



For Recording Stamp Only

Deschutes County Board of Commissioners  
1300 NW Wall St., Bend, OR 97701-1960  
(541) 388-6570 - Fax (541) 385-3202 - [www.deschutes.org](http://www.deschutes.org)

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## MINUTES OF WORK SESSION

### DESCHUTES COUNTY BOARD OF COMMISSIONERS

**MONDAY, AUGUST 15, 2016**

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*Present were Commissioners Alan Unger, Tammy Baney and Anthony DeBone. Also present were Tom Anderson, County Administrator; and John Laherty, County Counsel. Attending for a portion of the meeting were Whitney Hale, Communications; Ed Keith, Forester; Scot Langton, Assessor; James Lewis, Properties; Dan Depotopulos, Fair & Expo Center; Judith Ure, Administration; Nick Lelack, Community Development; Jill Johnson, Heather Kaisner, DeAnn Carr, Jennifer Faith and David Inbody, Health Department; and Wayne Lowry, Finance. No representatives of the media were in attendance.*

*Chair Unger opened the meeting at 1:30 p.m.*

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### **1. Finance Update.**

Wayne Lowry explained that he waited to report until the most of the June financial entries had been made for FY 2015-16.

Regarding the Treasurer report for June and July, interest rates are improving; this went from 1% to 1.02%, then 1.06%.

They changed some columns around in the Finance report to show actual 2015-16 to current year. In all 16 funds, the amount is higher for beginning net than expected.

They have 80 to 90 funds where this is meaningful, and all are doing well. Commissioner Baney asked if they are being too conservative with funds. Mr. Lowry said they budget 100% of personnel costs except for Health. This is harder to anticipate. On the revenue side, they are being less conservative. Much of this is based on the economy.

The Health Benefits Plan ended with \$14.5 million, about the same as last year. The idea is to break even. They have more ability to pinpoint certain aspects of this fund and can draw some of it down. Tom Anderson added that they have stabilized regarding employee claims.

Regarding the transient lodging tax, both funds total about \$9 million, with about a 10% increase. The resorts are having a great year.

## **2. Discussion of Promotion of National Immunization Month.**

Jill Johnson and Heather Kaisner provided information on the August event, coinciding with children going back to school. They want to highlight the importance of keeping children up to date, in support of State law. They obtain information from schools, daycare centers and others. There were 264 children excluded from school last year. This is down a lot from previous years, in part because of the cooperation of medical care providers.

The exemption rate in Deschutes County and the State overall has gone up. A new law went into effect in 2014 requiring the parents to be educated about the benefits of immunization, and the rate went down somewhat. However, Deschutes County had the highest rate in the State that year.

The numbers vary per area in the County and even within the cities. It is hard to break into this cultural issue in a few schools. Heather said that parents still turn to providers for appropriate information. Social media has also been a factor. Some alternative providers are not supportive. Very few people refuse vaccinations, although a lot of them will space them out. The rate of this is higher on the west side. Commissioner Baney can understand someone not wanting vaccinations all done at the same time. Ms. Johnson explained that the stress of going back for more vaccinations is a factor as well.

There is a flu summit this summer in Portland for providers to learn the most up to date information. There is a strong immunization coalition here. An HPV prevention meeting is on August 30 here. Sports physicals are being done now as well. They give presentations throughout the year to various groups.

Commissioner DeBone asked if immunizations remain the same each year. Ms. Johnson said the recommendations may change but the diseases do not that much, except the flu.

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Ms. Kaisner then gave an update on the Zika virus.

### **3. Performance Measures (4<sup>th</sup> Quarter).**

Judith Ure presented information on goals, objectives and department performance.

#### 911 Strategic Plan

Mr. Anderson stated that the ballot measure passing was a huge success. It passed in every precinct, 75% overall. The radio system is first on the list, to replace an antiquated one that will benefit all agencies. This should be up and running next year.

A measurement that was important was staffing levels. It is not always good news. They continue to work on this, and Human Resources set up a way to streamline some of the applications. It is a high turnover business, but they are doing better at retention. They are addressing this through more strategic hiring to make sure the people have the right skillset. They are doing more with lateral transfers as much as possible.

Chair Unger asked if there are other ways to help with this. He knows housing is a problem here. Mr. Anderson said this is a central theme of contract negotiations right now; whether to offer an incentive in this regard.

