

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES  
OF JUNE 26, 2024, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Board of Commissioners met in a regularly scheduled Work Session on June 26, 2024, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

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

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Will Van Vactor; Stephen Chellis; Krystal Chellis; Katie Plumb; Kari Hathorn; Stephanie Wilson; Sarah Beeler; Breyanna Cupp; Tim Deboodt; Jacquie Davis; Jon Soliz; Randy Davis; Cheryl Seely; Alex Solterbeck; Brad Haynes; Bill Elliott; Jamie Berger; Christina Haron; Shelby Fisher; Kim Fox; Linda Pepper; Amy Albert; Katrina Weitman; Andrew Rasmussen; Makenna Duran; Dock Kerbow; Sandy Kerbow; Elaina Huffman; Michelle Jones; and members of the public.

**WORK SESSION**

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

**Public Comment:** None

**Discussion item #1:** CIS Insurance:

**Requester:** Will Van Vactor

**Details:** Interim County Manager Will Van Vactor attended the Work Session to introduce Elaina Huffman from Graybeal Group to discuss liability insurance with the Board of Commissioners. The County's insurance is provided by CIS (City County Insurance Services), and Crook County renews its coverage annually. Elaina Huffman presented the renewal cost impacts and comparisons for the 2024-2025 coverage. Currently, the property deductible is \$5,000, but switching to a \$10,000 deductible would reduce the annual premium. The property coverage includes structures, property in the open, and mobile equipment. The new premiums also account for the Justice Center being added to the plan on either July 1st or August 1st. Elaina also offered alternate plan options for 2024 if the County decides to switch from the \$125K Aggregate Plan.

**MOTION** to raise our property deductible from \$5,000 to \$10,000. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #2:** Consider appointment recommendation to the Library Board:

**Requester:** Sarah Beeler

**Details:** Library Director Sarah Beeler attended the Work Session to present a recommendation to the Board of Commissioners for an appointment to the Library

Board. Ms. Beeler highlighted that the Library Board's first choice is Michael Stremme, due to his strong background. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #3: High School Intern Program:**

**Requester:** Kari Hathorn

**Details:** District Attorney Kari Hathorn attended the Work Session to present an opportunity for a student internship. Crook County High School reached out to the DA's Office about offering an internship for a high school student interested in pursuing a career in law. The internship would be funded by COIC, with no cost to the County. This opportunity would give a local student valuable experience and insight into the legal field. Ms. Hathorn noted that her department has established intern policies, and no formal approval from the Commissioners is needed. She primarily wanted to provide an update to keep the Commissioners informed.

**Discussion item #4: Extension #3 to Professional Services Contract:**

**Requester:** Stephanie Wilson

**Details:** Stephanie Wilson and Andrew Rasmussen attended the Work Session to request a continuation of the contract with Christina Deller-Storo. Ms. Deller-Storo provides annual audits, inspections, and consultations to ensure the proper management and handling of medications in the jail. The contract renewal comes with no requested changes. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #5: Human Resources Information System (HRIS) Update:**

**Requester:** Krystal Chellis

**Details:** Contractor Krystal Chellis attended the Work Session to provide an update on the HRIS system and request approval for the recommended solution, NeoGov. Krystal has been working with a committee of nine Crook County employees to evaluate several HRIS solutions, and NeoGov was selected as the best fit for the County. NeoGov offers increased operational efficiency, improved employee satisfaction, and tailored HR solutions for the public sector. The annual subscription cost is \$114,000, and Krystal emphasized the need for additional HR staff support during implementation, as the current team cannot manage both their regular duties and the system rollout simultaneously. Interim County Manager Will Van Vactor expressed support for the program but recommended delaying the decision until mid-July to ensure a solid implementation plan is in place, especially given the current staffing challenges in the HR department.

**Discussion item #6: Renewal of USDA APHIS Agreement:**

**Requester:** Jacquie Davis

**Details:** Landfill Manager Jacquie Davis attended the Work Session to seek approval for the renewal of the USDA APHIS Agreement. The landfill's solid waste permit requires a bird control management program due to its proximity to the airport. The USDA assists with wildlife management services, including controlling the bird population at the landfill. The renewal includes a \$5,000 increase for these services for

the upcoming fiscal year. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #7: Solid Waste Management Plan Update:**

**Requester:** Jacquie Davis

**Details:** Landfill Manager Jacquie Davis attended the Work Session to provide the Board of Commissioners with an update on the Solid Waste Management Plan (SWMP). She discussed the progress of the landfill gas system installation and the potential for additional revenue from a partnership with Deschutes County. This opportunity could help offset some of the costs associated with the installation of the gas system and offer a potential revenue increase for the landfill.

**Discussion item #8: Reproductive Health Grant award:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to inform the Board of Commissioners about a reproductive health grant award. As a service provider for RHCare and CCare, the Crook County Health Department has been awarded \$125,000 to enhance access to services through the clinic. This funding will help cover costs for staffing (FTE), outreach supplies and services, and Electronic Health Record (EHR) software in FY25, reducing the reliance on billing revenue and supporting the sustainability of clinical services into FY26. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #9: Reproductive Health grant award #2:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to inform the Board of Commissioners about a grant award. As a RHCare and CCare service provider, the Crook County Health Department has been awarded \$56,500 to enhance access to services at the clinic. This funding will help cover costs for staffing (FTE), training, medical supplies and equipment, and Electronic Health Record (EHR) software expenses in FY25, reducing reliance on billing revenue. This will also support the sustainability of clinical services into FY26. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #10: Amendment proposal to Crook County Community Health Advisory Council Bylaws:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to propose an amendment to the Health Advisory Council Bylaws. The current Crook County Community Health Advisory Council (CHAC) Bylaws, adopted in 2020, have presented challenges in recruitment due to membership loss without proper notification, as outlined in the bylaws. The issue arises because positions cannot be reassigned until a member officially vacates their role. The proposed amendment would allow for written notification of resignation to be sent to either the Chairperson or the Board of Commissioners, without specifying the delivery method, as long as it is in writing. These amendments were approved by the Council during the April 2024 CHAC meeting, and the final adoption of the amended bylaws is scheduled for the July 2024

meeting, pending Board of Commissioner approval. Additionally, language in the bylaws has been updated to reflect the transition from a County Court to a Board of Commissioners. This item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #11: Consider appointment recommendation to the Community Mental Health Advisory Board:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to request that the Board of Commissioners consider appointing LaDele Harris to position number 9 on the Health Advisory Council. An Order will be prepared, and this item will be placed on the consent agenda for final approval on July 3rd.

**Discussion item #12: Community Health Advisory Council Annual Update:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to provide an annual update on the Community Health Advisory Council (CHAC). CHAC is a legislatively mandated advisory body that provides recommendations to the Crook County Board of Commissioners on behavioral and public health matters. During the session, Katie requested feedback to help shape her presentation for the July Board of Commissioners meeting.

**Discussion item #13: Veteran Services Update:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the Work Session to provide an update on Veteran Services. Thomas Evans and Mona Glade introduced themselves and shared their backgrounds with the Board of Commissioners. Since January, approximately 200 veterans have visited the Veteran Services office, with 35 claims successfully approved. The office has been fully staffed for the past six months, providing consistent service. The importance of attending Band of Brothers gatherings was discussed, and Commissioner Hermreck encouraged Thomas and Mona to regularly attend veterans' breakfasts to engage with the community.

**Discussion item #14: Community Development Monthly Update:**

**Requester:** Will Van Vactor

**Details:** Building Official Randy Davis and Katrina Weitman attended the Work Session to provide an update on Community Development activity for May. The department issued 29 permits for new residential dwellings, 37 commercial permits, 84 residential permits, and 15 residential structural permits, totaling 167 permits for the month, down from 202 permits in May of the previous year. Additionally, 846 residential inspections and 251 commercial inspections were conducted. The department has also been contacted about a potential small data center project on top of the hill, with meetings and discussions expected to begin soon. The Dollar General application was denied, and the Planning Commission will review the decision, with notices being mailed out this week.

**Interim Manager Report:**

Will Van Vactor reported that he spoke with Richard Meyers from GMP yesterday, who informed him that 10 applications have been received for the County Manager position so far. Meyers also mentioned that he had two conversations with potential candidates who ultimately chose not to apply due to the County not offering PERS.

Commissioner Updates:

Commissioner Barney mentioned that he has a Supplemental Service Agreement with Pinnacle Architect for the second lot the County recently purchased. The goal is to consolidate services in order to save money for the County. This is outlined in Supplemental Service Agreement #9.

**MOTION** to sign Pinnacle Supplemental Services #9 Contract. Motion seconded. No discussion. Motion carried 3-0.

At 10:35 a.m. the Board of Commissioners read 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.

### **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.

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

There being no further business before the Board of Commissioners, the meeting was **adjourned at 11:23 a.m.**

Respectfully submitted,

**Sarah Puerner / Breyanna Cupp**