is the same property on Lawnridge Dr. that was sold in a private sale by a sealed bid. *Staff was directed to place the item under Administrative Actions on the December 18th, 2019 Weekly Business Session Agenda.*

B. Community Corrections

1) Master Hosted Web Services Agreement with EnSoftek, Inc. for Electronic Health Records

Nate Gairan, Community Corrections Director, reported to the Board that for the past several years, the Community Corrections Treatment Services Program has been moving toward an electronic health record (EHR) system as a more efficient method of file storage and maintenance. Mr. Gairan explained that as industry standards have changed, coupled with technological advances, we have found it necessary to move away from our current provider, Echo Consulting. For the past several months a comprehensive review and evaluation process of two software providers, as suggested by representatives of our state partner agencies, was conducted by the Community Corrections leadership team, as well as representatives from Information Technology, leading to the recommendation to contract with EnSoftek, Inc. for DrCloud EHR. The attached five-year agreement represents EnSoftek's best pricing model and includes a discount of over \$10,000 per year. The cost of the agreement includes \$49,500 in implementation and training costs, with an annual fee of \$9,273. Mr. Gairan anticipates that the total cost of the agreement will be recouped within the first year of implementation due to increased workflow efficiencies and enhanced billing functionality. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

C. Transit

1) Wireless Advanced Vehicle Electrification, Inc. WPT Project Agreement

Scott Chancey, Transit Program Supervisor, discussed the charging systems regarding the new electric buses. There are two plug in chargers included in the purchase of the electric buses, however, a better long term charging solution is inductive charging. This eliminates the need for individual charging units installed across the bus parking area, as well as the need to plug the bus in and unplug it before driving off. This project would provide for one larger charging unit and four inductive charging pads that are secured into the ground. This charging system allows for staggered charging across the off peak period rather than plugging all vehicles in at once. It also allows for variable charging rates to prolong the life of the vehicle battery packs. The Public Works parking facility will need to be trenched to connect the existing power source to the WAVE unit. The funds are also readily available and included in the electric bus purchase scoping with the FTA. All equipment can be moved and is not considered permanent installations. Mr. Chancey made the recommendation to move to these charging units as it is the most efficient process and is already budgeted and accounted for. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

D. Airports

1) Replace previous Caretaker's Residence at the Grants Pass Airport with a new Caretaker's Office from Palm Harbor (One original contract returned to Airports for full execution)

Larry Graves, Airport Director, reported that the previous Caretaker's residence at the Grants Pass Airport was demolished due to not being habitable. A stick-built structure to replace the Caretaker's residence/office became something that was not feasible and now Mr. Graves has selected a different solution to this issue. Mr. Graves has a pre-manufactured structured Palm Harbor unit that has been selected and is ready to be installed if the Board will sign off for the installation of this new Caretaker's residence. Commissioner Morgan made a motion authorizing the liaison to airports to sign the paperwork on behalf of the Board to purchase the Palm Harbor structure and deliver it, seconded by Commissioner Fowler. Upon roll call vote, motion passed 3-0; Commissioner DeYoung – yes, Commissioner Fowler – yes, and Commissioner Morgan – yes.

E. Human Resources

1) Position Addition in Public Health for a Project Manager

JJ Scofield, Human Resource Director, explained that there is a statewide initiative called Public Health Modernization, this Full Time Employee (FTE) will help facilitate this initiative to standardize public health delivery. This FTE is fully funded by the State and will not come out of the County budget. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

2) Position Addition in the Assessor's Office for a Cartographer

Mr. Scofield explained that there is a new position being added but it is replacing an old position and therefore will only be a few thousand more a year than the current budget. The Assessor's Office will take an already existing and filled position in the Assessor's Office and train them as a Cartographer 1 position, meanwhile the old position will be eliminated. Commissioner DeYoung made a motion to approve the Position Addition in the Assessor's Office for a Cartographer, seconded by Commissioner Morgan. Upon roll call vote, motion passed 3-0; Commissioner DeYoung – yes, Commissioner Fowler – yes and Commissioner Morgan – yes.

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.")

None heard.

5. BOARD BUSINESS**A. Josephine County Representative for O&C Board of Directors for 2020**

Commissioner Morgan made a motion to appoint Commissioner DeYoung as the Josephine County Representative for O&C Board of Directors for 2020, seconded by Commissioner Fowler. Upon roll call vote, motion passed 3-0; Commissioner DeYoung – yes, Commissioner Fowler – yes and Commissioner Morgan – yes.

Commissioner Morgan made a motion to appoint Commissioner DeYoung to utilize her proxy vote during the Association of O&C Annual Membership on December 13, 2019, seconded by Commissioner Fowler. Upon roll call vote, motion passed 3-0; Commissioner DeYoung – yes, Commissioner Fowler – yes and Commissioner Morgan – yes.

B. Letter dated 11/20/19 re: MOU Implementation of Project for Improvements to Lighting, Security and Public Appearance in the City of Cave Junction Commercial Zones

Arthur O'Hare, Finance Director, explained the funding that went towards the implementation of project for improvements to lighting, security, and public appearance in the City of Cave Junction commercial zones and the responsibility the Board has for this project to approve plans and supply funds. The Board would like more details and questions answered before they approve the letter of implementation for this project. The Board needs to speak with the Community Development Director, Cave Junction Mayor and staff to clarify different technicalities of the letter that are unclear and present the plan for this project to The Board.

C. Matters from Commissioners

Commissioner Fowler thanked staff for bringing in the Christmas spirit and discussed the Daily Courier's negative press towards Commissioner's and their work with the Smart Meters and helping reduce their opt-out fees. Commissioner DeYoung discussed Pacific Power supplying a program to finance a genset for those who have health conditions and need electricity 24 hours a day. Commissioner Morgan discussed Oregon Public Broadcasting requesting a Commissioner to speak on the show regarding the installation of security cameras in Cave Junction. Commissioner Morgan discussed the Leadership Summit in Portland and the logistics of traveling there. Commissioner DeYoung discussed the fire in Merlin and the cause of fire speculations.

Meeting adjourned at 10:27 a.m.