

**CROOK COUNTY COURT MINUTES
OF FEBRUARY 21, 2024, REGULAR MEETING
Open Portion**

Be It Remembered that the Crook County Court met in a Regular Court meeting on February 21, 2024, at 9:00 a.m. in the County meeting room located at 320 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; Finance Director Christina Haron; Chief Information Officer Stephen Chellis; Health and Human Services Director Katie Plumb; Clerk Cheryl Seely; District Attorney Kari Hathorn; Community Development Director Will Van Vactor; Assessor Jon Soliz; Airport Manager Kelly Coffelt; Library Director Sarah Beeler; Contract County Administrator Andy Parks; Human Resources Generalist Amy Albert; Administrative Assistant Breyanna Cupp; Office Manager Alexandria Solterbeck; Under Sheriff Bill Elliott; Chief Administrative Deputy Stephanie Wilson; Health Strategist Shelby Fisher; Assessment Technician Stephanie West; Assessment Technician Linda Pepper; Modernization Manager Stephanie O’Neal; Natural Resources Policy Coordinator Tim Deboodt; Krystal Chellis; Mike Ervin; Monty Kurtz; Carol Benkosky; Wade and Angela Rogers; Steve Hannas; and members of the public.

REGULAR SESSION

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

Public Comment:

Monty Kurtz – Last week Mr. Kurtz inquired about capital improvement projects, expressing interest in a comprehensive master plan illustrating potential projects and their financial implications. He advocated for the creation of both five-year and ten-year plans, emphasizing the importance of outlining goals and providing information to the community through public forums. Mr. Kurtz expressed dissatisfaction with the level of communication regarding the Justice Center.

Additions/Removals: None

Consent Agenda:

1. Application for Teen Internship grant through State Library of Oregon
2. 2023-2025 IGA for the Financing of Local Public Health Services in Crook County Agreement#180007-6
3. Annual Cohesity Support Renewal
4. FAA Response Letter
5. Oregon – Idaho Advisory Question SEL 801

6. Vehicle Purchase Order – Approval to Sign

MOTION to pass the Consent Agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #7: Request for tipping fees at the County Landfill:

Requester: Carol Benkosky

Details: Carol Benkosky, Crook County Rotary Club, attended Regular Session to make a request for tipping fees. Rotary Club of Crook County is requesting that the County Court continue to support the bi-annual Ochoco Creek clean-up by agreeing to pay for the "tipping" fees at the County Landfill. Republic Services has agreed to provide the dumpster and transportation of the trash to the landfill. This will be the seventh year of providing two clean-up days per year in and along the banks of Ochoco Creek from Willowdale to Gardner Street. The Rotary Club generally collects about 600 lbs. of trash and 2-6 tires twice a year.

MOTION to meet the request for the County receiving the tipping fees from the Rotary Club Ochoco clean-up in the amount of \$200.00. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #8: Signatures for final plat:

Requester: Angela Rogers

Details: Angela Rogers, Roger Enterprises, LLC, attended the Regular Session to obtain signatures on a final plat for a new subdivision. The plat will be signed before moving into Executive Session.

MOTION to sign the final plat on Parkview Estates. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #9: Signatures for final plat:

Requester: Steve Hannas

Details: Steve Hannas, DOWL, attended the Regular Session to obtain signatures on a final Subdivision plat for Ochoco Lumber Company. The plat will dedicate public right of way. Approval of the plat of Ochoco Mill 4 including the acceptance of dedications to the public for street right of way. The plat will be signed before moving into Executive Session.

MOTION to sign the subdivision plat for Ochoco Lumber Company. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #10: Request for Support: Heart of Oregon Corps' Central Oregon Youth Conservation Corps (COYCC):

Requester: Laura Handy

Details: Christina Haron, Finance Director, spoke on behalf of Heart of Oregon Corps' because the party was not present. Heart of Oregon requested \$5,000 to support a program that helps teens with job placement through education about fire and wildfire protection. The contribution from Crook County will primarily cover operational

expenses, including youth and crew leader wages, crew transportation, uniforms, and essential program management and infrastructure costs. It was proposed to schedule this matter for discussion on a future agenda when representatives from the Heart of Oregon Corps can be present to discuss their request in person.

