

AGENDA

(Chair May Alter the Agenda)

BENTON COUNTY BOARD OF COMMISSIONERS

Tuesday, September 6, 2022, 9 AM

How to Participate in the Board of Commissioners Meeting			
In-Person	Zoom Video	Zoom Phone Audio	Facebook LiveStream
Kalapuya Building 4500 Research Way Corvallis, OR	Click for Zoom link	Dial: 1 (253) 215-8782	Click for Facebook LiveStream link
	Zoom Meeting ID: 951 5014 2198		
	Zoom Passcode: 586023		

1. Opening

- 1.1 Introductions
- 1.2 Announcements

2. Comments from the Public

Time restrictions may be imposed on public comment, dependent on the business before the Board of Commissioners. Individual comment may be limited to three minutes.

3. Review and Approve Agenda

4. Work Session

- 4.1 9:00 a.m., 15 minutes – COVID Update from Department Operation Center – *Suzanne Hoffman, April Holland; Health Services*
- 4.2 9:15 a.m., 15 minutes – Update from Benton County Talks Trash Solid Waste Process Workgroup – *Darren Nichols, Community Development*
- 4.3 9:30 a.m., 30 minutes – Community Safety and Justice Campus Site Master Plan – *Nick Kurth, JSIP Manager; Mitch Hein, DLR Group*
- 4.4 10:00 a.m., 20 minutes – Requesting an Exemption From Competitive Bidding for the Construction Management/General Contracting Services for the Courthouse/District Attorney's Office Component of the Benton County Justice System Improvement Plan – *Gary Stockhoff; Public Works*

The Board of Commissioners may call an executive session when necessary pursuant to ORS 192.660. The Board is not required to provide advance notice of an executive session. However, every effort will be made to give notice of an executive session. If an executive session is the only item on the agenda for the Board meeting, notice shall be given as for all public meetings (ORS 192.640(2)) and the notice shall state the specific reason for the executive session as required by ORS 192.660.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Board of Commissioners Office, (541) 766-6800.

THE BOARD WILL TAKE A BRIEF RECESS BETWEEN THE WORK SESSION AND BUSINESS MEETING

BUSINESS MEETING

5. Consent Calendar

- 5.1 In the Matter of Approving an Amendment to Detention Unit Use at Oak Creek Facility – *Matt Wetherell, Juvenile Director*
- 5.2 In the Matter of Appointment to the Linn-Benton Housing Authority: Fredrick Edwards

6. Proclamations

- 6.1 In the Matter of Proclaiming the Month of September as Suicide Awareness and Prevention – *Damien Sands, Behavioral Health Division*
- 6.2 In the Matter of Proclaiming September 17, 2022, as Constitution Day in Benton County – *Nancy Wyse, Chair of Benton County Board of Commissioners*
- 6.3 In the Matter of Proclaiming September 2022 as National Preparedness Month in Benton County – *Bryan Lee, Benton County Sherriff's Office Emergency Manager*

7. New Business

- 7.1 Discussion and Decision Regarding the Creation of Two New Regular, Full-time Public Health Positions: Climate and Health Coordinator and Communicable Disease Investigator – *April Holland; Health Department*

8. Old Business

- 8.1 Approval of the August 28, 2017 Minutes

9. Other

"ORS 192.640(1) “. . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

10. Executive Session ORS 192.660[2][e] – Negotiations for Property Transactions

The Board will discuss negotiations for property transactions.

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**MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS**

Zoom link: <https://us06web.zoom.us/j/95150142198?pwd=NVdyWWJQazFrYnUxQ3loa09KV0Nndz09>

Livestream: <http://facebook.com/BentonCoGov>

Tuesday, September 6, 2022

9:00 a.m.

