

County Administration Workshop: May 20, 2020

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

Attending via Zoom: 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. SHERIFF

A. BJA FY20 Coronavirus Emergency Supplemental Funding Program Award

Aurora Frost, Senior Administrator Supervisor, mentioned the Sheriff's Office applied for a CESF program and was awarded \$58,008 to prevent, prepare and respond to the covid pandemic. Ms. Frost mentioned this money will help cover the additional expense for PPE, cleaning supplies and overtime should we have staff that test positive. Commissioner Morgan made a motion to approve the BJA FY20 Coronavirus Emergency Supplemental Funding Program Award and allowing Sheriff Daniel to sign the grant award, seconded by Commissioner DeYoung. Upon roll call vote, motion passed 3-0; Commissioner Morgan – yes, Commissioner DeYoung – yes and Commissioner Fowler – yes.

2. DEPARTMENT BUSINESS

A. Community Development

1) Findings of Fact & Decision; In the Matter of an Appeal of a Director's Decision to Deny a Non-Conforming Use Determination; Owner: Benjamin Runyon; Legal: T 36, R 06, Sec 21-A0, TL 2400

James Black, Deputy Director Planner, explained the Board heard this appeal on February 3, 2020 and continued the hearing to April 6, 2020 for decision. The Board approved the determination of non-conforming use and now needs to adopt the Findings of Fact to make the decision final. *Staff was directed to place the item under Administrative Actions on next week's Weekly Business Session Agenda.*

B. Human Resources

1) Finance Department

i. Accountant I-II

JJ Scofield, Human Resources Director, mentioned Finance wants to have a different structure in their office and this will allow for two accountants who are classified as exempt to move to the non-exempt position. The Board agreed to the new job description.

2) Parks Department

i. Parks & Recreation Field Support

ii. Parks & Recreation Coordinator

iii. Parks & Recreation Senior Department Specialist

These items will be tabled until next week's County Administration Workshop on May 27, 2020.

3) Community Development

i. Natural Resource Specialist I, II, III

This item will be tabled until next week's County Administration Workshop on May 27, 2020.

4) Human Resources Department

i. Human Resources/Payroll Assistant

ii. Human Resources Analyst

iii. Human Resources Director

iv. Human Resources Generalist

These items will be tabled until next week's County Administration Workshop on May 27, 2020.

C. BCC Executive Office Manager Report**1) BCC Office Status in Phase 1**

Annette Sorensen, Executive Office Manager, said she would like to start getting the Board's meetings back to the original schedule, introduce General Discussion meetings again on Tuesday and start phasing back to a normal reality. Commissioner Fowler encouraged folks to work from home if they can still do so and would like to get back to a normal schedule but is in no hurry.

2) Discuss State of the County Event scheduled for June 11, 2020

Ms. Sorensen said she is working with Jason Roberts, Public Information Officer, on creating a prerecorded presentation and putting it on the County's youtube channel. The Rogue Valley Realtors Association would like to participate and they like the zoom option. Ms. Sorensen will reach out to the realtors to find a mechanism that will work for everyone.

3. FINANCE REPORT and BUSINESS UPDATE

Arthur O'Hare, Finance Director, said he has been working with RCC SBDC and IVCANDO to get the Small Business Assistance Application Grant program up and running and there was concern that if they got a flood of applicants on Friday they will not be able to get to them processed until the following Tuesday and they do not want businesses waiting. Mr. O'Hare said we need to wait and roll it out properly. The Board agreed to roll this program out officially on Tuesday, May 26, 2020.

A. Review of Current Year's Budget

Mr. O'Hare said we are not discussing the budget, adding/taking away FTE or an employee's performance; that is the purview of the Budget Committee, we are discussing the Executive Office Manager position only. JJ Scofield, Human Resource Director, said the Budget Committee did request each individual Board members thoughts on the value of the position in the Board of Commissioners Office. Wally Hicks, County Legal Counsel, said the position does help Legal Counsel with Public Records Requests which has been a nice adjustment with how things used to be. Mr. Scofield has four questions he would like the Board to answer on how the position of the Executive Office Manager added value in the following areas:

1. Internal BCC office efficiency and effectiveness.
2. County-wide communication and coordination with BCC and Departments.
3. Alleviation of Legal Department's workload.
4. Communication/outreach of BCC with general public.

The Board agreed to submit their answers to the following questions to Mr. Scofield and Mr. O'Hare by Friday, May 22, 2020.

- 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. Matters from Commissioners**

Commissioner Morgan made a motion to approve a letter of support to Governor Brown regarding Oregon State Police (OSP) staying in Grants Pass, seconded by Commissioner DeYoung. Upon roll call vote, motion passed 3-0; Commissioner Morgan – yes, Commissioner DeYoung – yes and Commissioner Fowler – yes.