

**CROOK COUNTY BOARD OF COMMISSIONERS MINUTES
OF OCTOBER 14, 2025, SPECIAL MEETING
Open Portion**

Be It Remembered that the Crook County Board of Commissioners met in a Special meeting on October 14, 2025, at 2:30 p.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

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

Absentees: None

Others Present in Person or Via Zoom: County Manager Will Van Vactor; Executive Assistant Breyanna Cupp; Finance Director Christina Haron; Kristal Hughes; County Clerk Cheryl Seely; HR Director Meghan McKee; Health and Human Services Director Katie Plumb; Administrative Division Manager Stephanie Wilson; Librarian Team Lead Kim Bales; Library Customer Service Specialist Stephanie Glisson; Human Resources; Frank Porfily; Shawna Holland; JC; Michael Stremme; Faye Streier; Bill Zelenka; Beth Peer; Ginger Nedry; and members of the public.

SPECIAL SESSION

The meeting was **called to order at 2:30 p.m.**

Public Comment: None

Discussion item #1: Review Core Services for Crook County Health Department and Crook County Library:

Requester: Will Van Vactor

Details: County Manager Will Van Vactor attended the Special Session to discuss the core services of the Crook County Library and Health Department. The meeting will ensure a shared understanding of these departments' essential roles within our community. As we continue to review core service descriptions for each department, the conversations will help ensure alignment across the organization on and that future decision making is informed by a collective understanding of the important services provided to our community.

Health and Human Services Director Katie Plumb spoke to the Board of Commissioners about the mission and purpose of the Health Department. She presented the department's Core Services, organized into the following categories: Health Protection, Prevention & Health Promotion, Clinical Access, Family Health, and Mental Health Coordination. For each group, she provided descriptions, key activities, and the overall impact on the community. Katie also discussed state and federal mandates related to health services, including behavioral health services mandated to be provided by the community mental health program. County Manager Will Van Vactor followed with an overview of the Core Services summary table, reinforcing and expanding upon Katie's presentation.

Commissioner Hermreck inquired about how the Health Department is notified when individuals visit the emergency room. Health and Human Services Director Katie Plumb explained that electronic health records are shared between the emergency room and the Health Department, and communication can also occur through direct calls or established referral pathways. Commissioner Hermreck asked about the school-based Health Center (SBHC) process, and Katie responded that the department participates in monthly SBHC meetings, maintains contractual oversight, and conducts regular touchpoints to ensure services are being provided. Susan also expressed concern about funding for the WIC program and nurse home visits. Katie clarified that services only occur when funding is available—federal funds currently support WIC, while nurse home visits are billed services that generate revenue. Susan further asked about data for protected areas, and Katie explained that up-to-date state rates and figures are available on the Oregon Health Authority (OHA) website, which are used for tracking and reporting. Katie also highlighted the department's partnerships with organizations that support incentive-based metrics and the overall community need.

County Manager Will Van Vactor provided an overview of the Health Department's funding structure to the Board. Health and Human Services Director Katie Plumb added that the majority of the department's operations are funded through grants. Additionally, there is a general fund transfer of \$577,000, which represents approximately 15% of the department's overall budget.

Commissioner Hermreck commended the Health Department for its extensive outreach efforts and expressed her appreciation for the wide range of community events and activities the department is involved in. She noted she was very impressed with the work being done in this area.

County Manager Will Van Vactor opened the meeting by explaining its purpose—to provide the Board with information about the Crook County Library. He gave an overview of the library's mission, vision, and core purpose, followed by a presentation on its core services. The library's services are organized into four key areas: Collections, Technology & Connectivity, Programs & Learning, and Engagement & Outreach. For each area, Will provided descriptions, highlighted key activities, and explained the impact these services have on the community.

During the discussion of the Collections service area, Kim provided statistics highlighting the library's usage. She reported physical circulation of 131,179 items, 41,689 digital circulations, and 42,739 interlibrary loan transactions.

During the discussion of the Technology and Connectivity service area, County Manager Will Van Vactor noted that the bookmobile is currently not in operation, as the position of Outreach Specialist is still vacant. He explained that once the core services are fully aligned with community needs, the future of the bookmobile can be reassessed. Commissioner Hermreck asked Library Director Kim Bales whether the community's needs are being met through the current use of the outreach van, given its accessibility. Kim responded that while the van does provide valuable outreach, the maintenance and

upkeep of the bookmobile are significant, and it may not be the most practical or effective option for the library moving forward.

During the discussion of the Programs and Learning service area, Commissioner Seth Crawford inquired about the availability of resources for individuals who have lost their jobs. Commissioner Hermreck and Kim Bales highlighted the success of the recent job fair, noting it was well received by the community. Kim shared that 108 attendees of the job fair were able to secure employment. She also reported that the library hosted a total of 1,623 programs across all age groups, with a total program attendance of 9,312 participants.

The Board of Commissioners, County Manager Will Van Vactor, and Library Director Kim Bales engaged in a discussion regarding the Juniper Canyon project and potential options for moving forward. It was agreed that gathering public input would be important to help guide the direction of the project. Kim also noted that the library saw significant use over the past year, with 102,000 people coming through its doors—highlighting strong community engagement and interest in library services.

County Manager Will Van Vactor provided an overview of the state mandates for Oregon public libraries, outlining the requirements Crook County must meet if it chooses to operate a public library. He also explained the specific details of those mandates, including any applicable exemptions and compliance considerations relevant to the Crook County Library.

Commissioner Hermreck raised concerns about the use and maintenance of the Broughton Room and inquired about ways to improve its upkeep. Commissioner Crawford suggested implementing a deposit requirement for room use. Library Director Kim Bales explained that the Finance Department prefers not to have the library handle money or issue refunds directly. Commissioner Barney recommended starting to monitor the room more closely. Kim added that cameras have recently been installed in the room for security. County Manager Will Van Vactor suggested collaborating to develop a plan of action to address these concerns.

Commissioner Hermreck commended the library staff for their dedication and hard work, expressing appreciation for their efforts.

MOTION to adjourn this meeting. Motion seconded by Commissioner Hermreck. No discussion. Commissioner Hermreck votes Aye, Commissioner Crawford votes Aye, Commissioner Barney votes Aye. Motion carried 3-0.

There being no further business before the Board of Commissioners, the meeting was **adjourned at 337PM.**

Respectfully submitted,

Breyanna Cupp