

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF APRIL 3, 2024, REGULAR MEETING
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a Regular Meeting on April 3, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Commissioner Seth Crawford, Commissioner Susan Hermreck, and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Administrative Assistant Breyanna Cupp; Health and Human Services Director Katie Plumb; Office Manager Alex Solterbeck; Chief Information Officer Stephen Chellis; Finance Director Christina Haron; Fairgrounds Manager Casey Daly; Treasurer Galan Carter; Extension Manager Kim Herber; Road Superintendent Brad Haynes; Administrative Assistant Mona Glade; Landfill Manager Jacquie Davis; Assessor Jon Soliz; Community Development Director Will Van Vactor; District Attorney Kari Hathorn; Airport Manager Kelly Coffelt; Library Director Sarah Beeler; Sheriff Gautney; Budget Analyst Jamie Berger; Undersheriff Bill Elliott; Lieutenant Mitch Madden; Stephanie West; Stephanie Wilson; Shelby Fisher; Contract County Administrator Andy Parks; Shannon Alleman; Jason Elliott; Linda Pepper; Amy Albert; Stephanie O'Neal; Gail Merritt; Monty Kurtz; Dock Kerbow; Susan Crawford; Mike Ervin; Mike Kasberger; Ashely Thrasher; Jace Rhoden; Terra Tyger; Kaycee Weeks; Janette Wisseman; Mike Wilson; and members of the public.

REGULAR SESSION

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

Public Comment: None

Consent Agenda:

1. Approve Minutes
2. Approve Order 2024-20 In the matter of formally appointing members of the Local Public Safety Coordinating Council (LPSCC)
3. Approval of non-standard work scheduling policy
4. Teen Internship Grant from the State Library of Oregon acceptance, \$3600.00
5. PBS Environmental Contract Amendment
6. Letter of support regarding the elimination of the Central Oregon Crop Protection District
7. Approve Order 2024-21 In the matter of the appointment to the Ag Extension Service District Advisory Board
8. Approve Order 2024-22 In the matter of the appointments to the Compensation Committee

MOTION to accept the consent agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #9: April's Child Abuse Prevention Month:

Requester: Terra Tyger

Details: Terra Tyger, Regional Programs Manager for KIDS Center, attended the Regular Session to present April as Child Abuse Prevention Month. KIDS Center has partnered to raise awareness for this important cause, aligning with National Child Abuse Prevention Month in April. The blue-ribbon campaign will symbolize the commitment to preventing child abuse and fostering a safe environment for children. To promote child abuse prevention, KIDS Center suggests three simple steps: be aware, be educated, and become involved. Awareness involves recognizing the signs of abuse, education includes learning about resources and protective measures, and involvement means actively participating in community efforts to support children and families. Ms. Tyger emphasized that for professionals in the field, every day and every month are dedicated to child abuse prevention. The goal is to extend this commitment throughout the community, ensuring that child protection is a continuous priority.

MOTION to accept the proclamation declaring April 2024 to be the Child Abuse Prevention Month. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #10: Request to expend up to \$300,000 of Title III Federal funds:

Requester: Christina Haron

Details: Mitch Madden, Crook County Sheriff Lieutenant, attended the Regular Session to request up to \$300,000 of Title III (Secure Rural Schools) Federal funds to upfit a Mobile Incident Command Post (MICP). The anticipated spending is \$270,000, with an additional \$30,000 requested as a contingency for supply chain changes, which will be returned to the Title III Fund if not used. The Sheriff's Office received a Class A motor home donation from the OSU Crook County Extension, already equipped with workspaces, HVAC, power, water, and data cables. Funds for this project have been appropriated for FY24 Title III spending. The \$250,000 anticipated expenditure for FY24 will require a supplemental budget to reallocate funds from Materials and Services to Capital Outlay.

MOTION to expend up to \$300,000 of Title III Federal Funds for the Sheriff Incident Command Post. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #11: Request for funding - Crook County Kids Club:

Requester: Ashley Thrasher

Details: Ashley Thrasher, Executive Director of Crook County Kids Club, attended the Regular Session to request \$7,000 in funding for the non-profit program. Crook County Kids Club provides after-school and out-of-school supervision for over 200 families, allowing children to be engaged while adults complete their workday. The requested funds would support operational costs and supplement the scholarship fund for underserved families. The program serves children from kindergarten to 5th grade,

operating from school dismissal until 6:00 pm, Monday through Friday, and offers a full-day summer program from 7:15 am to 5:30 pm. This support helps working parents, many of whom are employed by the county, school district, small businesses, construction companies, and medical providers. Kids Club offers activities that promote learning and confidence, including physical education, literacy tutoring, arts, community service projects, gardening, off-site field trips, and hand-stitching.

