

**MINUTES FOR THE
JACKSON COUNTY BUDGET COMMITTEE MEETING**

April 16, 2020

The Jackson County Budget Committee meeting was reconvened by Chair Craig Morris on April 16, 2020, at 9:00 a.m. by videoconference. Roll call was taken.

Present: Craig Morris, Chair; April Sevcik, Budget Committee Member; John Rachor, Budget Committee Member; Rick Dyer, Commissioner; Bob Strosser, Commissioner; and Colleen Roberts, Commissioner.

Staff: Danny Jordan, County Administrator; Harvey Bragg, Sr. Deputy County Administrator; Traci Carrier, Budget Analyst; Alycia Hartley, Recording Secretary.

Members of the Press

Roads and Parks

Mr. John Vial, Roads and Parks Director, reviewed the Roads and Parks Department's recommended budget for fiscal year 2020-2021 (*Submission No. 13*). He began by reviewing the highlights of the Parks and Recreation Program budget. He noted that it is dependent on user fees and, due to the novel coronavirus (COVID-19), there is currently zero revenue coming in. Mr. Vial stated that the Parks and Recreation Program is currently in good financial shape, and the Southern Oregon RV Park continues to do well. He explained that they are in the process of gaining funds to complete a new marina at Howard Prairie Lake. He then began presenting the recommended budget for the Roads programs for fiscal year 2020-2021. He clarified that the first priority is to maintain the current roads system before building new projects. He reviewed how the budget is comprised and what the money is used for. He explained the different programs within the budget and gave details on the status of current projects, as well as ones that are planned to begin in the coming year.

Commissioner Dyer asked if it was possible to begin work in phases on the Howard Prairie marina project, since about 60 percent of the funding has been obtained. Mr. Vial stated that this is being strongly considered.

Chair Morris thanked Mr. Vial for all of his hard work with the Emergency Operations Center, in addition to everything he does for the Roads and Parks Department.

Chair Morris continued by reading a statement for the benefit of the public relaying the different ways in which they can participate in the Budget Committee meetings and the options available to provide public comment.

Mr. Jordan gave further information related to Commissioner Dyer's question about the Howard Prairie marina project, and stated that it will be less expensive to complete the work all at once, instead of in phases. He also noted that it is likely that a grant will be requested from the County for the additional funding needed. Mr. Vial also explained that it is not in the best interest to complete the project in phases as once it has been started, there is a mandatory completion timeframe included with the grants that have been awarded.

Board of Commissioners

Mr. Harvey Bragg, Sr. Deputy County Administrator, presented the Board of Commissioners' (BoC) recommended budget for fiscal year 2020-2021 (*Submission No. 14*). Cost for this Program is charged to all County departments or all County funds, and he noted that personnel services are the largest part of the budget. He explained how the Board of Commissioners are positions created and directed by the Home Rule Charter of Jackson County to be the executive, quasi-judicial, and legislative governing body of the County. He explained the Board of Commissioners' budget authorizations and other authorizations given to the County Administrator by the Board. He noted that the Board is required to sign all property sales. Mr. Bragg answered questions of the Budget Committee.

County Counsel

Mr. Joel Benton, County Counsel, explained the responsibilities of County Counsel serving as in-house advocates and advisors to the County's Elected and Appointed Officials, and County departments (*Submission No. 15*). County Counsel represents the County in all litigation matters, administrative hearings, and in labor relations. He stated that all positions are filled, with five attorneys and two administrative assistants. He reviewed the revenue sources with the majority of revenue coming from transfers for services provided to other departments, which are based on the percentage of use by a department. He reviewed performance measures for his Department which were instituted in fiscal year 2018-2019, and which include a client satisfaction survey, having contracts reviewed within three days, and County-related litigation being handled in-house. The Department has successfully achieved the performance measures with 90 percent satisfaction.

Commissioner Roberts expressed her appreciation for the support Mr. Benton provides to the Board of Commissioners.

Assessor

Mr. Dave Arrasmith, Assessor, presented the recommended budget for the Assessor's Office (*Submission No. 16*). He began by reviewing the goals of the Office and gave general information on the number of accounts handled by the Office. He described the programs and the tools used to efficiently conduct business. He explained the County Assessment Function Funding Assistance (CAFFA) Grant program, which provides funding to his Office from fees assessed on most recorded documents, and a percentage of the interest collected on delinquent property taxes. He reviewed the history of full-time equivalent (FTE) positions in his Office, as well as the current FTEs.