- Present:** Nancy Wyse, Chair; **Pat Malone**, Commissioner; **Xanthippe Augerot**, Commissioner; **Vance Croney**, County Counsel; **Joe Kerby**, County Administrator
- Staff:** **Chelsea Chytka**, Bryan Lee, Jef Van Arsdall, Sheriff's Office; **Rick Crager**, Finance; **Lindsey Goodman**, Nick Kurth, JSIP; **Cory Grogan**, Public Information Officer; **Suzanne Hoffman**, April Holland, Damien Sands, Health; **Amanda Makepeace**, BOC Staff; **Erika Milo**, BOC Recorder; **Darren Nichols**, Gary Stockhoff, Public Works; **Daniel Redick**, Solid Waste; **Mario Veloz**, Information Technology; **Matt Wetherell**, Juvenile Department
- Guests:** **Lori Coppenrath**, Mitch Hein, DLR Group; **Simon Date**, Christina Jancila, Corvallis Chamber of Commerce; **Chuck Gilbert**, Solid Waste Advisory Committee; **John Harris**, Horsepower Productions; **Sam Imperati**, ICM Resolutions; **Cody Mann**, Mid-Valley Media; **Pam Vaughan**, City of Corvallis; **Ryan Weber**, Corvallis resident; **Ahmed Zibare**, resident

Chair Wyse called the meeting to order at 9:00 a.m.

I. Opening:
A. Introductions
B. Announcements

No announcements were made.

II. Comments from the Public

Ryan Weber, Tok'n Smoke Shop owner: Due to the 1,000 foot rule between new tobacco retailers under Benton County (BC) tobacco licensing requirements, Weber has been unable to acquire a tobacco license for Tok'n. The Tobacco Ordinance has created business inequity in the City of Corvallis market. Weber's only competition has a monopoly on all specialty tobacco products. Keeping tobacco advertising away from children and members of the impoverished community is important, but the 1,000 foot rule does not make sense for a condensed urban requirement. Weber's shop is only for patrons age 21 and up. If unable to get a tobacco license, Weber will have to close the business. Weber asked the Board to exempt age-restricted shops from the Ordinance, or to give Tok'n an exemption.

Christina Jancila: Jancila shared that when the tobacco licensing requirement came before the Corvallis City Council, the main concern in public testimony was keeping tobacco away from minors and reducing density of tobacco retailers, more notably in communities of color in south Corvallis. Dari-mart, Safeway, China Delight, Harrison's Bar & Grill, and Peacock Bar & Grill are the only tobacco retailers in the Corvallis Central Business Zone (CBZ). Peacock and Harrison's are restricted to ages 21+. The 1,000 foot rule is overreaching in the CBZ, which is not residential and does not have a significant population of minors. The rule disproportionately affects the CBZ where businesses are condensed, and has created a monopoly. Tok'n will not be

able to stay open if Weber cannot expand into the tobacco market. Jancila urged the Board to grant an exemption to age 21+ shops only.

Simon Date, Corvallis Chamber of Commerce: Date expressed support for Weber's request for an exception from the 1,000 foot rule. The top concern of the Tobacco Ordinance was keeping tobacco away from minors and reducing the density of retailers that sell such products. This is a good rule. However, minors are not allowed into 21+ shops, thus are not exposed to tobacco advertising. Date requested that the Board amend the requirement to allow new and existing retailers with age 21+ entrance requirements to sell tobacco.

III. Review and Approve Agenda

No changes were made to the agenda.

IV. Work Session

4.1 COVID Department Operation Centers Update – Suzanne Hoffman, April Holland; Health Department

Holland reported that COVID-19 cases are down and statewide wastewater surveillance shows a stable to downward trend. For the week of August 28, 2022, BC had 89 reported cases, down from 110 the previous week, with a seven-day case rate of 95 per 100,000 of population. Reported cases reflect a large undercount of infections, but provide an impression of prevalence. Testing positivity rate was as high as 20% in late June 2022, but now is just above 10%. BC continues to test at a higher rate than most counties. BC remains in the Centers for Disease Control (CDC) "low" community transmission level.

