

**Morrow County Board of Commissioners Meeting Minutes**  
**December 2, 2020**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present In-Person**

Vice Chair Don Russell, Commissioner Jim Doherty, Darrell J. Green, Matt Kenny, Kate Knop, Roberta Lutchner, Justin Nelson

**Present Via Zoom**

Chair Melissa Lindsay; Staff: Erin Anderson, Bobbi Childers, Mike Gorman, Lindsay Grogan, Katie Imes, Diane Kilkenny, Tamra Mabbott, Ian Murray, Sandi Pointer, Matt Scrivner, Linda Skendzel, Heidi Turrell, LeAnn Wright, Gregg Zody; Non-Staff: Torrie Griggs, Erika Lasater, Lisa Mittelsdorf, Karen Pettigrew, Lori Roach

**Call to Order, Pledge of Allegiance and Roll Call:** 9:01 a.m. (Vice Chair Russell chaired the meeting as he was physically present at the meeting location while Chair Lindsay was attending via Zoom.)

**City & Citizen Comments:** None

**Open Agenda:** No items

**Consent Calendar**

Commissioner Doherty removed the Sixteen Amendment to Oregon Health Authority (OHA) Intergovernmental Agreement (IGA) #159824 for the Financing of Public Health Services.

*Commissioner Doherty moved to approve the following items in the Consent Calendar:*

- 1. Accounts Payable and Payroll Payables*
- 2. Minutes: October 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>*
- 3. Application for Tax Refund from the Port of Morrow*
- 4. MasterTent USA Inc., Sales Quote Acceptance for tents and associated equipment for COVID-related events (two tents, electric heaters, lights, transport wheels - \$30,688.20)*

*Commissioner Lindsay seconded. Unanimous approval.*

**Business Items**

Sixteenth Amendment to OHA IGA #159824 for the Financing of Public Health Services

Commissioner Doherty said the amendment allowed for the rollover of unspent funds. He asked how the County can ensure the funds will be spent.

Finance Director Kate Knop said the Public Health programs have shifted due to COVID and she, Mr. Green and the Interim Department Director were working to allocate those funds.

Vice Chair Russell said this year multiple counties have been unable to spend the money tied to some of the contract's program elements, which is a rare occurrence for Public Health Departments.

*Commissioner Doherty moved to approve the Sixteenth Amendment to OHA IGA #159824 for the Financing of Public Health Services; and authorize Vice Chair Russell to sign on behalf of the County. Commissioner Lindsay seconded. Unanimous approval.*

Retirement Recognition: Dean Robinson

Dean Robinson,

Greg Close, Parks General Manager

Mr. Robinson's supervisors, Greg Close and Matt Scrivner, spoke about Mr. Robinson's strong work ethic and commitment to Morrow County Parks, and how much they each learned from him. The Commissioners echoed similar sentiments and relayed stories of their interactions with him. Commissioner Russell said Mr. Robinson's skill set would be hard to replace; Commissioner Doherty commented on Mr. Robinson's involvement with the Wolf Depredation Advisory Committee where he serves as Chair; and Chair Lindsay said Mr. Robinson invested his heart and soul into protecting County Parks.

Coronavirus Relief Fund, Department of Administrative Services Grant #2529

Kate Knop, Finance Director

Ms. Knop explained the County will receive \$601,787 through the grant. With the exception of a five percent administrative fee, the remainder is to go to businesses impacted by COVID that meet these minimum requirements:

1. The business is headquartered in Oregon and has its principal operations in Oregon.
2. If required by law, the business must be registered with the Oregon Secretary of State.
3. The business must be either for-profit or a 501(c)(3) tax-exempt entity under the IRS Code.
4. The business incurred necessary expenditures due to COVID-19 during the Performance Period (March 1, 2020 through December 30, 2020).

Discussion.

*Commissioner Doherty moved to approve and sign the Coronavirus Relief Fund Grant Agreement #2529 between the State of Oregon (through the Department of Administrative Services) and Morrow County; and authorize Vice Chair Russell to sign on behalf of the County. Chair Lindsay seconded. Discussion: The Board agreed by consensus that Chair Lindsay should continue to oversee the process in order for the funds to get to applicants as quickly as possible. Vote: Unanimous approval.*

Chair Lindsay provided status updates on the various grants designated to help businesses. She said 65 applications were received for the County's Resiliency Fund dollars. The Board agreed by consensus that the list of grant recipients would be made public in the Consent Calendar, to which County Counsel, Justin Nelson, indicated his agreement.

Defined Contribution Plan Documents and Contracts

Kate Knop, Finance Director

Lindsay Grogan, Human Resources Manager

Ms. Knop said approving the documents was the first step in building the new Defined Contribution Retirement Plan for new employees hired after July 1, 2020. She and Ms. Grogan reviewed the documents and answered questions from the Board. The Board requested the

Vesting Schedule be a five-year vesting period and discussed several options for graduated levels of vesting within the first five years: 0% for years one, two and three; and then either increased grading for subsequent years, or 100% after year three. This point will come back to the Board for a determination.

*Commissioner Doherty moved to approve and sign the 401(a) New Business Agreement with the previous questions mostly confirmed by the Board (with Edward Jones and Company, Cassandra Williams; NW Retirement Plan Consultants; OneAmerica Services Agreement & Fee Disclosure; American United Life Insurance Company; Mesirow Financial Investment Management, Inc., Advisory Services Agreement). Chair Lindsay seconded. Discussion: Chair Lindsay asked staff to verify some of the fees included in the agreement to see if they were listed in Edward Jones' Request for Qualifications response. Vote: Unanimous approval.*

#### Road Committee

Sandi Pointer, Public Works

Ms. Pointer reviewed the list of appointee requests. She said Frank Osmin submitted a letter but it was not included in the Agenda Packet. She asked if he could be retained as a South County Representative.

