

**County Administration Workshop: September 12, 2019**

**9:00 a.m. – Board Conference Room**

Attending: Commissioners Darin J. Fowler and Daniel E. DeYoung (Lily N. Morgan was attending meetings in Washington DC); Nicole Mannan, Recorder

Vice Chair Darin J. Fowler called the meeting to order at 9:00 a.m.

**1. SHERIFF**

**A. City of Cave Junction Contract Deputy Agreement**

Aurora Frost, Senior Administrative Supervisor, explained that this is a renewal to an existing agreement with the City of Cave Junction to pay for a deputy to be there 40 hours a week. Ms. Frost said that there are no changes to the agreement other than a standard raise in pay for the deputy. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Agenda.*

**B. Intergovernmental County-City Lease Agreement for Sheriff's Office Sub-Station Amendment No. 5**

Ms. Frost explained that this is a renewal of an existing agreement and there are no changes from the previous contract. *Staff was directed to place the item on the Consent Calendar on next week's Weekly Business Agenda.*

**2. DEPARTMENT BUSINESS**

**A. Human Resources**

**1) Request for Job Description Updates in Public Works**

- a. Road Worker I**
- b. Road Worker II**
- c. Road Worker III**
- d. Road Worker IV**

JJ Scofield, Human Resources Director, explained that there is some updated safety language and licensing requirements for various levels of the Road Worker positions. The Board directed Mr. Scofield to move forward with the updates to the Road Worker job descriptions.

**2) Request for Job Description Updates in Board of County Commissioners**

**a. Board Administrative Secretary**

Mr. Scofield explained that the job description change was intended to reflect the reality of the tiered system currently occurring with the BCC staff. Mr. Scofield said that level two is a lead worker who trains staff and acts as a backup for the Executive Office Manager. Commissioner DeYoung said that he would like to table this item until he can get a clearer picture of what it means for the office. Commissioner Fowler agreed.

**3) Request for Job Description Updates in Fairgrounds**

**a. Fairgrounds Director**

Mr. Scofield talked about a wage analysis that was recently completed for this position, and he recommended a salary change from D1 to D3, based on that analysis. The Board agreed that Mr. Scofield could move forward with this change.

**b. Fairgrounds Maintenance Worker I-II**

Mr. Scofield talked about the two-tiered structure that they would like to bring back to the Fairgrounds staff, to differentiate between the skill levels required for various tasks. Commissioner DeYoung expressed concerns about compensation levels and being competitive in recruiting and retaining qualified employees county-wide. Commissioner DeYoung said he thinks the Fairgrounds is now running at a level where they should be taking this into consideration in order to retain qualified employees. Mr. Scofield explained that he is recommending changes to increase the pay from the lowest range, while maintaining parity with other departments. The Board directed Mr. Scofield to move forward with the updated job descriptions.

**c. Event Coordinator**

Mr. Scofield explained that this is a brand new position which will help the Fairgrounds bring events in. Tamra Martin, Fairground Director, explained that this position will involve a lot of marketing and taking care of all the details. Commissioner DeYoung and Commissioner Fowler expressed support for having an event coordinator to keep up with the increased activity at the Fairgrounds. Ms. Martin explained that this position could be funded within her current budget. Ms. Martin explained that filling this position would allow the Fairgrounds to be more proactive in hosting and promoting events. The Board agreed to move forward with this position.

**4) Request for Fairgrounds Position Restructuring**

Mr. Scofield explained that the restructuring is intended to reflect the levels of staffing that are required due to recent increases in activity at the Fairgrounds, and includes the new Event Coordinator position. The Board directed Mr. Scofield and Ms. Martin to move forward with the restructuring.

**3. FINANCE REPORT and BUSINESS UPDATE****A. Fee Changes and Tentative Timeline**

Arthur O'Hare, Finance Director, explained that there is a formal process to change fees, which is initiated annually in September. The process takes about 90 days, and involves a public hearing process before new fees can be adopted. Mr. O'Hare said that he anticipates a January 1, 2020 date to activate the new fees. Mr. O'Hare explained that this process was approved by the voters in 2000. Commissioner Fowler asked about how the new fees are determined, and whether they were linked to the Consumer Price Index. Mr. O'Hare said that some fees are set by the State, and that others are intended to rise incrementally based on the cost of providing the service paid for by the fees.

**B. Replacement of Assisted Hearing Equipment at Anne Basker and Addition of Second Control Panel for Auditorium Audio/Visual Control**

Mr. O'Hare talked about the ongoing improvements to the audio/visual equipment at Anne Basker. Mr. O'Hare said that this is a \$7,000 purchase of equipment to assist hearing impaired citizens with specialized headsets. Mr. O'Hare explained that this purchase was an addition to a previously approved project, and that it is under the threshold for the department head to sign off on, but that they all wanted to keep the Board informed of the expenditure.

**C. IGA No. 159280 between the State of Oregon and Josephine County**

Mr. O'Hare explained that this is a renewal of an existing agreement with the State, and that 100% of the money is passed on to Options to provide mental health services. Commissioner DeYoung made a

*motion to approve IGA No. 159280 between the State of Oregon and Josephine County and delegated the Chair to sign on behalf of the Board, seconded by Commissioner Fowler. Upon roll call vote, motion passed 2-0; 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. Matters from Commissioners**

Commissioner Fowler spoke about the Parks Department picnic he attended yesterday, and that it was a nice celebration of all the work put in by staff and volunteers throughout the year. Commissioner Fowler reminded everyone of today’s ribbon-cutting ceremony for the new commercial kitchen at the fairgrounds.

Meeting adjourned at 9:40 a.m.