

**CROOK COUNTY COURT MINUTES
OF FEBRUARY 14, 2024, WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on February 14, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford, Commissioner Susan Hermreck, and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Community Development Director Will Van Vactor; Landfill Manager Jacquie Davis; Office Manager Alexandria Solterbeck; Office Assistant Rebecca Keegan; Fairgrounds Manager Casey Daly; Health and Human Services Director Katie Plumb; Assessor Jon Soliz; Clinical Supervisor Kim Fox; Library Director Sarah Beeler; Extension Manager Kim Herber; Chief Information Officer Stephen Chellis; Road Superintendent Brad Haynes; Finance Director Christina Haron; Budget Analyst Jamie Berger; Airport Manager Kelly Coffelt; Health Strategist Shelby Fisher; Appraiser Jason Elliott; Assessment Technician Stephanie West; Sheriff John Gautney; Clerk Cheryl Seely; Chief Administrative Deputy Stephanie Wilson; Assessment Technician Linda Pepper; Modernization Manager Stephanie O'Neal; Under Sheriff Bill Elliott; C. Kruegar; Katie Slattery; Heather Roberts; Mike Ervin; and members of the public.

WORK SESSION

The meeting was **called to order at 9:00 a.m.**

Public Comment: None

Discussion item #1: Application for Teen Internship grant through State Library of Oregon:

Requester: Sarah Beeler

Details: Library Director Sarah Beeler attended the Work Session to introduce a potential grant opportunity available through the State Library of Oregon. The grant aims to support teen interns, who must be juniors or seniors in high school, with each intern receiving \$5,000. These interns would assist in organizing special team programming and contribute to the Summer Reading Program. Given the presence of teen volunteers at the library presently, they are considered prime candidates for this opportunity. This item will be added to the consent agenda for final approval on February 21st.

Discussion item #2: 2023-2025 IGA for the Financing of Local Public Health Services in Crook County Agreement #180007-6:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the Work Session to introduce revisions to the Public Health Services agreement. This marks the 6th amendment to the 2023-2025 IGA (Intergovernmental Agreement) for the Financing of Local Public Health Services in Crook County under Agreement #180007-6. As part of routine updates to program-level funding, this particular amendment pertains to PE12-01 and PE40-01. It entails an increase of \$5,304 in the Public Health Emergency Preparedness & Response budget and a reduction of \$12,838 in unspent WIC (Women, Infants, and Children) funds due to staffing adjustments. This matter will be included in the consent agenda for final approval on February 21st.

Discussion item #3: Justice Center - Network Hardware - Fortinet:

Requester: Stephen Chellis

Details: Chief Information Officer Stephen Chellis attended the Work Session to present details regarding the Network Hardware with Fortinet for the Justice Center. Despite efforts, three comparable quotes couldn't be obtained. CDWG serves as our primary vendor for Fortinet network equipment and is an authorized reseller. The intention is to proceed, taking into account the exemption outlined in Crook County purchasing code 3.12.090 (13). This code allows any department of the county to bypass competitive bidding or quoting if it is deemed necessary by the county court to maintain continuity within an existing system by purchasing a specific type or class of materials from a particular vendor or manufacturer. The specified amount for Fortinet stands at \$76,006.53.

MOTION to spend \$76,006.53 for the network hardware for the Justice Center. Motion seconded. No discussion. Motion carried 3-0.

MOTION to authorize Stephen Chellis to sign the electronic purchase order on behalf of Crook County. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #4: Annual Cohesity Support Renewal:

Requester: Stephen Chellis

Details: Chief Information Officer Stephen Chellis attended the Work Session to discuss the Annual Cohesity Support Renewal, which pertains to our on-premise server technology. This hardware is responsible for hosting all on-premise services, including Active Directory, Email, and GIS. The renewal cost for the upcoming year is \$25,510.98, covering the period from March 22, 2024, to March 21, 2025. This matter will be included in the consent agenda for final approval on February 21st.

Discussion item #5: Draft order regarding an update to the County's drug-free workplace policy:

Requester: Eric Blaine

Details: County Counsel Eric Blaine proposed to the Court an order regarding Crook County's drug-free workplace policy. This policy is outlined in the County's comprehensive employee handbook, which details how the County will enforce a drug-free workplace. Numerous contracts and agreements that the County has entered into mandate the inclusion of such a policy, specifying various terms that must be covered. One of these mandatory terms is that an employee convicted of a drug-related offense

must inform the County as their employer within 5 calendar days of the conviction. Currently, the County's policy requires notification of conviction (including a plea of no-contest) within 5 business days. To align with the requirements of the intergovernmental agreements, the attached order proposes amending the County's employee handbook to stipulate that notification of conviction must be provided within 5 calendar days. This proposal will be added to the consent agenda for final approval on February 21st.

