

**County Administration Workshop: April 8, 2020**

**9:30 a.m. – Anne Basker Auditorium**

Attending: Commissioners Darin J. Fowler and Daniel E. DeYoung; (Lily N. Morgan participated via phone); Wendy Watkins, Recorder

Chair Darin J. Fowler called the meeting to order at 9:40 a.m.

**1. DEPARTMENT BUSINESS**

**A. Community Corrections**

**1) Contract for Personal Services with the Women's Crisis Support Team for Victim Assistance Services**

Nate Gairan, Community Corrections Director, explained in August 2019, the Local Public Safety Coordinating Council (LPSCC) approved an application for funding under the Justice Reinvestment (JRI) Grant Program to be submitted to the Criminal Justice Commission (CJC). A requirement of the grant application was to allocate 10% of the total JRI allocation to community-based victims services programs. As a result, a proposal from the Women's Crisis Support Team for increased domestic violence/sexual assault advocate services and safe housing staffing was included in the application and subsequently approved by the CJC. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

**2) Contract for Personal Services with Illinois Valley Safe House Alliance for Victim Assistance Services**

Mr. Gairan mentioned this is also from the JRI allocation (as mentioned above) and as a result, a proposal from the Illinois Valley Safe House for increased trauma informed services was also included in the application and subsequently approved by the CJC. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

**B. Public Works**

**1) Order No. 2020-020; In the Matter of Maintenance Repairs of Illinois River Bridge on Finch Road; Approving Temporary Closure of Roadway during Maintenance Repairs of Illinois River Bridge (One original Order and one original Report & Recommendation filed with the County Clerk)**

Rob Brandes, Public Works Director, said the Illinois River Bridge is the longest county bridge and was constructed in 1926 located west of Cave Junction. This bridge was identified as having adhesion failure of joint sealer at bridge expansion joints. Gaps in the bridge deck are approximately 2½ inches at the widest point. Maintenance repair work consists of removing and replacing deck expansion joints and cleaning and repairing of the existing roller bearings. This will be a 7-day road closure and the detour is about 12 miles long. *Commissioner Morgan made a motion to approve Order No. 2020-020; In the Matter of Maintenance Repairs of Illinois River Bridge on Finch Road; Approving Temporary Closure of Roadway during Maintenance Repairs of Illinois River Bridge; Report & Recommendation, seconded by Commissioner DeYoung. Upon roll call vote, motion passed 3-0; Commissioner Morgan – yes, Commissioner DeYoung – yes and Commissioner Fowler – yes.*

**2) Report & Recommendation for the Closure of Beacon Drive during the Beacon Drive Storm Drain Improvement Project (One original Order and one original Report & Recommendation filed with the County Clerk)**

Mr. Brandes mentioned Grants Pass Irrigation District (GPID) recently replaced a section of the Tokay Canal culvert crossing NE Beacon Drive. The storm drain connection to the Tokay Canal has been abandoned serving a portion of the storm drain in NE Beacon Drive as part of the GPID project. Pavement failure requires reconstruction of the street section of NE Beacon Drive. There will be rolling closures for the next several months. *Commissioner DeYoung made a motion to approve Order No. 2020-021; In the Matter of the Beacon Drive Improvement Project on NE Beacon Drive at Milepost 0.00 to 0.30; Approving Temporary Closure of Roadway during Construction; Report & Recommendation, seconded by Commissioner Morgan. Upon roll call vote, motion passed 3-0; Commissioner Morgan – yes, Commissioner DeYoung – yes and Commissioner Fowler – yes.*

**3) Contract for Beacon Drive Storm Drain Improvement Project with KOGAP**

Mr. Brandes discussed the need to make a permanent storm drain connection to the existing storm drain on NE Beacon Drive. Public Works has determined that storm drain construction is necessary to serve the drainage needs with larger pipes for increased capacity to accommodate widening and sidewalks improvements. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

**4) 2020 Fund Exchange Agreement No. 34140 for Azalea Drive Pavement Overlay Project**

Mr. Brandes mentioned this agreement is with ODOT to exchange State funds (\$492,502) for Federal funds (\$523,939) for the Azalea Drive Asphalt Overlay Project in Josephine County for the traveling public's safety. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

**2. FINANCE REPORT and BUSINESS UPDATE****A. Update on Enterprise Resource Planning (ERP) System for General Ledger, Cash Receipting, Asset Management and Contract Control System**

Sandy Novak, Assistant Finance Director, mentioned back in May 2019, the Finance Department put out an RFP to replace the Springbrook System that is in place now. There were two vendors who responded and we had a two-day demonstration on both systems, and we chose Central Square. Benton County, Linn County and Douglas County all found that Central Square had better recording modules and better user-friendly capabilities. Ms. Novak said the scope of work and the contract will be here by the end of the week. The Board agreed to move forward with the new system.

