

County Administration Workshop: October 26, 2017

9:00 a.m. – Board Conference Room

Attending: Commissioners Simon G. Hare, Lily N. Morgan, and Daniel E. DeYoung; Wendy Watkins, Recorder

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

1. DEPARTMENT BUSINESS

A. Forestry

1) Rock Creek Hardwood Timber Sale Contract 2016T-9 Modification #1, Between Josephine County and Greg Liles Logging L.L.C.

Dave Streeter, Forestry Manager, requests to extend the contract until August 15, 2018. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

2) Three Mill Timber Sale Contract 2013T-1 Modification #3, Between Josephine County and James M. and Clint Croff Logging

Mr. Streeter requests to extend the contract until September 30, 2018. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

B. Human Resources

1) Two New Position Additions in County Legal Counsel; Paralegal and Legal Secretary

JJ Scofield, Human Resources, mentioned County Legal Counsel would like to reorganize the structure of their office. The legal secretary will now become a full-time Paralegal and then they would hire a full-time legal secretary who would work part-time in legal counsel and part-time in the law library. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

2) Resolution No. 2017-049; In the Matter of Dealing with Workers Compensation Coverage for Sheriff's Department Volunteers

Mr. Scofield explained our CIS insurance requires an annual resolution affirming coverage parameters for volunteers in the Sheriff's Office who qualify for workers compensation. *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, Information Technology Director, reviewed **Information Systems Update October 26, 2017 (Exhibit 1)** with the Board.

B. Public Works

Rob Brandes, Public Works Director, reviewed the **Josephine County Public Works 10 Year Budget (Revenue and Expenditure) Projections (Exhibit 2)**. The Board would like a detailed report from Mr. Brandes regarding the Public Works Review by November 2, 2017. Mr. Brandes also discussed the following items:

- Parker Lane Bridge repair has started.
- Pansy Lane has drainage issues out by the BMX Track.
- Working on a project with Avista.
- Lakeshore bridge replacement within a day or two on schedule and will be finished the middle of November 2017. the spillway
- Galice flat project will be there within two to three weeks for the guardrail positioning.
- Redwood School crosswalk just finished up with the ADA ramps and the flashing beacon.

- North Applegate culvert is done and everything seems to be running smoothly.

1) Public Hearing, Transfer of Jurisdiction Over Certain County Roads Located within the City Limits of Grants Pass, Oregon, to the City of Grants Pass; Approval of Order No. 2017-051

Mr. Brandes mentioned this has been posted and advertised and is scheduled for a public hearing on November 1, 2017 in the Anne Basker Auditorium. *Staff was directed to place Order No. 2017-051 under Administrative Actions on next week's Weekly Business Session Agenda.*

Commissioner Hare left the meeting at 9:38 a.m.

2) Contract for Waters Creek Slide Repair, Project No. 3670Slide17 (One original Contract filed with the County Clerk and one original Contract returned to Public Works)

Mr. Brandes advised this contract is with Timber Mountain Construction to fix the slide repair on Waters Creek Road. He asked that the Board sign the contract today so Timber Mountain can start working on Monday.

Commissioner DeYoung made a motion to approve Contract for Waters Creek Slide Repair, Project No. 3670Slide17, seconded by Commissioner Morgan. Upon roll call vote, motion passed 2-0; Commissioner DeYoung – yes and Commissioner Morgan – yes.

3. FINANCE REPORT and BUSINESS UPDATE

Arthur O'Hare, Finance Director, discussed the County is now doing the bi-weekly payroll and it went exceptionally well with no major issues.

A. Juvenile Detention Control System Upgrade (One original Industrial Systems, Inc. Letter returned to Finance)

Mr. O'Hare mentioned Facilities Services is overseeing the restoration of the Juvenile Justice Detention Center for opening mid-January 2018. Mr. O'Hare advised this contract is with the same company that installed and is upgrading the Adult Jail Control System.

Commissioner DeYoung made a motion to approve Juvenile Detention Control System Upgrade, seconded by Commissioner Morgan. Upon roll call vote, motion passed 2-0; Commissioner DeYoung – 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 reported.

5. BOARD BUSINESS

A. Review Board's Calendar

The Board reviewed their calendars for the next two weeks and there were no changes.

B. Matters from Commissioners

None heard.

Meeting adjourned at 10:14 a.m.

EXHIBITS:

Exhibit 1 – Information Systems Update October 26, 2017

Exhibit 2 - Josephine County Public Works 10 Year Budget (Revenue and Expenditure) Projections

Exhibit 1.
Admin
10/26/17

Information Systems Update October 26, 2017

Workstation/ Desktop

Installed 228 machines in the last year, out of 475 – the goal for the next year would be to replace 172 more – est 50-75 machines are not used or are used for proprietary purposes (can't be upgraded, aren't necessary)

300 Windows 10 machines, new or converted from Windows 7 – some of that increase in evolution is being enabled by the addition of the system administrator position

The goal is to have as many machines as possible on the second newest instance of Windows 10 available – that way we are not dealing with as many bugs and our issues tend to be more consistent so that when we fix them we have broader, more efficient maintenance.

Staff Best Practices/ Training

Phishing exercise for new employees

10 out of 40 on last phishing exercise – 25% is not good for an email with 2 misspellings and commercial links – 7 clicked through to the last link

Welcome Josephine!

Dearest employee,

As you know, government employee can take advantage of special discounts. Here are the current unbelievable **Black Friday** deals:

18% discount Amazon Prime - limited to one order.