#### Community Development

Nick Lelack said that there was an extensive process regarding the marijuana industry. Most regulations go into effect on September 1. They are doing a presentation for the Central Oregon Association of Realtors as well on August 24. They will have workshops on a regular basis. Implementation will be a challenge. They have hired a contract person to handle some of this.

Chair Unger asked if they run into a lot of different challenges and how to address them. Mr. Lelack said that notice is required for a land use change. Some might not want others to know what they are doing, but this is not possible. They plan to monitor what is working and what isn't, and why. There are some concerns from the industry as well. The program will be evaluated as things progress. Information on this issue has been prominently posted on the County website.

### Health Services

David Inbody, DeAnn Carr and Jennifer Faith said their task was a Central Oregon Health assessment and improvement plan. This is a four-year plan and they applied it to what they do every day. Moving forward, Ms. Faith assessed that it was real and made sense. Data will go on their website. This will be reviewed on an annual basis.

Ms. Faith stated that the hope is that when developing data profiles, it can be updated as appropriate so as to always be current. They will have a mid-point update next year. Mr. Inbody said that Shannon Lindsey is doing a similar thing each year. It will help make the plan more relevant.

Ms. Carr stated that there is a lot involved. This is where pride in leadership shows. Health personnel stepped up to implement a good process and work. It is more than a piece of paper sitting on a shelf. There is a cohesive set of priorities that will influence the entire health system here.

Commissioner Baney noted that the work done is exceptional and is used by the community as a whole. On a legislative basis, this allows for regional planning. This is unique for Central Oregon, which has been set up differently, and makes for better strategic planning and delivery of services.

### Properties

James Lewis said that some properties have been discussed at recent work sessions. They have been working with Redmond Habitat for Humanity and transferred properties to them. Habitat has begun construction on these properties. They are doing good work.

They are continuing work on properties in La Pine with Pacific Crest and HousingWorks. The biggest aspect is contributing land. Properties are managed efficiently.

They are also working with St. Charles in La Pine. The zone change is now done and they are going through the land use process. He is working with them regarding utilities and other factors.

They started taking tax deeds from foreclosures in October but start looking at the properties early in the summer. In particular, they look at properties with structures. Many of those end up being tear-downs.

The 9<sup>th</sup> Street property now owned by the City of Bend may be used for affordable housing, after the County removes the deed restriction.

#### Administration/Loan Program

Ms. Ure gave an overview of the loan program. The items highlighted are those executed during the fourth quarter, totaling \$213,000 with 31 jobs committed. All said, 656 jobs were committed through the program, although some companies did not get to that point while others created more. The average investment is about \$1,250 per job. A couple of the loan recipients created their jobs much faster than promised. The fund balance is about \$250,000 after replenishing it this year.

EDCO does the lion's share of the work with the companies. She said that it takes maybe about twenty of her hours for the program, depending on activity.

Chair Unger is glad that most of the companies stayed here, even if they were bought out. Mr. Anderson said that La Pine is becoming more active and he anticipates seeing some applications from there. Chair Unger would like to see another column showing what they committed to and how many jobs resulted.

#### Natural Resources Protection

Ed Keith highlighted the noxious weed program and the proactive work that they do. This starts in the spring with conferences with landowners, and meeting one on one during the rest of the season. Financial assistance is available. This has increased in popularity. Last year they covered 49 properties that had gotten out of control. Complaints were down this past year. They had 100% compliance on all of these, with one going to court last year. Most landowners want to comply.

The Weed Board is doing well. There has been some turnover in membership; some had been on the board for many years. It helps to have new energy and new ideas. The education trailer and literature have been rebranded. The website is accessed all the time, and not just by people in this area.

Representatives from other states have visited here to see how this has been implemented, and how the County managed to get this to work on a regional basis. Therefore, Deschutes County is serving as a model for other areas.

Mr. Keith spoke about how the fire-free program supports sustainable forests and land management practices. They have increased collection of debris and creation of defensible space. Financial incentives help to increase this as well, but many will do this on their own. They have data going back to 1999. Last year they had a huge increase, which was not met at the same level this year. The burn ban went into effect early the previous year, so some brought debris in rather than burning it. This year, the spring event experienced some bad weather. They still brought in 38,000 cubic yards; with another event in the fall. They do track yard debris the rest of the year as well.

Next spring they will be celebrating 20 years of being fire-free here with a lot of different ideas being pursued to recognize this.