Discussion item #6: Discussion regarding solid waste franchise agreement with Republic Services:

Requester: Andy Parks

Details: During the Work Session, Contract County Administrator Andy Parks addressed the franchise agreement with Republic Services. Crook County currently holds a franchise agreement with Republic Services for solid waste management. This agreement outlines specific services and requires a six-year notice for termination. To improve service quality and address deficiencies, Crook County Landfill has posted a complaint form on the County's website to gather customer feedback. Both local complaints and an accumulation of grievances in Deschutes County prompted the Deschutes County Board of Commissioners to decide, after extensive deliberation, to issue a termination notice for their agreement with Republic Services, which also features a six-year notice provision. The discussion today revolved around whether the Court wished to allocate staff resources towards initiating a process to gather further information for potential termination notice. It's important to note that reallocating staff time to this endeavor may come at the expense of addressing other pressing matters staff are currently fully engaged with.

Discussion item #7: Consider contract for HRIS Project Management Consultant:

Requester: Andy Parks

Details: Andy Parks, the Contract County Administrator, participated in the Work Session to explore the potential engagement of a project management consultant for the HRIS project. The County had issued a Request for Qualifications (RFQ) aiming to procure a Human Resources Information System (HRIS) to modernize its outdated HRIS and paper-based processes. After receiving five responses, the County formed an evaluation/implementation committee comprising six employees guided by subject matter experts in Human Resources, Finance, and Information Technology. Upon assessing the current staff resources, corroborated by a consulting team's evaluation and the preparation of a roadmap for our HR department, it was determined that there is insufficient staff capacity or expertise to successfully execute the project. Subsequently, an individual with twenty years of Human Resources experience, including HRIS implementation, was identified as having the requisite capacity to serve as the Project Manager. Additionally, this individual could provide limited assistance for other HR matters as needed. It's worth noting that this individual is the spouse of a county employee, and ethical considerations were thoroughly discussed. This item will be discussed again at the Regular Session on February 21st.

Discussion item #8: Update on Justice Center and Courthouse:

Requester: Seth Crawford

Details: During the Work Session, Contract County Administrator Andy Parks presented an update to the Court regarding developments concerning the Justice Center and the Courthouse. A draft forecast for the Justice Center was provided, detailing resources, expenditures, beginning and ending balances. Previously, a space needs assessment was conducted to anticipate the required space for County departments. Among the proposed options is the construction of an addition on the east side of the Courthouse, incorporating restrooms and elevators to serve both the new building and the existing Courthouse. The estimated cost for the Courthouse project stands at approximately \$25 million, requiring an additional \$17 million in funding to complete necessary adjustments. Discussions are ongoing regarding the placement of the Health Department, considering the future expansion of Mosaic. Regarding the Data Center forecast, it's noted that by 2028, Facebook properties will begin contributing to tax revenue, although exemptions for Facebook and Apple still apply. Mr. Parks will provide ongoing updates to the Court regarding developments concerning the Justice Center and Courthouse.

Administrator Report:

Andy Parks - Employee Meetings - employee only meetings are continuing with individual departments regarding the accrued leave policy, non-standard work schedule discussions and updates pertaining to the HRIS and ERP rollout with departments. Vance Jacobson will go through the compensation study remotely and any questions that may arise from employees.

Court Member Updates:

Commissioner Barney - Ochoco Irrigation District is working on a floating solar project and requested a letter of support from the County Court to apply for grant money and to help support future modernization projects.

MOTION to sign and approve the letter from Ochoco Irrigation District regarding the floating solar project. Motion seconded. No discussion. Motion carried 3-0.

Judge Crawford – Met with a guy from Jeff Merkley’s office and had a good conversation with him regarding the water issues and wolf issues. Congressman Cliff Benz is coming next week to Carrey Foster for a town hall meeting specifically regarding the wolf concerns.

Commissioner Barney - Justice Center Update – Construction is moving along nicely, and the generator will be set tomorrow. Will start some outside updates next week which include sidewalks, streetlights, sprinkler systems and landscaping. We will have to run an electrical conduit from the Justice Center to the parking lot for the streetlights. A tour is taking place for the Road Department tomorrow and additional tours have been set up for other departments.

At 10:16 a.m. the Court read into Executive Session under the following statute(s): ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed; ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

EXECUTIVE SESSION

At the conclusion of the Executive Session, the County Court convened back into Open Session, inviting members of the public into the meeting room.

There were no motions made at the end of Executive Session.

There being no further business before the Court, the meeting was **adjourned at 11:17 a.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp