

BE IT REMEMBERED THAT the Crook County Court met in Open Regular Session on April 1, 2015 at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon. In attendance were: County Judge Mike McCabe; County Commissioner Ken Fahlgren; County Commissioner Seth Crawford; County Counsel Jeff Wilson; Assistant County Counsel Eric Blaine and County Court Secretary Colleen Ferguson.

Members of the public signing the attendance log were: Maggie Campe, Family Resource Center; Alyssa Speece, Crook County Health Department; Kris Williams, Crook County Health Department; Mindy Stomner, Crook County Health Department; Greg Sanders, Redemption House Ministry; Dave Scott, Prineville; Sher Ericksen, Prineville; Ashley Thrasher, Kids Club; Brenda Comini, Human Services; Muriel DeLaVergne-Brown, Director, County Health Department; Darlene Harpster, Prineville; Casey Daly, Manager, Crook County Fairgrounds; Gail Merritt, Crook County Fair Board; Caroline Ervin, EDCO;

Casey Kaiser, Chamber of Commerce; Tim Ray, Crook County Fair Board; Kathy Gray, County Treasurer; Stacey Bernard, Treasurer's Office; Rebekah Burkhardt, Sheriff's Office; Steve Dougill, GIS/IT Director; Brad Brown, Acctech; Al Bond, Jail, Sheriff's Office and Jim Hensley, Crook County Sheriff.

The media was provided public notice of the meeting.

Judge McCabe opened the County Court meeting and asked Gail Merritt to lead the Pledge of Allegiance.

CONSENT AGENDA

- 2. Approve minutes of March 18, 2015**
- 3. Approve Claim form, Haddock vs. Nationwide Class Action Administrator**
- 4. Approve Hiring Authorization Request from WEBCO for position of Finance Manager**
- 5. Approve Crooked River Roundup Use agreement, Crook County, Crook County Fair Board and Crooked River Roundup Association**
- 6. Approve Pioneer Memorial Hospital Feasibility Study**
- 7. Approve Amendment 6 to Jail bed IGA, health information sharing**
- 8 Remove Approve OHA agreement # 148182, maternal and child health promotion services agreement/ Reschedule for April 15, 2015**
- 9. Approve Amendment 1 to Transportation Advisory Committee IGA w/COIC**

The Court reviewed the Consent Agenda. Commissioner Fahlgren discussed the minutes of March 18, 2015 and asked that changes be made to the last item in the minutes. Item number eight was removed for legal review.

Motion

Commissioner Fahlgren moved to approve the Consent Agenda with the changes as discussed in the minutes of March 18, 2015 and the removal of item number eight for further legal review. Commissioner Crawford seconded the motion. There was no discussion. The vote was 3-0, motion carried.

Crook County Kids Club Update and request for funding, Ashley Thrasher

Crook County Kids Club Director Ashley Thrasher provided an update of the last year of operation for the Kids Club in Crook County and the plans to go forward into the future. Ms. Thrasher said the highest attendance number this last year was 79 children, 15 more than the highest from the previous year. The Kids Club will be moving to the Ochoco grade school for the summer and will start in the new Barnes Butte Elementary School in September 2015.

Ms. Thrasher asked the County to consider again providing \$6,000 to the Kids Club for operation in the 2015-2016 year.

Commissioner Fahlgren stated that he serves on the board for the Kids Club and believes that Ms. Thrasher has done a great job with the organization. He said that when the two schools are united in the new school in one location, the numbers in attendance will increase.

Proclamations:

Public Health Week Proclamation

Sexual Assault Awareness Proclamation

Public Health Week Proclamation

Muriel DeLaVergne-Brown, Crook County Health Department Director, presented and read into the record the Proclamation of Public Health Week.

Ms. DeLaVergne-Brown reported on the Open House Event to be held at the Health Department on Monday; the community walk to be held on Tuesday; and the presentation about the County Public Health Department at "What's Brewing" on Wednesday. Diane Koops, Health Department Staff, has located a scrapbook about the Health Department from 1936 and this will be available for the public to enjoy with pictures and other memorabilia. On Friday, the Health Department will be hosting the Prineville Perk.

Reports regarding recent news on smoking and smokeless tobacco and the highest usage in the state were presented. Discussion was held on the history of smoking and the big money on the tobacco side of the business. Discussion was held on the focus on health issues and the national accreditation of the Crook County Health Department.

Sexual Assault Awareness Proclamation

Maggie Kempe, Coordinator of the Domestic Violence Program, presented information on this years' "Shine the Light" event. This year the event will be held on April 27, 2015 and be very family friendly. The event will begin at 6:30 p.m. until 8:30 p.m. in the Green Space, side parking lot of the Ochoco Grade School. There will then be a lighted parade with fire trucks, police cars, tow trucks and banners that will end on top of View Point.

Ms. Kempe read the Sexual Assault Awareness Proclamation into the record, provided handouts and discussed with the Court the domestic violence issues and the recent violence that occurred when Officer O'Daniel was injured during the apprehension of a burglary suspect in Terry's Jewelry and the good fortune that he had Raun Adkinson, Deputy District Attorney, riding along with him that night who was

able to break up the violence and hold the person for police, and to help Officer O'Daniel receive medical treatment.

April is Child Abuse Prevention month, Sexual Assault Awareness month and Public Health Week.

EDCO Update/ Caroline Ervin

Caroline Ervin, Prineville Economic Development of Central Oregon(EDCO) Manager, presented her first update to the Court with plans to present updates on a quarterly basis. The motto for EDCO is Move—Start—Grow, for businesses coming into the area. She reported on 10 projects with 243 jobs and \$470 million in capital investments in the Central Oregon Area. Two businesses are coming—four have started already and there are four in operation beginning to grow.

Information was provided on the Enterprise Zoning in the County and the businesses taking advantage of it, the leads on new companies looking at the County, the problem solving and utility issues along with the undervalued appraised new construction costs. Ms. Ervin described the BRE (Business Retention Expansion) and said she has met with 10 companies. She is working to build relationships, know the companies and find out what she can do to help them. She has consistently received positive feedback from all the companies coming to the Crook County area on the experience in working with the City and County to make it possible to bring their business into the community. Ms. Ervin provided information on the relationship meetings being held in the area with local government and leaders, the Advisory Board and Work Source Oregon.

The Court gave their thanks to Ms. Ervin for hitting the ground running when she came on board with EDCO and the Court's appreciation of all of her hard work and keeping the County advised.

Presentation of information regarding CAFFA Grant/ County Assessor Brian Huber

Crook County Assessor provided information on the CAFFA Grant applied for yearly. The amount of the grant has gone down every year over the past three years. Last year it was \$208,000 and this year is \$189,000. The grant assists in the Tax and Assessment program; Board of Property Tax Appeals (BOPTA), GIS, Assessors Office, Treasurers Office and IT Department. Discussion was held regarding the total expenditures of the grant and the formula designed to help fund the County.

The Court discussed with Mr. Huber the reason for the grant being presented for signature so early. It is due by May 1st and if signed, this would affect downsizing the Assessor office staff for any budgetary reasons. Budget hearings will not be held until later this month. Mr. Huber said he is also looking at other ways to try to fund the departments.

Motion

Commissioner Crawford moved to approve the CAFFA Grant Application. Commissioner Fahlgren seconded the motion. The vote was 3-0, motion carried.

RFP Award announcement/Sewer Upgrade for RV Park

County Counsel Jeff Wilson provided the report on the RV Park Rehabilitation Grant from the State Parks and Recreation and the Sewer Upgrade and Engineering Projects. Both projects exceeded the county funding. There were no bids received for the March 19th bid. Mr. Wilson said the County could

re-advertise and expand the scope, or treat this as a sole source procurement. He recommended an order for a sole source procurement.

Discussion was held about calling out for three bids. Mr. Wilson said the advertisement was in the Central Oregonian, on the County WEB Site and posted on the bulletin board. Commissioner Fahlgren said he is sure there are at least 10 contractors in Prineville that could do this project. Mr. Wilson said the advertisement could be published again and mailed out to contractors. Judge McCabe was worried about the timeline for the project at the RV Park with people wanting to get in there with their RV's.

Motion

Commissioner Crawford moved to prepare an order for sole source procurement and authorize signing outside of Court. Commissioner Fahlgren seconded the motion. The vote was 3-0, motion carried.

Different ideas were discussed to complete the project in the timeline as needed. The RV Park will be very busy again May 1st through October. The patch paving is being done now, and the main paving will be done in the fall. The water mainline has to be done before the main paving is completed.

SHORT BREAK

Item number 16 was removed from discussion

Discussion regarding Deputy District Attorney II position w/Daina Vitolins District Attorney Office Employee Grade and Compensation change

Crook County District Attorney discussed with the Court the Compensation study and salary scale. Ms. Vitolins believes there should be classifications and scales for the attorneys should be revisited. The attorneys do not supervise other employees but they work with Legal Assistants every day and represent the District Attorney in Court. Some the attorneys in the classification they are now in will top out in two years and another tops out in four year. Ms. Vitolins wants to keep her staff and feels there is no appreciation shown when they have topped out and have no further financial incentive. Discussion was held regarding the salary offered in Deschutes County that Crook County will never reach. Ms. Vitolins stressed that not all jobs with the same title are the same. She feels there should be a better way to address this problem and the solution would be a special Grade and Scale for Deputy DA I ,Deputy DA II and Chief Deputy DA.

Discussion was held regarding the different cases the Deputy DA's are sent on, the difficulty, the topping out with no raises in just two years, the increases that have been paid over the last three to five years, oversight, the on call time and the extra hours put in on cases by the Deputies, the cost of the training involved and the need to retain good employees. Ms. Vitolins said the Chief Deputy is topped out and there needs to be some reason for him to stay. The Court discussed looking at the long term goals of the budget and working within the funding of the County. Discussion was held regarding other salaries in the legal and law enforcement offices. Ms. Vitolins said she believes that Department Heads should be at compensation meetings.

The Court discussed with Ms. Vitolins the community response to Deputy DA Raun Adkinson taking part in the ride-along program with the City of Prineville police. The night he was riding with Prineville Police Sergeant O'Daniel, they answered a call to Terry's Jewelry Store. When Sergeant O'Daniel encountered a person in the store that was leaving with stolen property, that person used a hammer to hit

Sergeant O'Daniel in the head several times. Deputy DA Adkinson was able to stop him from attacking further and hold him until back up assistance arrived. Sergeant O'Daniel is doing better now, and the Community is so thankful that Deputy DA Adkinson was able to be there to stop the attack and aid in Sergeant O'Daniel receiving medical assistance.

Ms. Vitolins also discussed the request for a Grade and Step change for the Legal Assistant/Child support Assistant position.

Motion

Commissioner Fahlgren moved to approve the Compensation Committee recommendation for the Grade and Step for Lyssa Warren, Legal Assistant/Child Support Assistant. Commissioner Crawford seconded the motion. The vote was 3-0. Motion carried.

Motion

Commissioner Fahlgren moved to approve the Compensation Committee recommendation for Deputy District Attorney II position from Grade 11 to Grade 12 Step 10. Commissioner Crawford seconded the motion. The vote was 3-0, motion carried.

Presentation, cost and budget matters, Data Security computer programs for Crook County, Steve Dougill

County IT and GIS Director Steve Dougill and Brad Brown of ACTTECH, a contracted firm with the IT County computer program, presented information regarding the IT Security/Liability Project. Mr. Dougill reported that he had completed interviews with all departments regarding the use of the computers and the amount of material that required elevated security for all the measures transmitted over the County's computer system.

Discussion was held on the information that would be provided to the Court at the Budget Hearing Session regarding a five percent increase in recurring costs (about \$12,000 per year) and three years implementation for the additional security programs to be added to the County system. Mr. Dougill said the largest liabilities security is done in the first year for encrypted e mail and encrypted files. There will be a Group Policy Object (GPO) that will involve time to interact with other job processes, but not money. The encryption will have to be installed on the computers, tablets, laptops and also on some smart phone.