Discussion item #11: Order regarding an update to the County's drug-free workplace policy:

Requester: Eric Blaine

Details: Eric Blaine, County Counsel, attended the Regular Session to present an Order concerning the update to the drug-free workplace policy. The County's comprehensive employee handbook outlines procedures for maintaining a drug-free workplace. Numerous contracts and agreements executed by the County mandate this policy, specifying various terms that must be included. One such term requires employees convicted of drug-related offenses to notify the County as their employer within 5 calendar days of conviction. While the County's current policy mandates notification of conviction within 5 business days, it fails to align with the obligations outlined in intergovernmental agreements. To address this, the attached order proposes amending the County's employee handbook to reflect the requirement of providing notification within 5 calendar days.

MOTION to approve Order 2024-11 in the matter of updating the County's drug-free workplace policy, regarding notifications of criminal convictions within five calendar days. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #12: Order 2024-12, making certain findings regarding County and Oregon ethics rules as part of the due diligence for the furtherance of the HRIS implementation project:

Requester: Eric Blaine

Details: Eric Blaine, County Counsel, attended the Regular Session to present an Order concerning the HRIS implementation project. The Order outlines the rationale behind its creation. To ensure transparency and fairness, the County must publicly disclose specific findings regarding the project's ethical handling. Approval of the Order will not affect the budget directly. However, it may pave the way for a separate services contract with an independent contractor in the future. Judge Crawford opened the public hearing. With no comments received, the public hearing was closed.

MOTION to approve Order 2024-12. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #13: Consider contract for HRIS Project Management Consultant:

Requester: Andy Parks

Details: Contract County Administrator Andy Parks attended the Regular Session to discuss 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.

MOTION to approve a contract with Krystal Chellis and her firm for an hourly rate of \$125/hour for the scope of services that are presented in the packet with the County's standard professional services agreement. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #14: IGA with North Central Public Health District (Wasco and Sherman County):

Requester: Will Van Vactor

Details: Community Development Director Will Van Vactor attended the Regular Session to present the IGA with Wasco and Sherman County. North Central Public Health District serves both counties, offering environmental health services such as on-site septic services. The district requires on-call temporary sanitation services, which the proposed IGA permits the Crook County Sanitarian to provide as necessary. Since our On-Site program is currently operating at a slower pace, this agreement presents an opportunity to generate additional revenue.

MOTION to enter into an IGA with North Central Public Health District and Crook County. Motion seconded. No discussion. Motion carried 3-0.

Administrator Report:

Andy Parks - Budget meetings are scheduled for next week and Department Heads will present at the meetings. They will review previous goals for fiscal year 2024 and prepare for upcoming goals for fiscal year 2025. A behind-the-scenes event with Republic Services is taking place and will have public notice provided so that all can attend.

Court Member Updates: None

At 9:45 a.m. the Court convened 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)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions; 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.

MOTION to approve the accommodation request from Sunshine Behavioral Health Group, LLC, to except the public hearing requirement of CCC 18.172.100(3), designating the Planning Director to process the application, appointing County Counsel to assist the Planning Director in processing the application, designating the County Court as the reviewing authority, and directing staff to notify the applicant and perform any other task to effectuate the purpose of this motion. Motion seconded. No discussion. Motion carried 3-0.

MOTION to direct staff to prepare and send the correspondence as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to direct the County Counsel's office to prepare a draft of the policy as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to direct staff to send the offer letter as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

MOTION to authorize Judge Crawford to sign the acknowledgment letter as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Court, the meeting was **adjourned at 12:30 p.m.**

Respectfully submitted,

Sarah Puerner / Breyanna Cupp