Mr. Rachor asked if the marijuana and hemp industry has affected his Office. Mr. Arrasmith stated that it has and they are always working to be more efficient.

Surveyor

Mr. Scott Fein, Surveyor, explained the different programs within the Surveyor's Office (*Submission No. 17*) and explained that it is self-supporting and based completely on fees. He reviewed the staffing of the Office and noted that there is a lack of qualified personnel available as there are under 400 licensed surveyors residing and practicing in Oregon. He described the corner repair process, noting it is for the public benefit as it ensures the accurate location and division of real property. He stated that with additional new agriculture in the valley there has been increased corner related requests and damage. This increase requires staff training and investment in technology. He reviewed the rest of the achievable objectives of his Office and stated that wildfires have caused the loss of monuments which increases the workload to restore these as they are found.

Human Service Agencies/Special Requests

Mr. Mark Orndoff, Health and Humans Services Director, stated that he is not suggesting changes to the Service Grant Award amounts for 2020-2021 (*Submission No. 18*) due to the unknown effects of COVID-19. He noted that the amounts would be reassessed at a later date.

Chair Morris asked when the reassessment would take place, and Mr. Orndoff stated it would be in the next couple of years.

Health and Human Services

Mr. Orndoff presented the recommended budget for the Health and Human Services (HHS) Department (*Submission No. 19*). He began by reviewing the operating budget for fiscal year 2019-2020 compared to the fiscal year 2020-2021 recommended budget. He stated there was an addition of 12 FTEs added in Mental Health to be funded by Jackson Care Connect; however, he also noted that this was prior to COVID-19 and is subject to change. Mr. Orndoff reviewed the highlights of each program and noted that Public Health has seen extreme increases in services due to COVID-19, specifically in Communicable Disease and Women, Infants, and Children (WIC). He continued by reviewing the HHS budget impacts from COVID-19, noting that they are still unfolding and will continued to change.

Chair Morris asked if there has been an assessment done as to where the Department stands, and if they will continue to be able to support the COVID-19 pandemic. Mr. Orndoff stated that today is much different than a month ago and our response has been good from the beginning. There has been amazing efforts by everyone involved and absent a vaccine, social distancing has, and continues to be, the only measure to use.

Several members of the Budget Committee expressed their appreciation and thanks to Mr. Orndoff and his Department for all of the hard work they are doing to keep the community safe.

Elected Officials' Salary Committee Report

Mr. Jordan began by explaining that the Elected Officials' Salary Committee met at a public meeting on Tuesday, following the Budget Committee meeting. He continued by reading a draft of an Order that the Elected Officials' Salary Committee unanimously voted to approve, which

includes information on how the salaries are determined. He reviewed a cost of living adjustment (COLA) for the Elected Officials of 2.7 percent which is consistent with the COLA that Jackson County non-represented management and confidential employees will receive.

Chair Morris commented for the benefit of the public that the Elected Officials' Salary Committee established policies and procedures many years ago to be consistent in how the Elected Officials' salaries are determined.

Mr. Jordan continued by reviewing for the public the process for affixing the salaries of Elected Officials in compliance with Oregon Revised Statute (ORS) 204.112(3). He also explained the required considerations of the Elected Officials' Salary Committee. Mr. Jordan stated that the Human Resources Office prepared a recommendation for the Salary Committee to consider, which includes assigning classifications based on equivalent non-represented positions. He also reviewed the qualifications for each non-represented position and how they accounted for education and experience. Two exceptions to this classification are the District Attorney, who is an employee of the State of Oregon and receives a stipend from the County; and the Sheriff who, by ORS, must be the highest paid position in his Office.

Public Comment

Chair Morris opened the public comment period at 10:48 a.m.

No one wished to speak.

Chair Morris closed the public comment period at 10:48 a.m.

Chair Morris called for a recess at 10:49 a.m.

Chair Morris reconvened the meeting at 11:00 a.m.

