

**CROOK COUNTY COURT MINUTES
OF JUNE 14, 2023 WORK SESSION
Open Portion**

Be It Remembered that the Crook County Court met in a regularly scheduled Work Session on June 14, 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; Director Kim Barber; Commander Bill Elliott; Chief Administrative Deputy Stephanie Wilson; Assessor Jon Soliz; Director Sarah Beeler; Manager Kim Herber; Natural Resources Policy Coordinator Tim Deboodt; Manager Levi Roberts; Director Will VanVactor; Public Works Director Jeff Hurd; Director Sydney Chandler; Wanda Smith; Andy Parks and Elaina Huffman.

WORK SESSION

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

Public Comment: None

Agenda item #1, Department of Defense Grant Opportunity/Letter of Support:

Requester: Will VanVactor

Details: The Planning Department has been coordinating with the Department of Defense to apply for the Community Economic Adjustment Assistance for Compatible Use Plans grant. The goal of the proposed project is to codify criteria and triggers for preapplication coordination with the Department of Defense on projects that represent potential encroachment into military airspace. This will be done by creating an overlay zone around the airspace with criteria and notification requirements for relevant applications. The criteria and overlay zone map get adopted into official Crook County plans. It will also include updates to our energy code to comply with HB 2329. The grant request is \$89,669, with a 10% (in-kind) match by Crook County.

MOTION to sign the application letter for the Community Economic Adjustment Assistance for Compatible Use Plans grant with the Department of Defense. Motion seconded. No further discussion. Motion carried 3-0.

Agenda item #2, Repairs to HVAC at Redemption House – Parole and Probation:

Requester: Stephanie Wilson

Details: Chief Administrative Deputy Stephanie Wilson attended the work session to discuss repairs to the HVAC system at Redemption House on behalf of Parole and

Probation. The department has available funds through Parole and Probation Justice Reinvestment (JRI) grant spending and can spend these grant dollars at approved locations. One of these locations is the Redemption House, which is in dire need of an updated HVAC system. The JRI grant spending has been approved by the state for the HVAC repairs of the Redemption House.

Agenda item #3, Clock tower repair bid for County Court approval:

Requester: Sarah Beeler

Details: Director Sarah Beeler attended the work session to discuss the clock tower repair at the Library. Three bids were received for the project and staff recommends the County Court approve the bid from The Clock Man for \$14,800. This project falls within the budget from the Capital Outlay/Building Improvements fund.

Agenda item #4, Review of draft policy pursuant to ORS 195.500 et seq. regarding how the County would approach the removal of homeless camps, how it will provide prior written notice, how it will store the personal property left behind, and how it would allow to the recollection of stored items:

Requester: Eric Blaine

Details: Legal Counsel Eric Blaine attended the work session to review with the Court a draft policy pursuant to ORS 195.500 et seq. regarding how the County would approach the removal of homeless camps, how it will provide prior written notice, how it will store the personal property left behind, and how it would allow to the recollection of stored items. ORS 195.500 through ORS 195.520 place certain responsibilities on local governments in adopting policies describing how they will remove homeless camps. If adopted, the policy itself will not have any direct budget costs. How often the policy would need to be implemented can only be guessed at, but will require not only staff time, but also costs for the storage of leftover personal property.

Agenda item #5, Contract for Chief Information Officer (CIO) Advisory Services:

Requester: Andy Parks

Details: The County Court adopted an Information Technology Strategic Roadmap in April 2023. Included in the roadmap was the addition of several key positions, including a CIO. The County's current IT Director will be leaving the organization later this year and to ensure a smooth transition to a CIO, the County must continue to enhance operations, continue determining scope of services to assist with logistics for the Justice Center and to continue making progress on the IT Strategic Roadmap. In order to complete these tasks, the County Court has discussed outsourcing advisory services with VIE consultants. The contractual fee is within the adopted monthly budget for the CIO position.

Agenda item #6, Risk Management:

Requester: Andy Parks

Details: Elaina Huffman with Graybeal Insurance attended the work session to discuss insurance plan options with the County Court. In 2019 the County moved from a standard deductible insurance plan (liability insurance) to an aggregate deductible plan. The County is reviewing information with the agent of record to consider further changes to the insurance policy to reduce insurance costs. These changes would increase

risk to the County. In fiscal year 2023-2024 the County created a Risk Management Fund to segregate risk management activities to improve transparency and reporting of performance.

At 10:18 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)(f) To consider information or records that are exempt from disclosure by law, including written advice from your attorney.

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 staff to correspond with the counter parties as discussed in the Executive Session. Motion seconded. No further discussion. Motion carried 3-0.

There being no further business before the Court, the meeting was **adjourned at 12:04 p.m.**

Respectfully submitted,

Sarah Puerner