

County Administration Workshop: September 26, 2024

9:00 a.m. – Board of Commissioners Conference Room

Attending: Commissioners John West, Herman E. Baertschiger Jr., and Andreas Blech; Wendy Watkins, Recorder

Chair John West called the meeting to order at 9:00 a.m.

1. LEGAL COUNSEL UPDATE

A. Approval of Legal Invoices

Wally Hicks, County Legal Counsel, reviewed the Ogletree Deakins professional services invoice rendered through July 31, 2024 in connection with General Advise for Josephine County. Mr. Hicks asked to give the Finance Director authority to sign this invoice which does involve the attorney for AFSCME negotiations. The Board agreed to have Ms. Novak sign and pay the invoice.

B. Report Regarding Legal Invoices

Mr. Hicks provided a list of the legal invoices that starting from July 2023 to current. There are four attorney's that were used, Stoel Rives LLP, Sussman Shank, Olgetree Deakin and D'Amore Law Group.

2. DEPARTMENT BUSINESS

A. Airports

1) Task Order No. 16 for T-Hangars for Grants Pass Airport (*One original Task Order filed with the County Clerk*)

Steve Dobbs, Airport Director, mentioned this project consists of site improvements, building kit procurement, and assembly of a new aircraft t-hangar at the Grants Pass Airport. A new multi-unit aircraft t-hangar with the size to be developed compatible with available funding and building site, and site improvements to support aircraft hangar building. This work includes site preparation, electrical power, stormwater improvements, and hangar access pavement. The Board approved Task Order No. 16.

B. Community Corrections

1) Grant Agreement BHD-25-20 with the State of Oregon and Josephine County for Behavioral Health Deflection Grant Program

Scott Hyde, Community Corrections Director, stated Josephine County was recently awarded a grant under the 2023-25 standard solicitation for Oregon Behavioral Health Deflection Program. The majority of funds have been earmarked for the Grants Pass Sobering Center who will carry out the required grant activities. The county will receive approximately \$173,200 to fund a Deflection Liaison position at the Sheriff's Office, as well as \$20,800 in administrative costs. The Board granted Scott Hyde, Community Corrections Director, authority to sign the Grant Agreement.

2) Contract for Personal Services with Grants Pass Sobering Center, Inc. and Community Corrections for Behavioral Health Deflection Grant Services

Mr. Hyde noted this contract for personal services with the Grants Pass Sobering Center, Inc. provides funding for services associated with the Behavioral Health Deflection Grant Program awarded by the Oregon Criminal Justice Commission. The Board granted Scott Hyde, Community Corrections Director, authority to sign the Contract.

3) Contract for Services between Josephine County and the State of Oregon for Community Crew Services

Mr. Hyde reported the Community Crew Program provides crew labor and community service to the public. It is a sanction option for justice involved individuals violating the conditions of supervision and also serves as an alternative to incarceration through the supervisory authority process. Crews typically operate by

contract with city, state, county and federal agencies and provide work ranging from litter patrol to forest restoration. The Board granted Scott Hyde, Community Corrections Director, authority to sign the Contract.

3. FINANCE REPORT and BUSINESS UPDATE

A. Economic Development Request for Little Beans

Commissioner West said he is not prepared to fill the Economic Development Request for Little Beans. He said Little Beans is still in the early stages of their business and there is not much now that shows it will become profitable, it is premature to approve the request at this time. The Board agreed.

4. BOARD BUSINESS

A. Personnel Policy Manual Article 11; Directors Responsibility to notice BCC of leave

Commissioner Blech read Article 11.3 Notice; When reasonably possible, an employee shall notify his or her supervisor at least two hours before the start of the scheduled work shift if the employee is unable to report to work as scheduled. Notice must be given either in person or via live voice conversation. Texting, social media, or leaving a message are not sufficient forms of notice. Elected Officials or Department Managers may authorize a shorter notice timeline or other notice methodology.

