

**CROOK COUNTY COURT MINUTES
OF MAY 31, 2023 WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on May 31, 2023, 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 Jerry Brummer and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Administration Executive Assistant Sarah Puerner; Assistant Finance Director Christina Haron; Budget Analyst Jamie Berger; HR Generalist Amy Albert; Director Kim Barber; Sheriff John Gautney; Commander Bill Elliott; Chief Administrative Deputy Stephanie Wilson; Assessor Jon Soliz; Director Sarah Beeler; Fairgrounds Manager Casey Daly; Director Katie Plumb; Youth Liaison Ana Jacuinde Caballero; Youth Liaison Cecily Cooper; Manager Kim Herber; Natural Resources Policy Coordinator Tim Deboodt; Manager Levi Roberts; Tax Collector Stacy Bernard; Road Superintendent James Staniford; Director Will VanVactor; Building Official Randy Davis; Andy Parks; Kelly Coffelt; Mike Warren; Monty Kruz and Scott Cooper.

WORK SESSION

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

Agenda item #1, Public Comment: None

Agenda item #2, Auction to be held for tax-foreclosed properties:

Requester: Stacy Bernard

Details: Stacy Bernard attended the work session to discuss an auction to be held for tax-foreclosed properties. Crook County has three properties that are tax-foreclosed properties. Legal Counsel Eric Blaine suggested that the County has a process in place before moving forward with these properties. Minimum bids were provided by Mike Warren of Crook County Properties.

Agenda item #3, No littering road sign policy, court order:

Requester: James Staniford

Details: James Staniford attended the work session to discuss a no littering road sign policy with the Court. Mr. Staniford wanted to bring this item to the Court for any insight as he wasn't sure if there was a current policy in order. The Court decided to not pursue this policy at this time but may reconsider it in the future.

Agenda item #4, Tuition Reimbursement Policy:

Requester: Andy Parks

Details: Andy Parks attended the work session to discuss a tuition reimbursement policy with the Court. The County encourages employees to seek continued education and

training to expand their knowledge base and acquire new skill sets, thereby enhancing their subject-matter expertise and value to the County. Tuition reimbursement would be considered on a case-by-case basis. This item will be placed on the June 7th consent agenda for approval.

Agenda item #5, Community Development Activity:

Requester: Will VanVactor/Randy Davis

Details: Director Will VanVactor and Building Official Randy Davis attended the work session to provide the Court with a Community Development update. There are several commercial projects in Crook County and the Planning Department has seen a slight increase in permits for the month of April as well as applications for Agri-tourism. The Operations Manager is retiring at the end of the month so the department will work on finding a replacement. In addition, the department now has Sanitarian that is fully licensed by the State.

Agenda item #6, Airport Non-Commercial Lease Policy:

Requester: John Eisler

Details: Legal Counsel John Eisler discussed with the Court an Airport Non-Commercial Lease Policy. The County has created a lease policy which will apply to all new non-commercial airport leases. This policy can be updated as needed and can update the terms and conditions to which the lessees will be held. One of the main changes with this new lease policy as well as all future leases is that rent will include the lease premises as well as an "Impact Area" which covers all setbacks from the hangars and goes to the centerline of the taxiways.

Agenda item #7, Renewal of discretionary workers compensation insurance coverage:

Requester: Eric Blaine

Details: Legal Counsel Eric Blaine discussed a renewal of discretionary workers compensation insurance coverage with the Court. The County provides workers compensation insurance coverage for a variety of volunteer roles, and to jail inmates acting on the work crew. WHA Insurance has posed the question of whether these coverages should continue. The Court decided they would like to continue the insurance coverage as it's beneficial for the volunteers as well as any inmates on the work crew.

Agenda item #8, Youth Liaison Project Reports:

Requester: Katie Plumb

Details: Health and Human Resources Director Katie Plumb attended the work session to discuss youth liaison project reports. Ana Jacuinde Caballero and Cecily Cooper are Seniors at Crook County High School who also work for the County as Youth Liaisons at the Health Department. Youth Liaisons provide valuable insight and expertise when planning and implementing prevention and health promotion activities that affect young people. Ana and Cecily shared with the Court about their experiences and what they have accomplished this year.

Agenda item #9, Staff member introduction:

Requester: Katie Plumb

Details: Health and Human Services Director Katie Plumb attended the work session to

introduce a new staff member. Angela Pomerleau is the new Veteran Service Lead, and she started with the county on May 17, 2023. She is working through training and shadowing and will start to role out office hours soon.

Agenda item #10, Wage adjustment recommendation for elected officials from Compensation Committee:

Requester: Kim Barber

Details: Director Kim Barber attended the work session to discuss the wage adjustment recommendation for elected officials from the Compensation Committee. Each Oregon county is required to have a compensation board to review and recommend compensation for elected officials. Crook County has a Compensation Committee made up of three members who met, reviewed, and provided a recommendation for each elected position. This item will be placed on the consent agenda for June 7th.

Agenda item #11, Purchase of surplus airport property by the County:

Requester: Andy Parks

Details: Andy Parks attended the work session to discuss the purchase of surplus airport property by the County. The Airport Master Plan shows the property owned by the County Airport south of Highway 126 as unnecessary for airport purposes. This property is approximately 80 acres. The FAA has indicated that the land is surplus and may be sold. The fiscal year 2023 budget includes \$2.5 million from the County Capital Asset Reserve fund paid to the Airport Fund consistent with grant assurances to release the property from any potential encumbrances by the FAA. The land then may be sold by the County for other purposes or retained by the County for other County operations. This item will move forward and be acted on before the end of the fiscal year.

Agenda item #12, Personnel policies; 1/2 step increase; use of vacation:

Requester: Andy Parks

Details: Andy Parks attended the work session to discuss personnel policies, 1/2 step increase, and use of vacation with the Court. Mr. Parks recommended updating the tuition policy, eliminating the use of the 1/2 step pay adjustments, and eliminating the requirement to work six months after hiring to use earned vacation time. The tuition policy clarifies the existing policy, establishing maximums and reimbursement should employees leave prior to satisfying retention requirements.

Agenda item #13, COLA wage adjustment July 1, 2023:

Requester: Andy Parks

Details: Andy Parks attended the work session to discuss a COLA wage adjustment with the Court. Mr. Parks explained that this was an annual COLA wage adjustment for non-represented and Road Department employees. Each year, the County Court adjusts the pay schedules effective July 1. This year the County Court adopted a goal to keep compensation levels current with present inflation trends within available resources where possible. The approved budget includes an estimated five percent (5.0%) inflation rate (COLA) for wages. The actual inflation rate as measured by the CPI-U as of the end of April 2023 was 4.91%.

Agenda item #14, Consider professional services agreement with Vance Jacobson for comprehensive compensation study update:

Requester: Kim Barber

Details: Director Kim Barber attended the work session to discuss consideration of a professional services agreement with Vance Jacobson for a comprehensive compensation study. The County last reviewed and updated its compensation schedule and plan in 2018. Since then, there have been a significant number of changes within the compensation schedule, annual cost of living adjustments, and changes in the labor market such as accelerated inflation and an increase in employee turnover. Updating the compensation plan will help recruit and retain capable staff. The proposed scope and fee of approximately \$28,600 is within the fiscal year 2023 and fiscal year 2024 budgeted amounts.

At 10:15 a.m. the Court read into Executive Session under the following statute(s): ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations; ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent; 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.

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 being no further business before the Court, the meeting was **adjourned at 11:02 a.m.**

Respectfully submitted,

Sarah Puerner