*Commissioner Doherty moved to accept the following appointments to the Road Committee: Kim Cutsforth as an Alternate representing South County; Joe McElligott representing South County At Large; and Bob Nairns as an Alternate representing South County; all terms to be December 2, 2020 through December 2, 2024. Chair Lindsay seconded. Discussion: Commissioner Doherty suggested the positions have defined regional areas and names, rather than north and south County. Vote: Unanimous approval.*

*Commissioner Doherty moved to reappoint Frank Osmin to the Road Committee representing South County; term to be December 2, 2020 through December 2, 2024. Chair Lindsay seconded. Vote: Unanimous approval.*

#### The Loop's Preliminary Annual Operating Plan, Fiscal Year 2021-2022

Katie Imes, Coordinator, The Loop

Ms. Imes updated the Board on the efforts of The Loop's advisory committees to create an annual operating plan. The plan contained three sections, which she reviewed:

1. Existing Services to be delivered
2. Known project opportunities within Morrow County
3. Known opportunities or challenges that may occur in the method, means or model of delivery

The draft operating plan was an outline only and the final document will be more detailed, she said. The advisory committee members would like to continue working on the plan, with the Board's approval, said Ms. Imes. The Board agreed by consensus to acknowledge they received The Loop Preliminary Annual Operating Plan, FY 2021-2022.

#### Columbia River Enterprise Zone III Intergovernmental Agreements

County Counsel Justin Nelson said the draft IGAs were forwarded to the Port of Morrow for review but he did not have anything to report at this time.

### BOC Retreat

There was no new information to report on this topic.

### Emergency Operations Center Update

- Administrator Darrell Green reported the County was now in the “Extreme Risk” category. The EOC Team asked that the Board extend the Remote Work from Home Agreements, he said.
- Chair Lindsay said after four attempts, the Governor’s Office returned her call just this morning to discuss possible exemptions in the Extreme Risk category. She said the County will be able to remain open and doors can remain unlocked. The EOC Team recommended that the Board allow Department Directors to lock their doors to the public and go to appointments only, if that was their preference.
- Chair Lindsay said the Governor’s Office currently looks at statistics in the previous four weeks, but there was a push to change that to two weeks. She said the 40 cases in one recent week will impact the County for a few weeks and this does not bode well for returning to in-person learning after the Christmas break. She said those 40 cases translated to 120 people being monitored daily, which impacts the Public Health Department staff.
- Diane Kilkenny, Interim Public Health Director, said if any of the 120 people being monitored test positive, then all their contacts have to be traced and potentially monitored. This currently takes all the time of one full-time staff member. Chair Lindsay said the County was looking for additional contact tracers or data entry people.
- Vice Chair Russell asked Ms. Kilkenny if the Governor had come up with a plan for vaccine distribution. Ms. Kilkenny said that information had not been communicated to the County. She said the State asked the Public Health Department to provide a survey of its capacity, which she submitted. Ms. Kilkenny reported the first roll-out, Phase 1A, will be for frontline healthcare workers and possibly people in long-term care facilities. She said the Morrow County Health District applied to be a distributor and purchased an ultra-low freezer because the Pfizer vaccine needs to be stored at -94° F. It’s not yet known if they will be chosen or if any vaccine will be shipped to them. She continued, Morrow County Public Health was putting together its vaccine plan and was not waiting on the State.

*Chair Lindsay moved to extend, for another two weeks, the Remote Work from Home Agreements, if able, that are currently in place. Commissioner Doherty seconded. Discussion: Commissioner Doherty asked to define “if able.” Mr. Nelson said it’s not just if a person is able to do the work, but also if he/she has the resources available to do the work from home. Vote: Unanimous approval.*

Chair Lindsay said there may be some room within the Extreme Risk category to allow continued usage of the outdoor arena at the Fairgrounds under “outdoor recreation/fitness” which allows for a maximum of 50 people. She said in the past, the Board decided to let them have that space as long as people adhered to the rules. She asked if it should be formalized again.

Vice Chair Russell said he didn't want to be more restrictive than the Governor and that the Fair Secretary, Ann Jones, knew the guidelines and the Board should continue to give her the latitude to do that.

#### Irrigon Building Update

- Mr. Green said the furniture selection process would be completed soon.
- The selection of colors, materials, finishes, flooring, etc., has been completed.
- The building permit should be submitted today and he was optimistic for a quick turnaround. If so, it would mean the construction crew could start moving dirt in two or three weeks.

#### **Department Reports**

##### Administrator's Monthly Report

Mr. Green reviewed his report.

##### Sheriff's Office Monthly Report

Sheriff Ken Matlack provided a report on several items not covered in the written monthly report of statistics. He talked about retirements and promotions within the department; a deadly force policy and a pursuit policy being drafted in coordination with Umatilla County; and the need for a shooting range in-County for Sheriff's Office employees.

#### **Correspondence**

- Oregon State Chamber of Commerce Action Alert
- Oregon Water Resources Department Notice: Public Comment Period Re-Opened for Stand Up to Factory Farms' Petition for Rulemaking

#### **Commissioner Report**

Provided by each Commissioners.

#### **Signing of documents**

**Adjourned:** 12:25 p.m.