B. Department Head PTO; CIS Requirement

Commissioner West raised concerns over Department Head PTO. When a Department Head takes time off, they should take the full 8 hours without interruptions because if they work at least two-hours that day, they get the full 8 hours of pay. Stephanie Nuttall, Assistant County Legal Counsel, said the law states that non-exempt employees who respond to any email or phone call, that is considered a workday. Commissioner West asked Department Heads to email the Board's office when taking time off and provide the name of the person who will be responsible for the office in their absence.

C. Vehicle Roster; Savings by Reducing County Fleet

Commissioner Blech said he has been working on updating the county vehicle roster list and is looking to remove surplus vehicles from departments and found 23 vehicles that need to be removed from the county's roster. Rob Brandes, Public Works Director, said he would like to take a look at the 23 vehicles and slot them internally first and then the older ones can go to auction. The proceeds from the auction will go into the Vehicle Reserve Fund.

D. Tracking of Vehicles; Managing Assets and Liability Reduction

Commissioner Blech reviewed **Underutilized Fleet Reduction Memo (Exhibit 1)** with the Board.

E. Administrative Access for IT Director

Commissioner West asked the full Board to give IT Administrative Access into all Josephine County Departments. Commissioner West said he does not want to go through the hoops of asking each department for something when he can ask the IT Director for permission to access information. Mike Weber, Public Health Director, said the shortest road should be through the Director of that department. Commissioner Baertschiger said this needs to be discussed in Executive Session due to the heightened security on the matter.

F. Matters from Commissioners

None heard.

Chair John West called for Executive Session at 10:27 a.m. Minutes filed separately.

Additional Attendees: Michael Sellers, IT Director; Ryan Johnson, Facilities Services Director

5. EXECUTIVE SESSION

a. Facility Security – ORS 192.660(2)(o)

b. Cybersecurity – ORS 192.660(2)(p)

Executive Session Adjourned at 10:39 a.m.

The Board reported the following:

Agenda Item #5(a): Commissioner Baertschiger moved to approve Facility Security Equipment Upgrades, seconded by Commissioner Blech. Upon roll call vote, motion passed 3-0; Commissioner Blech – yes, Commissioner Baertschiger – yes and Commissioner West – yes.

Agenda Item #5(b): Commissioner Baertschiger moved to approve the Cybersecurity invoice, seconded by Commissioner Blech. Upon roll call vote, motion passed 3-0; Commissioner Blech – yes, Commissioner Baertschiger – yes and Commissioner West – yes.

Meeting adjourned at 10:39 a.m.

EXHIBITS:

Exhibit 1 - Underutilized Fleet Reduction Memo

Exhibit 1
Admin
09.26.24

JOSEPHINE COUNTY BCC

DATE: 09/26/24
FROM: Andreas Blech - Commissioner
SUBJECT: Underutilized Fleet Reduction
and Vehicle Tracking
OBJECTIVE: Money Savings and Reduction in Vehicle/Driver Liability
DEPARTMENTS: All

- **Underutilized Vehicles**
 - Fleet/ PW to surplus and sell all vehicles designated on the provided spreadsheet.
 - Sale to be done at next regular scheduled auction/disposal or within 120 days - whichever is sooner.
 - Finance Dept to credit individual Dept. accounts as appropriate.
- **Tracking of Vehicles**
 - IT to be the responsible Department and engage with vendor to:
 - Provide the contract to BCC for approval within 10 days.
 - Oversee vendor installation of hardware and implementation of features.
 - IT to administer the tracking program.
 - Training of drivers on use of FOB.
 - HR to provide approved driver list/data to IT.
 - Each dept will burden the cost of their hardware and subscription fees for their departments vehicles.
 - Some vehicles already have a tracking program implemented and will be handled accordingly. (no increase of cost or penalties to dept.)
 - Department Directors (and their designated staff) shall have access to tracking data to ONLY their departments data.
 - Competition date for program implementation.
 - Start within 10 days from today and have the project completed 30 days thereafter.
 - IT to advise BCC if target dates slip or cannot be met.
 - Full implementation of program by Nov 15, 2024

Thank you everyone for helping Josephine County run more efficiently!!