3 months free Netflix

2nd Click

Unless you are CERTAIN that both the sender and contents of an email are legitimate, don't click on hyper links.

Read and learn more about "phishing" here.

3rd click

I just told you! It's not a good idea to click on links, but seriously this time, read about phishing on Wikipedia:

Read and learn more about "phishing" here.

IT orientation progress – so far – helping reduce phone issues but doesn't seem to have put a dent in reducing phishing response – turning names over to HR

We are working on a better onboarding process and termination online form to move people in with correct permissions and getting them off the system as quickly as possible when leaving –

Pursuing a safer alternative for external mail access

139 current sync phone users with email from county
244 have used the online web mail application

LexisNexis Crime reporting – should have an online mapping application for crime spots within the County in the next month or so.

Ordering process for storage replacement/upgrade – looking at January (Dell pricing)

People are watching youtube channel – less than 10 watch live but recordings are viewed typically 50 – 60 times by the next week’s meeting and some hot topic meetings are being viewed several hundred times.

Google Analytics – top ten pages – October

Property Data Search
Home Page
Jail – Inmate lookup
Assessor Main Page
Open Barrel Burning
Sheriff
Search Page
Treasury – Pay Taxes Online
Planning Page
Airport Cameras
Transit Schedule

Top 10 ways taxpayers get to our website

Browser	Pageviews
Chrome	10,667
Safari	4,500
Internet Explorer	3,272
Firefox	1,751
Edge	1,166
Samsung Internet	721
Android Webview	166
Amazon Silk	161
Safari (in-app)	67
Mozilla Compatible Agent	42

New staff hiring and turnover/moving generally – cooperation pretty good from departments – staying ahead of it but communication can be an issue

Josephine County Public Works
10 Year Budget (Revenue and Expenditure) Projections

Exhibit 2
Attn: IDP 2/17

DEPARTMENT/FUND: Public Works Operating Fund

Revenue:	2006-07 Budget	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
		Actual	Projections	Projections	Projections	Projections	Projections	Projections	Projections	Projections	Projections	Projections
State Highway Fund	4,500,000	6,080,101	5,900,000	6,064,000	6,244,000	6,259,000	6,201,000	6,131,000	6,146,000	6,130,000	6,157,000	6,142,000
Fees and Charges (For Service Work)	0	63,995	75,000	100,000	105,000	110,000	115,000	120,000	125,000	130,000	135,000	140,000
Intergovernmental Revenues	1,952,539	74,254	65,000	65,000	70,000	70,000	75,000	75,000	80,000	80,000	85,000	85,000
Interfund Payments	481,900	104,500	192,500	110,000	115,000	120,000	125,000	130,000	135,000	140,000	145,000	150,000
Miscellaneous Revenues	834,237	306,564	2,765,500	580,000	590,000	600,000	610,000	620,000	630,000	640,000	650,000	660,000
Revenue Subtotal	7,768,676	6,629,414	9,740,000	8,432,000	8,882,000	9,195,000	9,482,000	9,813,000	10,093,000	10,384,000	10,465,000	10,487,000
Beginning Fund Balance (PW)	7,772,553	4,055,696	3,555,080	3,347,680	3,214,680	3,246,680	3,331,680	3,518,680	3,851,680	4,279,680	4,813,680	5,243,680
Beginning Fund Balance (Reserves)	68,968	3,086,193	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786
Total Revenues	15,610,197	13,771,303	15,769,866	14,254,466	14,571,466	14,916,466	15,288,466	15,806,466	16,419,466	17,138,466	17,753,466	18,205,466
Expenditures:												
Personal Services	3,261,235	3,600,327	4,228,000	4,800,000	5,000,000	5,200,000	5,300,000	5,400,000	5,500,000	5,600,000	5,700,000	5,800,000
Materials & Services	2,532,618	1,312,343	1,415,900	1,500,000	1,550,000	1,600,000	1,650,000	1,700,000	1,750,000	1,800,000	1,850,000	1,900,000
Chip Seal		42,506	283,500	100,000	300,000	105,000	315,000	110,000	330,000	115,000	350,000	120,000
Resume Historically Necessary Chipseal Mileage				425,000	250,000	445,000	260,000	490,000	295,000	535,000	325,000	580,000
Capital Outlay Transfer	485,819	2,237,800	3,281,400	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Medium-Major Culvert Repair			150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Intergovernmental Payments	0	6,261	38,600	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
ISF	310,046	542,200	550,000	560,000	570,000	580,000	590,000	600,000	610,000	620,000	630,000	640,000
Reserve Adjustment		611,407	0	0	0	0	0	0	0	0	0	0
Expenditures Subtotal	6,589,718	7,741,437	9,947,400	8,565,000	8,850,000	9,110,000	9,295,000	9,480,000	9,665,000	9,850,000	10,035,000	10,220,000
Ending Fund Balance (PW)	9,020,479	3,555,080	3,347,680	3,214,680	3,246,680	3,331,680	3,518,680	3,851,680	4,279,680	4,813,680	5,243,680	5,510,680
Ending Fund Balance (Reserves)		2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786	2,474,786
Total Expenditures	15,610,197	13,771,303	15,769,866	14,254,466	14,571,466	14,916,466	15,288,466	15,806,466	16,419,466	17,138,466	17,753,466	18,205,466
Total Resources Provided (Needed)	0	0	0	0	0	0	0	0	0	0	0	0