**B. Fund Name Changes**

Ms. Novak mentioned Finance has four funds that need to be renamed from trust fund to reserve fund. "Trust fund" is a neutral third-party holding assets for another entity, for the benefit of a second person or entity and "reserve fund" holds funds of the County with restrictions of use consistent with the intended reserve. Therefore, County Schools Trust Fund, Sheriff Forfeiture Trust Fund, Sheriff Programs Trust Fund and Human Service Programs Trust Fund shall all be renamed to Reserve Fund. *Staff was directed to create an Order and place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

**C. Josephine County Contracting with Rural Metro for work done at the Emergency Operations Center (EOC)**

Ms. Novak mentioned this is a new contract with Rural Metro for three highly skilled Rural Metro employees helping work at the EOC. We are unsure how long this emergency will last, but this personal services contract will end December 31, 2020 and it could cost up to \$250,000 for these three employees; however, we hope this emergency does not go through December 31, 2020. Ms. Novak mentioned Public Health received a grant for \$85,000 and that money will go towards the Rural Metro folks. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

**D. Contract Extension with Moss Adams for Financial Statement Audits**

Ms. Novak explained this three-year extension to an existing contract with Moss Adams will provide the audit of financial statements of our governmental activities. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Session Agenda.*

**3. 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.**4. BOARD BUSINESS****A. Fire Protection Committee Update**

Commissioner Fowler said the committee is ready to get to work and they are looking to the commissioners to commit to put something on the ballot when the process is complete. I do not feel it is ready for this November's ballot, but it will be on a future ballot. They have looked at the RFQ and asked if they can still meet electronically to discuss the RFQ. The Board agreed to allow the committee to meet virtually.

**B. Review Josephine County Personnel Policy 7.1 regarding Overtime Compensation for Exempt Employees**  
JJ Scofield, Human Resource Director, mentioned the Personnel Policy 7.1 was discussed due to the recent Covid-19 emergency regarding exempt employees receiving overtime during an emergency. Mr. Scofield said the history of this policy was written in 2008 and FEMA will only reimburse overtime, not straight time. An exempt employee does not get overtime. If it is budgeted it is available; however, we never budget for this, we only budget for things we know. How the policy is written and the structure of the policy is not clear. Mr. Scofield said he reached out to 18 different counties in Oregon and no one has a policy like this in place. His recommendation would be to eliminate the current policy because employees believe there is merit to compensate and he would like to take out the last couple of sentences in the policy. Commissioner Morgan said she disagrees and said when FEMA is involved, overtime can be provided when FEMA declares it is reimbursable. Commissioner Fowler and Commissioner DeYoung both agree it is a perfect time to adjust the policy and directed Mr. Scofield to write-up his recommendation and work with Commissioner Morgan and bring this back to next week's meeting. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

#### **LEGAL COUNSEL UPDATE**

**5. For WBS 4/15/20: Draft Order No. 2020-\_\_\_; In the Matter of Authorization of Sale of County Real Property Not in Use for County Purposes; 900 Hitching Post Road; approve closing documents**

Wally Hicks (via phone), County Legal Counsel, discussed the process of selling county property and the need for an official Board Order. 900 Hitching Post Road sold for \$455,000 in cash to OnTrack, Inc., An Oregon Nonprofit Corporation. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

Chair Darin J. Fowler called for Executive Session at 11:25 a.m. Minutes filed separately.

*Additional Attendees: Tamra Martin, Fairgrounds Director; JJ Scofield, Human Resource Director; Steve Dobbs, Risk Manager/ADA Coordinator; Arthur O'Hare, Finance Director; Sandy Novak, Assistant Finance Director; Shaun Hall, The Daily Courier. Joined via Phone; Wally Hicks, County Legal Counsel; Commissioner Morgan; Pat Ellison, Paralegal; Eve Arce, Treasurer; Helene Lulich, Real Property Manager; Josh Eastman, District Attorney; Augustus Ogu, Assistant County Legal Counsel*

#### **6. EXECUTIVE SESSION**

- a. **Confidential memo re: Hutchison and Waterman v. Josephine County, et al - Demand Letter re: Class Action lawsuit seeking Foreclosure Revenue - ORS 192.660(2)(f)&(h)**
- b. **Confidential memo re: Thompson v. Columbia County, et al; USDC 3:20-cv-00490; COVID-19 Class Action by Inmates - ORS 192.660(2)(f)&(h)**
- c. **Confidential memo re: Abolish Abortion Oregon vs. County of Josephine, et al; USDC 20-486-CL; Fairgrounds lawsuit - ORS 192.660(2)(f)&(h)**
- d. **Lease of real property at 322 F Street - ORS 192.660(2)(e)**
- e. **Termination of Land Sale Contract - ORS 192.660(2)(e)**

**Executive Session Adjourned at 12:28 p.m.**

The Board reported the following:

Agenda Item #6(a): Discussion only.

Agenda Item #6(b): Discussion only.

Agenda Item #6(c): Discussion only.

Agenda Item #6(d): Commissioner Morgan made a motion to authorize Legal Counsel to give permission for the emergency use of the building and the lease of the building for Options for Southern Oregon for 5-months, seconded by Commissioner Fowler. Upon roll call vote, motion passed 3-0; Commissioner Morgan – yes, Commissioner DeYoung – yes and Commissioner Fowler – yes.

Agenda Item #6(e): The Board asked Legal Counsel to come up with a solution and bring it back to the Board for consideration.

**LEGAL COUNSEL UPDATE CONT'D**

**7. Additional Subjects/Matters from Commissioners – ORS 192.640(1)**

Mr. Scofield mentioned all employees working at Juvenile Justice are all being trained in the detention facility.

Meeting adjourned at 12:36 p.m.