There are now 103 or 104 fire-free communities here, with Squaw Creek Canyon Estates being the 100<sup>th</sup>. This was recognized at an event last Friday. It is not just the fire agencies that have a hand in this program's success. Government can help and provide guidance, but the property owners are a huge part of it. Central Oregon has one of the fastest growing fire-wise communities' programs in the country.

Commissioner Baney said it would be good to be able to quantify how this has impacted the area. Mr. Keith stated that there will be a fire season every year and a certain number of fire starts. Many do not make the headlines because of preventative measures that allow this problem to be dealt with immediately.

#### Assessor

Scot Langton explained that they started discussing this over a year ago. They had people retiring and ended up at the 2002 level of personnel. They analyzed how to make this work. There is difficulty attracting the right talent. They looked at the duties of the positions and how those might be filled. About half of the staff has been there less than a year. This also created some opportunities. Their staff is in great part inexperienced, but has a very aggressive can-do attitude. He thinks it is working well. There are a lot of moving pieces, however.

They have done three recruitments for appraisers but still have a vacancy. Part of the problem is the housing crunch in Bend. The compensation study might help them deal with this. In some respects, the housing here is more costly than in Portland. They have to create an environment here to hire and retain the right people.

Commissioner Baney asked if they could work with the college to build up the workforce. Mr. Langton replied that they are very specialized and most of the people they seek need experience. A mix of this is good, though. The cost of living in Redmond is higher than in Eugene now. People make less here, so some have to sacrifice this for lifestyle.

Chair Unger said there is always some barrier, whether it is drug testing, transportation, housing, or the cost of living. Mr. Langton would like to address those as much as possible, beyond restructuring. The new people are working out well so far.

### Human Resources

Kathleen Hinman said they are doing initial testing for 911 at this time. These are hard to fill positions and they tried to find the bottlenecks. One issue is the cumbersome testing program now in place. By doing some of this internally, it helps to move things along. They have had 780 applicants; far too many for the department to handle on its own. Rather than using large testing sites, they opened it up to when H.R. is available. They can break it out so that applicants can take the typing test or others separately.

Feedback from the candidates has been good. They had 119 respond to the testing. They passed 40 candidates on, and the department can focus on the rest. They had four hires out of this. It does not seem like a lot, but it is a demanding selection process.

The Director is very thankful for this new process. One thing they need to do is cast a wider net. They are doing some targeted marketing to get as many applicants as possible. They hope to learn about other departments' needs and help them however they can as well.

Ms. Hinman stated she has done this with Sheriff's Deputies in other places in the past. It is expensive to hire and train them, so they want to get the list down to the best-qualified people.

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Wayne Lowry and Ms. Hinman spoke about the asset management program. Mr. Lowry stated they are in the finance phase now. The contract was signed in March, with the Tyler Technology kick-off in April. Phase I will last about a year, going live in July 2017. It includes accounts payable, accounts receivable, fixed asset management, facilities, projects in departments, and grants. There is no centralized grant program yet, but there will be. Ms. Ure said that grants are in the central contract log but does not have the entire grant history.

Mr. Lowry said that many programs are on spreadsheets, and they want to get all of this information in the system, in one depository. It will include purchasing, contract management and more. The second phase will be payroll and H.R.

Ms. Hinman gave the May-August business process analysis. The contractor is meeting with people to determine what they are doing today and how the program can help. They then come back with best practices recommendations. Static environment testing will take place after that, to make adjustments. October through January is training of the fourteen core users. This is where you make sure it does what you want it to. After that is setup and user training. A lot of people are involved in this process.

Ms. Hinman said that H.R. payroll is some time off. It should all work together. Technically, in January the process will be reviewed and they hope to go live the end of December. They are scheduling out what this will look like.

Ms. Ure said that time and attendance is another piece. Ms. Hinman noted that they have done on-site visits with vendors. The departments participated and this piece will touch the most people in the County. It is important to pick the right vendor. There will be many access points for this because there are so many different users. Commissioner Baney said that as a public entity, they want to factor in how this information is properly reflected.

#### Fair & Expo Center

Commissioner Baney thanked Dan Depotopulos for an amazing annual fair. Mr. Depotopulos said that it was a team effort and everything came together well. There have been rave reviews and the highest revenue ever. Everything came in better than expected. They did not get one complaint about traffic or parking.

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Regarding the proposed sports complex, they have done initial investigation on the cost. They are meeting again this week to get more information. Much of the proposal was canned information and did not tie in well with the existing facilities. They need to decide whether to go to a second phase where the financial aspects will be addressed. This includes the visitors' groups, City of Redmond and other stakeholders. It is exciting, but more information is needed. Bend Metro Park & Rec is somewhat negative but that might be because this will take some away from Bend.