Mr. Brown presented information on the email , the added encryption and the Microsoft technology with a system for government that will protect the County and bring it into compliance.

Year two will be keeping track of sensitive information and what people are doing with the information if opened. The county will be following best practices to stay in compliance. Mr. Brown explained that inappropriate items opened or transferred onto the computer now take several weeks or months to deal with. The new program will take only days to handle the same problems.

Mr. Dougill said the County does not have the resources or time to do all the changes and updates that will be needed at one time, so it will be spread out over three years. There will be patch controls and malware scanning. Malware takes advantage of older programming so patching will be involved.

Discussion was held about breaches that were experienced by business such as Target and Home Depot. Mr. Brown said the County needs that level of protection for County information and confidential issues. There is a lot of confidential data that need to be protected going out over the computer system. Mr. Dougill said that training is so important in the correct handling and opening of files and links.

The third year will be installing the freeze drive. This program is already installed at the library. Users try to break the system. The freeze drive when rebooted goes back to the original before the users messed with it. This program, is not hugely expensive. Mr. Brown said there will have to be some steps done first before these are done, building an infrastructure.

Mr. Dougill explained that the email and file encryption is expensive but very necessary. If not encrypted, it is like sending an open postcard through the email, and there is a lot of sensitive information going through email.

The costs for continual updating and ongoing maintenance were presented. Discussion was held on providing training in the usage of the County computers. This training would cut down on the opening and clicking on links. The freeze drive is great technology. Explanation was provided on how malware operates, the backup systems and the infrastructure behind the scenes.

Mr. Dougill and Mr. Brown said they appreciated the committees input and they are doing a great job. They also really appreciated all of Assistant County Counsel Eric Blaine's work with legal issues. The Court expressed their appreciation to Mr. Dougill and Mr. Brown for the time and effort they have invested.

Information was provided on viruses that are transferred onto laptops when traveling by using jump drives and attached storage devices. Viruses can completely take out a computer. Pictures can bring in problems, and it is difficult to find some of the viruses. There would need some policies and procedures regarding real world use.

Item 17, Consider draft order amending a portion of the Crook County Personnel Manual relating to the grade and step classification process/Draft Order 2015-18

Motion

Commissioner Fahlgren moved to remove item number 17. Commissioner Crawford seconded the motion. The vote was 3-0, motion carried.

Judge McCabe adjourned the meeting out of Open Session into Executive Session under ORS 192.660(2)(h) To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Executive Session

Judge McCabe convened the Court into Executive Session under ORS 192.660(2)(h) To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

The Court met under ORS 192.660(2)(h) To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Discussion was held regarding the issue. Following the discussion, Judge McCabe adjourned out of ORS 192.660(2)(h) for this issue and convened the Court into the second issue under ORS 192.660(2)(h) To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Following this discussion, Judge McCabe adjourned the Court out of the second Executive Session under ORS 192.660(2)(h) To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Judge McCabe convened the Court into ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions. Following discussion of this matter, Judge McCabe adjourned the Court out of Executive Session under ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660(2)(h) To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Open Session

Judge McCabe convened the Court into Open Session after adjourning out of Executive Sessions under ORS 192.660(2)(h) To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions and invited the public back into the room.

Motion (on first Executive Session under ORS 192.660(2)(h) To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed)

Commissioner Crawford moved to direction staff to gather information as discussed in Executive Session and bring back to the Court at a future meeting. Commissioner Fahlgren seconded the motion. The vote was 3-0, motion carried.

Motion (on second Executive Session under ORS 192.660(2)(h) To consult with counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed)

Commissioner Crawford moved to direct staff to send a letter as discussed in Executive Session. Commissioner Fahlgren seconded the motion. The vote was 3-0, motion carried.

On the discussion under ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions, Judge McCabe will discuss matters with the parties as discussed in Executive Session. There being no further business requiring action before the Court, Judge McCabe adjourned the meeting at 12:19 p.m.

Respectfully Submitted,

Colleen Ferguson

Colleen Ferguson,
Crook County Court Secretary