There has been a sustained decrease in hospitalizations and deaths. BC had 4.5 new COVID-19 admissions per 100,000; at previous report, there were 9.4 admissions per 100,000. The Communicable Disease team continues to support vulnerable populations, especially in congregate settings. There is no new variant on the horizon. Cases are anticipated to increase in September/October 2022 due to waning vaccine immunity, the school year beginning, and more indoor activity. All eligible individuals are encouraged to get the bivalent booster, which includes parts of the original and omicron BA.5 COVID-19 strains, and will replace the previous booster. Providers who pre-ordered boosters should start receiving those next week. Current vaccine eligibility is age 12+ for Pfizer, age 18+ for Moderna, and at least 2 months since the previous booster or infection. Authorizations may expand to age five soon. Experts expect new boosters will be better, but may not halt transmission. As with influenza vaccines, COVID-19 will probably be updated each year based on anticipated strains. Holland described September 2022 vaccination events at the Fairgrounds, Oregon State University (OSU) Memorial Union, Corvallis Boys & Girls Club, and the cities of Philomath and Monroe.

Malone asked whether it is all right mix and match vaccine brands.

Holland replied that mixing and matching is accepted; the vaccines are very comparable and people should get whichever one is available.

Malone asked who performs wastewater monitoring and what area that includes.

Holland replied that monitoring is conducted across OSU and at several locations. Local signals have been steady, not a huge decrease. There is a lot of stable or decreasing activity statewide.

Malone asked about expected severity of influenza season.

Holland predicted that with fewer people masking, there could be a robust influenza season. Holland encouraged people to get an influenza vaccine.

Wyse asked if one should wait between receiving COVID-19 and influenza vaccines.

Holland replied that co-administration of COVID-19 and influenza vaccinations is fine, including for young children.

4.2 Update from Benton County Talks Trash: Solid Waste Process Workgroup – *Darren Nichols, Community Development*

Nichols provided the first of twice-monthly updates and requested Board feedback on the content of the updates. On August 23, 2022, the Board adopted a charter for the Solid Waste Process (SWP) Work Group (WG) and appointed WG members. The first WG meeting will be September 8, 2022. The WG was given five charges:

- Develop a common understandings document (CUD).
- Clarify existing criteria and information requirements regarding future land use applications, including Conditional Use permits and expanding/changing Coffin Butte Landfill (CBL) operations.
- Scope tasks and processes to work on a long-term sustainable management plan (this has not been done since 1975).
- Provide input on additional topics raised in the assessment report about solid waste management and disposal.
- Consider creating a public document and community education campaign.

Augerot asked if modifying and clarifying criteria under a Conditional Use permit would have to be done in a formal way to be effective, going through the Planning Commission and the Board.

Nichols clarified that under the charter, the WG is specifically asked not to determine policy or opine on merits of any future land use actions, but is asked to suggest what BC planning officials should consider on a future land use application, especially under “other information required”. This enables the official to consider or request other information, but what that would consist of is not clear yet. The WG does not create policy or restrictions.

Augerot summarized that this will set sideboards for “other information” as required by a planning official, but BC will not have to go through the formal process for community input on a Conditional Use application, and will have the opportunity to change BC development code and the Comprehensive Plan in future based on some of that input.

Nichols confirmed. The Board can adopt policy at any time.

Responding to a question from Malone, Nichols provided details about the meeting, which is open to the public and WG members, either in person or remotely.

Imperati explained that the first meeting will mainly focus on process, identifying the steps for the final report to the Board on December 15, 2022. This meeting will cover ground rules, introductions, reviewing the Charter, guiding principles from the Board, how to vote, WG and staff communication, and collaboration training. Public comment will be heard, members will be polled to rank the WG charges, and the WG will start drafting the report. There will be meeting

evaluations and homework. Initial member feedback on the CUD is due today. Notes from the first meeting will be available and polls will be recorded. At the end of the process, each member can attach thoughts on the group's recommendations. This meeting's main goal is the CUD, which will put all the historical information in one place.

Augerot asked if the CUD would be completed by September 15, 2022, or would there be an opportunity for changes before December 2022.

Imperati replied that today's survey asks members to rank the relative importance of items including the CUD, which is unlikely be finished by September 15, 2022. The document will probably need action at the third meeting and is not final until December 15, 2022.

Augerot and Malone expressed approval for the process.

Augerot shared there has been concern from some CBL neighbors that there was is not good representation from their area. All those involved in this issue need to be at one table, so Augerot looked forward to seeing whether the Board has put together a truly representative group.

Wyse thanked Imperati and Nichols for the work. Wyse supported the WG taking a CBL tour; site visits are very important. The Board will attend the beginning of the September 8, 2022 WG meeting.

4.3 Community Safety and Justice Campus Site Master Plan – Nick Kurth, JSIP Manager; Mitch Hein, DLR Group

Kurth presented a draft site master plan (SMP) for the JSIP campus by architects DLR Group. The plan may still change with more stakeholder input. BC has identified a JSIP site, shared test fits (conceptual models) with the public, and now will develop the SMP. BC is proceeding with the new Courthouse (NCH) and District Attorney's Office (DAO), and considering other proposed facilities under the JSIP bond measure for May 2023. The SMP was developed in the pre-design phase, but will soon be part of the NCH/DAO architectural and engineering work that Stockhoff is leading.

Chair Wyse recessed the meeting at 9:53 a.m. and reconvened the meeting at 10:02 a.m.

Kurth introduced Lindsey Goodman, who will provide administrative support for Kurth and Crager.

Hein discussed the SMP using an image and a scale model. Hein described site considerations including setbacks from Highway 20, Willamette River Greenway (WRG), and General Industrial zoned areas including a residential setback. The plan is largely outside of WRG; a collector road will go through it. The site has good views towards the Marys River, downtown Corvallis, and Marys Peak. The 100 year floodplain is almost completely outside of the campus site, presenting no concerns. The 500 year floodplain is critical for the Emergency Operations Center; all buildings will be above both floodplain elevations.

Kurth added that a limited amount of site preparation (movement of dirt) will put all facilities above the 500 year floodplain.

Hein discussed site roadways and other public improvements. The Corvallis Transportation System Plan calls for a collector road to be constructed as part of this project; the team will work

with Corvallis and Oregon Department of Transportation (ODOT) to determine the road's exact alignment. An extant sidewalk will be widened to a multi-modal path. Storm water is designed to drain to Garfield Creek to the west. There are two existing waterlines; a new waterline will be placed under the collector road. Sanitary drainage will be similar, moving to the existing line on the west.

Kurth added that staff will continue to work with Corvallis Public Works on these elements.

Hein showed the original test fit, which includes offsets and sites the new road. This image only shows square footage, including parking and circulation; wayfinding, views, and operational efficiency will be added. A ring road is needed around the entire site. The Sheriff's Office (SO) is adjacent to the Correctional Facility (CF).

Hein described DLR's design process. During work sessions, rough sketches are made, which designers turn into a cohesive diagram. Many versions were considered; Hein displayed the top three. There is a high requirement for public, staff, and County parking; SO parking must be right next to the SO building. Putting the collector road on the west side has implications for drainage, so putting the buildings further away means building more connecting utilities.

The same DLR team that worked on the SMP is also working on the NCH. The team took one of the design schemes, placed it on the solar axis, corrected for size, then added landscape architecture. Next came a hardline drawing and a three-dimensional model of the draft SMP. The NCH and CF are on a north-south axis for passive solar design, making it much easier to control glare, heat, and interior lighting. Placing the buildings on the west side helps water drain naturally west. The NCH is a three-story building on the south side of the site, which gives it a presence that is ideal for wayfinding. Clear navigation reduces stress for the public visiting this campus. Buildings all open towards a central courtyard so it is easy to find a public entrance. The height of the NCH also provides scenic views from public waiting areas and judges' chambers.

For operational efficiency, the CF directly connects to the NCH. A sally port will link the buildings to bring Adults-in-Custody into the back side of the NCH. Public and secure/staff functions are separated. Future expansion was a high criteria for site selection and has guided the process. Expansion is possible west of the initial block, as is expansion for the DAO on the southwest side of the NCH. This will not involve building on top of existing buildings.

Malone asked how long there would be flexibility in the design work.

Hein replied that it is important for the SMP to provide future flexibility for the design team. This is not an architectural design; it simply locates the buildings functionally. The number of levels of each building is locked in now. A more architectural design process will follow, looking at materials, interiors, and floor plans, and meeting stakeholders.

Malone asked if the building locations were mostly firmed up.