MOTION to approve the request for funding the Crook County Kids Club in the amount of \$7,000.00. Motion seconded. Commissioner Hermreck mentioned in discussion that the County should consider adding this expense to the budget for future years. No further discussion. Motion carried 3-0.

Discussion item #12: Open Air Barn for Livestock Fairgrounds:

Requester: Dennis Hilderbrand/Jace Rhoden/Jake & Sheri Storey

Details: Jace Rhoden attended the Regular Session to request a letter of support from the Board of Commissioners for improvements at the Crook County Fairgrounds. The Fairgrounds have outgrown many of their amenities, with structural flaws becoming apparent, and the 4-H and FFA youth need more space to thrive. The proposed building would provide a secondary arena, crucial for retaining current events hosted at the Fairgrounds. The estimated total cost for the 150' x 200' open-air livestock barn is \$1.5 million, with approximately \$500,000 already donated.

MOTION to approve a letter of support for the Open Air Barn donation and the letter to be drafted with County Counsel with approval to sign at the next Regular Session. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #13: Approval to contract with Insight Global to fill three positions in the IT Department:

Requester: Amy Albert/Stephen Chellis

Details: Stephen Chellis, Chief Information Officer, attended the Regular Session to request approval to contract with Insight Global to fill three IT Department positions. The costs are as follows: Application Manager (\$16,240.60 to \$21,667.80), Business Systems Analyst (\$13,906.80 to \$18,516.20), and IT Manager (\$16,240.60 to \$21,627.80). These expenses are within the IT department's budget, and the contract has been reviewed by the Legal Department.

MOTION to approve the contract with Insight Global to fill the three positions in the IT Department. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #14: Approval of Annual Financial Assurance Update & Recertification for Landfill:

Requester: Christina Haron

Details: Christina Haron, Finance Director, attended the Regular Session to request approval from the Board of Commissioners for the annual financial assurance update and recertification for the Crook County Landfill. This update pertains to the DEQ Solid Waste Disposal Site Permit No. 74. The financial assurance update is a critical

component to ensure compliance with state regulations and to demonstrate that the County has the necessary funds to cover the costs associated with the closure, post-closure care, and any potential corrective actions required for the landfill. Approval of this request is essential for maintaining the permit and ensuring the continued operation and regulatory compliance of the Crook County Landfill.

MOTION to approve the Annual Financial Assurance Update and Recertification for the Landfill and to be signed outside of Court. Motion seconded. No discussion. Motion carried 3-0.

Discussion item #15: Contract approval for Bridging the Accounting Gap, LLC (Kristal Hughes):

Requester: Christina Haron

Details: Christina Haron, Finance Director, attended the Regular Session to seek approval for a contract with Bridging the Accounting Gap, LLC, led by Kristal Hughes. This contract will replace the previous one with NOWCFO, which ended in November 2023, for Senior Accounting and ERP implementation work. No budget changes are necessary as the contract is capped at \$10,000 per month. The costs will be covered by funds allocated for the vacant Senior Accountant position or ARPA grant funds related to ERP implementation, as currently budgeted.

MOTION to approve the contract for Bridging the Accounting Gap with Kristal Hughes. Motion seconded. No discussion. Motion carried 3-0.

Administrator Report:

Andy Parks reported that Fairgrounds Manager Casey Daly has submitted an application to the Oregon Fair Association for County Fairgrounds Operational Support. As a result, the County will receive a one-time payment of \$94,812.00 to offset losses incurred during COVID. This payment is expected to be sent to the County in the next few days.

Mr. Parks informed the Commissioners about two committees, COACT and the Regional Housing Council, both of which require a Commissioner to serve on them. He also shared communication from COIC detailing the responsibilities and meeting schedules for these committees. Additionally, Mr. Parks is finalizing a comprehensive schedule outlining all the committees and boards that each Commissioner is currently attending, ensuring proper representation and coordination across all assignments.

Steve Markell has resigned from the Budget Committee due to other commitments. It is suggested that new applicants be appointed by the meeting on the 17th, with a follow-up discussion on the next steps to be held at the subsequent session.

Commissioner Updates: None

Public Comment: None

At 10:03 a.m. the Court convened into Executive Session under the following statute(s): 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; ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

EXECUTIVE SESSION

At the conclusion of the Executive Session, the Board of Commissioners convened back into Open Session, inviting members of the public into the meeting room.

No motions were made at the end of Executive Session.

There being no further business before the Board, the meeting was **adjourned at 11:08 a.m.**

Respectfully submitted,

Sarah Puerner