Deliberations

Order Authorizing the Use of Electronic Signatures on Orders and Other Documents When Those Documents are Required to be Signed by Members of the Jackson County Budget Committee. Order No. 58-20

Commissioner Dyer made a motion to approve Order No. 58-20 in the matter of authorizing the use of electronic signatures on Orders and other documents when those documents are required to be signed by members of the Jackson County Budget Committee. Mr. Rachor seconded the motion. Those who voted aye: Commissioner Dyer, Mr. Rachor, Mrs. Sevcik, Commissioner Strosser, Commissioner Roberts, and Chair Morris. Motion passed.

Mrs. Sevcik made a motion to approve Order No. 59-20 in the matter of adopting the fiscal year 2020-2021 Elected Officials' salaries for Jackson County, Oregon, as recommended by the Elected Officials' Salary Committee. Mr. Rachor seconded the motion.

Commissioner Roberts stated that in concern for the current economy, she feels that the COLA increase should be frozen for Elected Officials until the economy comes back.

Commissioner Strosser stated that he shares this concern and feels the same way. Commissioner Dyer stated that while he has no objection to not taking the COLA increase as a symbolic gesture, he does not feel that it would not be significant enough to affect the overall budget. Mr. Jordan explained that, while each Elected Official has the right to refuse their COLA or step increases, to change what is approved would have negative long-term impacts in how the County is able to recruit high quality Officials and employees.

Mr. Rachor asked if changes to the Elected Officials' salaries could be made at a later date if the effects from COVID-19 end up being more short term. Mr. Jordan explained that they cannot as it is State law that they are reviewed and approved once per year.

Commissioner Roberts clarified that she understands it is only the Elected Officials' COLA increase that she is proposing to put on hold. Commissioner Strosser stated he shares the same feeling. Commissioner Dyer stated his understanding on the gesture but understands the reasons Mr. Jordan provided for keeping it in the approved salaries.

Those who voted aye: Mrs. Sevcik, Mr. Rachor, Commissioner Dyer, Commissioner Strosser, and Chair Morris. Those who voted nay: Commissioner Roberts. Motion passed.

Following the motion and roll call vote, Mrs. Sevcik, Mr. Rachor, Commissioner Dyer, Commissioner Strosser, and Chair Morris each authorized the use of their electronic signatures pursuant to Order No. 58-20; Commissioner Roberts did not.

Commissioner Roberts made a motion to approve Order No. 60-20 in the matter of approving the 2020-2021 fiscal year budget for Jackson County, Oregon, as recommended by the County Administrator. Commissioner Dyer seconded the motion.

Mr. Rachor thanked all of the staff that helped prepare the budget. Commissioner Dyer thanked the Department Directors for all of their hard work and stated that he is proud to know that the County as a whole is in excellent condition. Commissioner Roberts stated her appreciation for all of the hard work being done, and especially thanked the lay members of the Budget Committee for their service.

Those who voted aye: Commissioner Roberts, Commissioner Dyer, Mrs. Sevcik, Mr. Rachor, Commissioner Strosser, and Chair Morris. Motion passed.

Following the motion and roll call vote, Mrs. Sevcik, Mr. Rachor, Commissioner Dyer, Commissioner Strosser, Commissioner Roberts, and Chair Morris each authorized the use of their electronic signatures pursuant to Order No. 58-20.

Mr. Morris asked if there were any other topics for deliberation. There were none.

Mr. Jordan noted that the Budget Committee will likely be convened at a later date due to the effect that COVID-19 will have on the various departmental budgets. He stated that the changes will likely be minor as the County has good fund reserves.

There being no further business, Chair Morris adjourned the Budget Committee meeting at 11:21 a.m.

Respectfully submitted,

/s/ Craig Morris
Craig Morris, Presiding Officer/Chair

/s/ Alycia Hartley
Alycia Hartley, Recording Secretary

Approved on: 11/19/2020

Due to the existing novel coronavirus (COVID-19) pandemic and the need to promote physical distancing, the Jackson County Budget Committee is conducting meetings through electronic and telephonic means. On April 16, 2020, the Jackson County Budget Committee approved Order No. 58-20 authorizing the use of their electronic signatures on Orders and other documents. Following the motion and roll call vote, Chair Morris authorized the use of his electronic signatures on these minutes of April 16, 2020.