Mr. Depotopulos said that they should go to the second phase to learn more. It could be a great thing for the region. He thinks they can incorporate more things and bring the cost down. If the cost is reasonable, it would be a great asset for the area. It could be supported if done right.

Mr. Anderson agreed. The initial phase I report was disappointing and that is the main purpose of this week's meeting. This is a unique area. If this changes the report substantially, they can go to Phase II. This is asset management and looking at the benefits to the facility and also the area. A big goal for FY 2016-17 is a more visionary look at the Fair & Expo Center. This has to fit into the asset management overall. It is exciting to think about, but the cost is daunting.

Mr. Depotopulos said there will be discussions about a consultant to look at uses of the facility as well, separate from this. Commissioner Baney does not want to spend money twice on the same information gathering. Mr. Depotopulos said there are other things beyond this program to consider.

Mr. Anderson explained that this is the last department update for FY 2015-16. He wants to make sure this process and information remains relevant for the Board.

#### **4. Other Items.**

Whitney Hale went over a request from a cannabis lifestyle magazine for a statement from the Commissioners. Commissioner Baney stated that the woman wanted to know the process. It was a simple request and she gave a simple answer. Ms. Hale said that she thinks this is a small piece of a larger article.

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Mr. Anderson said there is a joint meeting with the City of Redmond on September 20. Some topics are the DSL update, the sports complex, final marijuana rules, and tobacco education. Commissioner DeBone added a construction update on the new City Hall, and the status of housing from Redmond's point of view. Chair Unger said that they might want to know about the final numbers regarding the Fair.

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Mr. Anderson said the Bulletin put it a public records request for the Commissioners' expenses. The three Commissioners do not do mileage the same way. Commissioner DeBone does his address to address while the other two do city to city. They just need to be consistent.

Mr. Lowry stated that the policy is brief on this, and says it would be at the IRS rate. Commute miles are not reimbursable; this has to do with the location of the office. Much depends on the stops that are made in between.

Reimbursement can also end up taxable if not done consistently. There probably needs to be a better way of determining mileage but commute miles need to be kept separate. Weekends and holidays can be handled separately for work-related events because there is no office requirement. Whatever they do needs to be fully reflected. He can come up with some examples.

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*The group went into executive session under ORS 192.660(2)(e), real estate negotiations, at 3:45 p.m.*

*The Board went back into regular session at 4:05 p.m.*

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Mr. Anderson said that D.A. John Hummel wants to talk about his budget. He presented a plan to Mr. Anderson. The biggest issue is civil commitments. He met with Dave Doyle and to explain he wants to have Legal Counsel take it back, but this has budgetary implications on Legal Counsel. The best way to approach this might to have a budget follow-up and link it to what was discussed in the budget process. Some things can be done but this is a bigger issue and a significant permanent shift.

Mr. Doyle added that Behavioral Health can be billed for this service, but Mr. Hummel wants to give it back anyway. Mr. Doyle confirmed that the Board has the authority to make the D.A. do this, and there are monetary implications for Legal Counsel if they take it back. John Laherty stated that the Board can direct this, but has to appoint some legal entity to provide this program.

Commissioner Baney stated that the D.A.'s budget is climbing. She asked how much time or funding is needed for this program. Mr. Laherty said that Statute has changed, and the definition has broadened, so there would be more clients. The D.A. calls it a .75 FTE attorney and a .5 FTE staff.

Connie Scorsa said that the D.A. did not get new people, but assigned it to existing staff. To keep it here, you'd need another full-time attorney. Mr. Laherty stated that it will be more what the D.A. says it is. Ms. Scorsa said that the number of people being served has dramatically increased.

Commissioner Baney asked what Behavioral Health thinks. Mr. Anderson said they need to answer this question. Commissioner Baney stated that it needs to live where it makes more sense, and negotiate proper staffing. Mr. Anderson stated that the D.A. wants more attorney help. Now he wants to give this back. Commissioner Baney asked if they should review this mid-year along with other staffing issues.

Mr. Anderson said that some counties have made budget decisions not to prosecute certain classes of crime. The D.A. here feels strongly about the ones he wants to pursue. This is a policy choice and there needs to be staffing in place to do this. If the tax base was not growing, the required things would be first and others might not be pursued. The D.A. has gotten increased resources in that department every year, based on what they say they need. Mr. Anderson does not want to undermine these efforts, but they have to be considered.

