

**County Administration Workshop: May 13, 2020**

**10:00 a.m. – Board of Commissioners' Office via Zoom**

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

Chair Darin J. Fowler called the meeting to order at 10:30 a.m.

**1. LEGAL COUNSEL UPDATE**

**A. Request for Public Hearing and Board Order regarding Asante Bond Insurance**

Wally Hicks, County Legal Counsel, mentioned we have been asked by bond counsel, for the Hospital Facilities Authority of the City of Medford, to assist them in scheduling a public hearing on a proposed issuance of revenue bond for Asante. The hearing will be in front of the Board, who will also be asked to consider an Order at the time set for the hearing. We have assisted Bond counsel with a number of these hearings through the years, most recently in 2016, and they anticipate that this hearing will look very similar to that. The hearing is required by the Internal Revenue Code, and we are informed by bond counsel that the IRS is temporarily allowing these types of hearings to be held by phone or other electronic means. Bond counsel is requesting that the hearing be scheduled at a regular Weekly Business Session for June 3, 2020. *Staff was directed to place this item on the June 3, 2020 Weekly Business Session.*

**B. City of Grants Pass Address Request Form, for County Property at 1401 Pansy Lane, Redwood Highway (2 parcels without addresses)**

Helene Lulich, Real Property Manager, mentioned two lot parcels at the Fairgrounds need to have addresses attached to them. Parcel 1 needs an address because that is where the new entertainment venue will be and parcel 2 does not require an address but we should address that one as well. Commissioner Fowler explained with this being Josephine County property, and a lease on that property for a private business, this property will be on the county tax rolls. *Commissioner Morgan made a motion to approve the City of Grants Pass Address Request Form, for County Property at 1401 Pansy Lane, Redwood Highway (2 parcels without addresses) and authorizing Commissioner DeYoung, as liaison, to sign on behalf of the Board, seconded by Commissioner DeYoung. Upon roll call vote, motion passed 3-0; Commissioner Morgan – yes, Commissioner DeYoung – yes and Commissioner Fowler – yes.*

**C. Proposed draft Contract with Public Consulting Group for Consulting Services for County Fire Protection**

Mr. Hicks said last week the Board authorized Legal Counsel to negotiate a contract with the sole respondent to the Fire Consulting Service RFP, Public Consulting Group, and we asked them to provide a fee schedule and we have not received that yet. Mr. Hicks addressed section 3.4 Final Report and section 3.5 Feasibility Statement. There is an existing feasibility statement out there somewhere from either 2006 or 2008. Commissioner DeYoung advised he is interested in reviewing that feasibility study and said the consultant should review it as well, they need all the data and evidence they can gather before making a decision. Commissioner Morgan would ask the consultant to create a professional product to meet all the requirements. Mr. Hicks acknowledged to checking their references and they checked out. The work should be completed by May 31, 2021 and should be completed before the next fiscal year.

**D. Response/Comment to Petition to List Oregon Coast Spring-Run Chinook Salmon as Threatened or Endangered Under the Endangered Species Act**

Mr. Hicks asked if the Board would like to respond or comment to the petition. The Board agreed this did not affect the Rogue River and will not comment at this time.

**2. DEPARTMENT BUSINESS****A. Public Works**

- 1) **Easement for Winter's Property Located at 4950 Fish Hatchery Road** *(One original Easement returned to Public Works to be recorded)*

Rob Brandes, Public Works Director, mentioned Fish Hatchery Road has a continuing problem with flooding on the road during large rain events. Public Works needs to install a new culvert under Fish Hatchery Road and across Winters property to Cheney Creek. Commissioner DeYoung made a motion to approve the Grant of Easement and Agreement for Bobbie & Laurence Winters Property located at 4950 Fish Hatchery Road, seconded by Commissioner Morgan. Upon roll call vote, motion passed 3-0; Commissioner Morgan – yes, Commissioner DeYoung – yes and Commissioner Fowler – yes.

**B. Human Resource**

- 1) **Finance Director's Resignation**

JJ Scofield, Human Resource Director, mentioned Arthur O'Hare, Finance Director, has given his resignation. When a director leaves, we post the position, and it can be an internal recruitment, or an external recruitment and Mr. Scofield recommends an internal recruitment. The Board agreed to recruit for the Finance Director internally. The Board delegated the Human Resource Director and the Finance Director to manage the recruitment process and bring the final candidates to the Board.

**3. FINANCE REPORT and BUSINESS UPDATE****A. Small Business Assistance Grant Application**

Arthur O'Hare, Finance Director, explained Josephine County's small businesses have been losing income and Mr. O'Hare contacted the Small Business Development Center (SBDC) to address this issue and they are willing to help and oversee this Small Business Assistance Grant process and incorporate this into their existing programs. We have a fillable form and businesses can get up to \$1,500 a month to help with rent, utilities, etc. anything to help the business stay afloat. We can offer up to \$100,000 which will come out of the Economic Development Fund to target those businesses that the City of Grants Pass did not address in their program. Larger businesses can ask for federal government money and smaller businesses do not have that technical expertise in their office. Commissioner Fowler said we can help 50 to 75 businesses and hope they take advantage of this program. Commissioner Morgan made a motion to approve the Small Business Assistance Grant Application effective Friday, May 15, 2020 up to \$100,000 of Economic Development Funds, seconded by Commissioner DeYoung. Upon roll call vote, motion passed 3-0; Commissioner Morgan – yes, Commissioner DeYoung – yes and Commissioner Fowler – 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. Discuss State of the County Event scheduled for June 11, 2020**

The Board discussed having a virtual State of the County this year. Commissioner Morgan would like to reach out to the Board of Realtors to see if a virtual meeting will meet their requirements. Commissioner Fowler asked that we discuss this again at next week's County Administration Workshop.

**B. Matters from Commissioners**

Commissioner Morgan said Juvenile Justice would like permission to open their front counter window. The Board agreed. Commissioner Fowler asked whether we should reopen the Courthouse on Friday, May 15, 2020 and Commissioner Morgan said per the Governor's order, we should still continue to telework until further notice. Commissioner Fowler said we have a Land Use Hearing planned for Monday, May 18, 2020 and wanted direction on whether to have a zoom meeting or have it held in the Anne Basker.

Commissioner Morgan would like to have the meeting on zoom. The Board agreed to continue with the Land Use Hearing via Zoom.

Meeting adjourned at 11:59 a.m.