Hein replied there is still some flexibility. Directly connecting the SO to the CF is still being discussed. The overall shape is still somewhat flexible, but nothing will move substantially. The road will not move from that side.

Augerot praised the team's thoughtfulness about heating/cooling, maximizing natural drainage, and wayfinding.

Wyse agreed and asked if there were any wetlands in this area.

Hein stated there are none on site, only some to the west for Garfield Creek. The site area has no protected vegetation. On the west side, there is a hard line at the property line where the natural area starts.

Wyse asked if the proposed DAO expansion space would be grass or a plaza in the meantime.

Hein replied that the area would be landscaped. Landscape design is not fully finalized and this diagram is not an actual landscape plan. No parking or infrastructure would have to be moved for expansion.

Kurth noted that east of the proposed collector road, there are about eight acres not slated for development, with just over one acre of wetlands.

Hein showed a diagram of Phase one buildings: the NCH and some DAO space on the first floor of the NCH, utilities, sally port, ring road, and associated parking. For future phases, DLR started joint meetings last week with the City Planning Department, Public Works, and the Fire Marshal, and will meet with ODOT tomorrow. Highway 20 connections and a possible left turn lane will be discussed with ODOT. Feedback from the City so far has been positive. This property has a planned development overlay, so there are requirements for future development to comply with the overlay, or it can be lifted; the City will decide if the County complies. A second connection to Highway 20 is vital for emergency access. There are requirements about how parcels connect to arterials; an exception to the City's land use process will be needed, then verified with ODOT.

Malone asked if the second access road would be public access.

Hein replied the access road is not intended for the public; it could be a staff exit or an emergency evacuation route.

Kerby approved of the design and requested an update on the text amendment that relates to one of the facilities.

Kurth noted the amendment goes before the City Council tonight, but is not explicit to this campus; the City is requesting to add civic administrative services to all properties zoned General Industrial.

4.4 Requesting an Exemption From Competitive Bidding for the Construction Management/General Contracting (CMGC) Services for the Courthouse/District Attorney's Office Component of the Benton County Justice System Improvement Program – Gary Stockhoff; Public Works

Stockhoff explained that the CMGC route allows the schedule to be compressed and is usually less costly than the traditional design, bid, and build model. The contractor works collaboratively on the process. Findings of fact are attached to the Order, and a public hearing is required in two weeks. At this time, staff are only seeking the CMGC method for the NCH and DAO. Staff will issue a request for approval which is competitively bid, then goes through a committee scoring process.

MOTION: Augerot moved to set a public hearing on September 20, 2022 in the matter of requesting an exemption from competitive bidding from the CMGC services for the Courthouse/District Attorney's Office component of the Benton County JSIP. Malone seconded the motion, which **carried 3-0.**

V. Consent Calendar

5.1 In the Matter of Approving an Amendment to Detention Unit Use at Oak Creek Facility – Matt Wetherell, Juvenile Director

5.2 In the Matter of Appointment to the Linn-Benton Housing Authority: Fredrick Edwards

MOTION: Malone moved to approve the Consent Calendar of September 6, 2022. Augerot seconded the motion, which **carried 3-0.**

VI. Proclamations

6.1 In the Matter of Proclaiming the Month of September as Suicide Awareness and Prevention Month – Damien Sands, Behavioral Health Division

Sands read the proclamation aloud.

MOTION: Malone moved to proclaim September 2022 as Suicide Awareness and Prevention Month in Benton County, Proclamation #P2022-016. Augerot seconded the motion, which **carried 3-0.**

Augerot shared that a community forum on mental health and intersection with the justice system will be held on September 13, 2022.

6.2 In the Matter of Proclaiming September 17, 2022, as Constitution Day in Benton County – Nancy Wyse, Chair of Benton County Board of Commissioners

Wyse read the proclamation aloud.