Chair Unger stated that all this prosecution impacts the courts as well. This can cause delays. Mr. Anderson noted that the courts want more judges and referees, and ask for this each year. Commissioner DeBone stated that this is a State function and the D.A.'s office is better set up to deal with this. Mr. Anderson said that the D.A. indicates they are losing people because they are burned out.

Commissioner Baney would like to know what is being prosecuted here that other counties may not be doing. She would like to have a grasp on this. Ms. Scorsa said that this might be in the internal auditor's report.

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Commissioner DeBone attended the Eastern Oregon counties meeting. They have a concept of triage for PILT and SRS. He told them Deschutes County can't be involved in these efforts. They are looking at the other counties to help them. He wants to offer support and get them off triage mode and begging the federal government to help, but not through giving them money.

The County has paid half of the amount billed in the past. There are foundations that might be able to help these small rural communities. Many want more economic viability but do not want to become overwhelmed by tourism. He is not sure how much representation these small counties are getting on the federal level.

Commissioner Baney stated that this person told her that Representative Greg Walden cannot listen to all of these voices; they need a conduit. She asked if that means paying this person's close colleague and friend to be the person who is doing this.

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Commissioner DeBone stated OASES has come up with options for road funding. Commissioner Baney said it all relates to travel, including registration fees and gas taxes. They are not dealing with the split between cities and counties. OASES worked hard on trying to find a new formula for new money from the gas taxes. Deschutes County has been supportive of this.

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On August 18, there is a joint committee on transportation tour and luncheon. The Commissioners may all be involved at some level. Commissioner Baney said it involves twelve legislators going around the State to ask what is needed, what works and what the challenges are; and how this fits into the overall State economy. Some of this change will happen fifteen or twenty years from now. Chair Unger discussed some projects that local ODOT thinks are important. Commissioner DeBone feels they will not want this level of detail. He is not sure how things should be prioritized.

Commissioner Baney noted that they will want to hear about the need to preserve what they have today. They will want to hear about safety projects. Some may want to pursue public transit. The current system is degrading from what it is now due to increased costs, and they can't pursue modernization. She will speak for OTC, and then Chair Unger will as well for COACT. She does not think that the City of Bend can dig itself out of the hole it is in with its transportation system. The County can't add to its system, either, and funding is always in jeopardy.

## **5. Adjourn.**

*Being no further discussion, the meeting adjourned at 4:50 p.m.*

APPROVED this 24<sup>th</sup> Day of August 2016 for the  
Deschutes County Board of Commissioners.

Alan Unger  
Alan Unger, Chair

Tammy Baney  
Tammy Baney, Vice Chair

ATTEST:

Bonnie Baker  
Recording Secretary

Anthony DeBone  
Anthony DeBone, Commissioner





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## WORK SESSION AGENDA

### DESCHUTES COUNTY BOARD OF COMMISSIONERS

**1:30 P.M., MONDAY, AUGUST 15, 2016**

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*Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be addressed at the meeting. This notice does not limit the ability of the Board to address additional subjects. Meetings are subject to cancellation without notice. This meeting is open to the public and interested citizens are invited to attend.*

*Work Sessions allow the Board to discuss items in a less formal setting. Citizen comment is not allowed, although it may be permitted at the Board's discretion. If allowed, citizen comments regarding matters that are or have been the subject of a public hearing process will NOT be included in the official record of that hearing. Work Sessions are not normally video or audio recorded, but written minutes are taken for the record.*

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1. Finance Update – *Wayne Lowry*
  2. Discussion of Promotion of National Immunization Month – *Health Team*
  3. Performance Measures (4<sup>th</sup> Quarter) – *Judith Ure*
  4. Other Items
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*Meeting dates, times and discussion items are subject to change. All meetings are conducted in the Board of Commissioners' meeting rooms at 1300 NW Wall St., Bend, unless otherwise indicated. If you have questions regarding a meeting, please call 388-6572.*

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Deschutes County encourages persons with disabilities to participate in all programs and activities. To request this information in an alternate format, please call (541) 617-4747, or email [ken.harms@deschutes.org](mailto:ken.harms@deschutes.org).

*These can be any items not included on the agenda that the Commissioners wish to discuss as part of the meeting, pursuant to ORS 192.640.*

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*At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories.*

*Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.*

## 5. Adjourn

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