

**CROOK COUNTY COURT MINUTES
OF MARCH 4, 2022 SPECIAL SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a Special Session on March 4, 2022, at 10:00 a.m. in the Airport Conference room located at 4585 SW Airport Road, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford, Commissioner Jerry Brummer and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via WebEx: Legal Counsels Eric Blaine and John Eisler; Administration Executive Assistant Amy Albert; Assessor Jon Soliz; Clerk Cheryl Seely; Director Will VanVector; District Attorney Kari Hathorn; Director Joe Viola; Manager Casey Daly; Director Katie Plumb; Director Kim Barber; Manager Sydney Chandler; Manager Jeff Merwin; Director April Witteveen; Sheriff John Gautney; Administrative Assistant Stephanie Wilson; Director Dodge Kerr; Veteran Service Office Sean Kirk; Andy Parks and Mike Erwin.

SPECIAL SESSION

County Court met with in a Special Session with individual departments to discuss the County's budget.

Community Development Director Will VanVector spoke of staffing issues the building department is having with employing certified inspectors, due in part to lower pay then surrounding counties. Community Development is outgrowing their current office space, once the Justice Center is built there will be more space available in the Courthouse.

Assessor Jon Soliz appeared at a prior work session regarding the purchase of imagery, this purchase would allow the Assessors Office to maintain a growing workload with no additional staff. This next fiscal year, the Assessor's Office will be reappraising properties and picking up omitted properties. The Court requested Mr. Soliz present the Court with an outline of his plan.

Sheriff John Gautney is having difficulty maintaining staff within patrol and the jail, there are currently two patrol openings at the Sheriff's Office. The Sheriff's Office current needs are new vehicles, ammo, uniforms, training and higher wages.

District Attorney Kari Hathorn is hoping to get forfeitures back from Deschutes County in the future to help fund training costs. The District Attorney's Office is currently short one attorney but would like to add another district attorney position in the near future. They DA's Office does have some technology issues, which is creating a challenge, as they are a paperless office.

Library Director April Witteveen is having staffing issues and expressed concern that the Libraries current staff may begin to experience burnout. The library is twenty years old and needs the HVAC system updated, along with some cosmetic updates to the outside of the building. It was suggested Ms. Witteveen seek donations from Meta.

Clerk Cheryl Seely stated the biggest issue for the Clerk's Office is storage. The Clerk's Office has retention dates that must be met but space is limited. A possible solution would be securing some of the County's cages or storage sheds and transferring records. The Clerk's Office currently has a part-time employee and are hoping to move her to full-time when funds become available.

Health Department Director Katie Plumb is experiencing a staffing shortage within preventative programs but has enough staff in the clinic. Ms. Plumb is hoping to build up her staff through cross training and education. Within the next fiscal year, the Health Department will have one staff member working out of the Best Care office and another working out of the school, helping offset over crowding the Health Department is beginning to experience. The Health Department may also utilize the Beaver Street building. Ms. Plumb has meetings set up with Pacific Source in hopes of securing more funding.

Veteran Service Office Sean Kirk would like to hire an administrative assistant to help with community outreach and to ensure the Veteran Service Office is open during regular business hours.

Fairgrounds Manager Casey Daly has a full-time position open but has not receive any interest. The Fairgrounds has experienced revenue lost due to events being cancelled in response to the pandemic. Mr. Daly discussed several ideas for bringing revenue to the Fairground, including a possible RV park. The Fairgrounds has a need for an additional livestock building, the funding for this building maybe donated and would bring additional revenue.

Landfill Manager Jeff Merwin was able to pay for the Landfill's new scale from the past year's revenue. Mr. Merwin was asked to draft a solid waste management plan.

County Counsel Eric Blaine informed the Court that Mr. Bischoff, the County's current counsel for labor negotiations will be retiring soon and the County will need to seek new representation. Mr. Blaine stated the issues the County is currently dealing with are staffing retention, mental health funding, PERS liabilities, record retention and enterprise zone payments.

Human Resources Director Kim Barber will be transitioning her office to paperless; this will mean scanning in all employee records. Ms. Barber is hoping to implement County wide training programs and mental health programs. Some of the challenges the County has when hiring new staff and retaining current staff have to do with salary, benefits and hybrid work schedules. The biggest issue for Human Resources will be focusing on is their ability to communicate more effectively with County staff.

IT Manager Sydney Chandler is focusing on updating the County's ransom wear, this is something that needs constant upkeep. IT is experiencing issues with obtaining new computers but is placing orders as they are able. Ms. Chandler is hoping to create a map of the County's fiber outlay.

Facilities Director Joe Viola will be meeting with individual departments to prepare a capital outlay plan. In the future the Facilities Department is hoping to purchase a new pickup and table saw.

Finance Director Dodge Kerr will be creating a strategic plan for the Finance Department that will align with the County's strategic plan. Mr. Kerr will be creating desk manual policy and procedures for every position within his department. The Finance Department currently has many software programs in use, Mr. Kerr is hoping to switch to one software program.

There being no further business before the Court, the meeting was **adjourned at 4:00 p.m.**

Respectfully submitted,

Amy Albert