

**BE IT REMEMBERED THAT** the Crook County Court met in a Work Session on August 6, 2019 at 9:00 a.m. in the Administration Conference Room located at 203 NE Court Street, Prineville, Oregon 97754. In attendance were: County Judge Seth Crawford; County Commissioner Jerry Brummer; County Commissioner Brian Barney; Tim Deboodt, Natural Resources; HR Director Kim Barber; Treasurer and Interim CFO Debbie Palmer; County Clerk, Cheryl Seely and Bowman Museum Executive Director Sandor Cohen; Assistant County Counsel Eric Blaine and County Court Secretary Colleen Ferguson.

### **Updating the Natural Resource Policy to include consultation on historical site/structures on public lands**

Tim Deboodt, Natural Resources, presented information on the update to the Natural Resources Policy to include consultation with the local Historical Society on historical sites and structures on public land. He provided an example of a person with a mining claim that includes a historic cabin and the ability of the FS to act as the final decision maker of the fate of the cabin. Mr. Deboodt provided language that he would like included into the County's Natural Resource policy. Steve Lent, Bowman Museum and Sandor Cohen, Executive Director of the Bowman Museum, are in support of this change. This gives local input on discussion and allows the County a place at the table. There is no assumption of responsibility for the County. The Historical Society and Board will need to have this information. They can also petition for a historical site. The mission of the Historical Society is to retain the heritage and history of Crook County and this fits right in.

Assistant County Counsel Eric Blaine will draft and order for the change of the Natural Resources Policy.

### **Employee Training on Public Records Requests**

Mr. Blaine presented a plan to schedule and conduct an updated processing of Public Records Request training for County employees. The time planned is early September. Department Heads and employees that process the requests will be asked to attend. The process and the costs involved in the time to complete the request will be part of the training. He will also provide options to efficiently manage the requests.

### **Change Order**

Commissioner Barney presented a change order for work on the jail. These five changes were actually a portion of the original price of the jail and were removed with the need to cut costs during construction. Now that the building is completed, there are funds still available. Commissioner Barney is asking for approval of the change order in the amount of \$24,332.65 that will cover the steel housing cover; rock; locating of control room monitors; carpet and an 8 foot fence around the washers and dryers.

### **Motion**

Commissioner Brummer moved to approve Change Order #2 in the amount of \$24,332.65 for the Jail Project. Seconded by Commissioner Barney. Vote 3-0, motion carried.

## **County Health Department Financial Issues**

County Treasurer and Interim CFO Debbie Palmer advised the Court of financial items that did not get rolled over to 2019-2020 budget; items that required supplemental budgets and resolutions/orders in the Health Department, Holiday Partnership, ABHA funds and HR. These must be done prior to June 30, 2020.

## **Recruiting for CFO**

Commissioner Barney and Ms. Barber discussed the poor response of only 5 candidates. There are a lot of finance positions open right now around the state. The Court discussed using a “Head Hunter” or looking at retired CFO’s from PERS Counties that may be wanting to work for several more years.

## **Finance**

Ms. Palmer reported that Janine is helping with the audit and is willing to assist the County on-going. Janine would also be a valuable resource in selecting the right person for the CFO position. She is willing to work with the County, but not long term.

## **House 55 District**

County Clerk Cheryl Seeley has received an email from the Secretary of State’s office regarding the process for the appointment of the candidate to fill the vacancy as a result of Representative McLane being selected as a Judge. More information will be emailed soon.

## **Tyler Munis program**

HR Director Kim Barber reported that she has received a call from Tyler and Breanna is available for training in September. None of the dates worked. Discussion was held on different dates, times, and the actual purpose of the Court members attending to see the involved building of the software program and be aware of all the intricate pieces that must be input and uploaded. The final date selected was September 17, 18 and 19<sup>th</sup>. The Court members can attend for short portions of the training and still maintain their busy set schedules. Discussion held on where to hold the training and how it is set up.

**Judge Crawford adjourned the Court out of Open Work Session and into Executive session under ORS 190.662(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**

**ORS 190.662(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.

Following the discussion, Judge Crawford adjourned the Court out of Executive Session and into Open Work Session, inviting members of the public into the meeting room.

## **OPEN SESSION**

### **Judge Crawford convened the Court into Open Work Session.**

#### **Motion:**

Commissioner Barney moved to direct staff to continue moving forward as discussed in Executive Session. Commissioner Brummer seconded the motion. Vote was 3-0, motion carried.

#### **EAO Meeting**

Commissioner Brummer provided a report regarding his recent attendance at the EAO meetings held in John Day for the East side of the Oregon Counties and their concerns and needs.

The Forest Service is receptive to having the Counties at the table, and they want to work with the Counties. Discussion held on the Oregon East side counties versus the West side concerns. Discussion was held on a Forest Service plan that is very confusing. The Forest Service is going to try to go back, review the plan and make it better.

Discussion was held on the logging industry and market for Pine. At this time, there is no market for Pine, but there has been a clean up the forest for bio mass.

#### **Candidate meeting and vote**

The meeting with other County officials to meet three candidates that are running to serve the remainder of Representative Mike McLane's term, House Representative District 55 was discussed and scheduled for 10:00 a.m. in the Admin. Conference room, 203 NE Court Street, Prineville, on Thursday, August 8<sup>th</sup>.

#### **Tyler Muniz training (Second discussion)**

Ms. Palmer contacted back from the Finance office that the dates selected previously for Tyler training in this meeting will not work for the Finance Office. They will be involved with payroll at that time. Discussion was held on the next several conventions, meetings, three days of Rural Health Care conference and AOC for a week in November, a lot of dates that cannot be scheduled for the trainings. The final decision was to schedule for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> of October. The Department heads will be attending and making decisions, and it is necessary for the Court to see how involved those decisions are and to become aware of the additional resources. Those working on the buildout will depend on Department Heads and staff for the guidance and commitment. The hopes is that the staff will gain some buy in on the project and see that in the long run, it will be easier for them to use than the current systems. The Court will attend when they can and hope to spend time with all the staff to learn the procedures.

Judge Crawford adjourned the meeting at 10:35 a.m.

Respectfully submitted,

Colleen Ferguson, Crook County Court Secretary