MOTION: Malone moved to proclaim September 17, 2022 as Constitution Day in Benton County, Proclamation #P2022-015. Augerot seconded the motion, which **carried 3-0.**

6.3 In the Matter of Proclaiming September 2022 as National Preparedness Month in Benton County – Bryan Lee, Benton County Sheriff's Office Emergency Manager

Lee noted this is the two-year anniversary of 2020 Labor Day fires in southern Oregon, which caused considerable damage to many communities. Lee read the proclamation aloud, encouraging residents to participate in neighborhood preparedness activities, local emergency notification alerts, and preparedness events, and to develop their own emergency preparedness plans.

MOTION: Augerot moved to proclaim September 2022 as National Preparedness Month in Benton County, Proclamation #P2022-017. Augerot seconded the motion, which **carried 3-0.**

Malone added that every month should be preparedness month. Climate change is causing increased disasters.

Lee introduced new Emergency Management Planning Coordinator Chelsea Chytka.

VII. Old Business

7.1 Discussion and Decision Regarding the Creation of Two New Regular, Full-time Public Health Positions: Climate and Health Coordinator and Communicable Disease Investigator – April Holland; Health Department

Holland noted that the two positions are covered by mid-budget and other funding streams from Oregon Health Authority (OHA) and the State Legislature; there is no request for general revenue funds. The first requested position is a full-time permanent Climate and Health Coordinator (Program Coordinator 1). Climate has tremendous effects on health, with outsized effects on underserved community members. Public Health must help the community remain resilient and adapt to environmental change. The Coordinator will be housed in the Environmental Health program and will perform outreach, community mobilization, and climate health assessment implementation and evaluation. The position will also conduct climate regulatory duties relating to the Clean Air Act and tobacco retail licensing. Through State Program Elements 51 and 10, public health modernization funds increased from \$153,000 in 2019-2021 to \$589,000 in 2021-23. The intersection of climate and health was identified as an area of focus. Tobacco prevention also received additional ongoing mid-stream funds, as the County is now responsible for tobacco retail licensing for all its jurisdictions. Without this position, PH would lack capacity to achieve its modernization goals, which could affect future funding and community health. The position is funded by 50% public health modernization, 25% enforcement of the Indoor Clean Air Act, and 25% Tobacco Licensing Fund.

The second position is a full-time Communicable Disease Investigator (Technical Analyst 1). This position stems from new mid-stream funding from OHA, effective July 2022, to support disease intervention client services for sexually transmitted diseases including Human Immunodeficiency Virus. This will significantly increase the capacity of Communicable Disease team for disease prevention and control. Many communicable diseases have risen nationally with little investment outside of COVID-19. In BC, this has resulted in HIV outbreaks and cases of congenital syphilis and perinatal hepatitis B, which were uncommon in previous decades. This position will increase capacity to respond to individuals with disease and to conduct health education and prevention. If the position is not approved, the County will lack capacity to meet these needs, and would be ineligible for the OHA funding. Remaining funds support the Harm Reduction Program, which provides syringe exchange, naloxone, and support to some of the County's most vulnerable residents.

Responding to a question from Malone, Holland confirmed that funding for the second position will continue.

MOTION: Malone moved to approve the creation of two new full-time regular positions, a Climate Health Coordinator and a Communicable Disease Investigator. Augerot seconded the motion, which **carried 3-0.**

Augerot noted there is now an additional person to help with planning for climate-related mitigation and response.

VIII. Old Business

8.1 Approval of the August 28, 2017 Minutes – Vance Croney, County Counsel

Counsel explained that these minutes were never approved due to an oversight. The only current Commissioner who attended this meeting was Augerot, who will sign the document. The meeting was the last of a series to discuss creating a Memorandum of Understanding and changing Chapter 16 describing Fair Board duties and responsibilities.

Wyse noted that the Board's practice is not to approve minutes for a meeting one did not attend, but State law allows this.

MOTION: Malone moved to approve the minutes of the August 28, 2017 Work Session between the Benton County Board of Commissioners and the Fair Board. Augerot seconded the motion, which **carried 3-0.**

IX. Other

No other business was discussed.

Chair Wyse recessed the meeting at 11:13 a.m. and reconvened the meeting at 11:24 a.m.

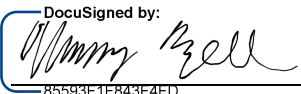
X. Executive Session ORS 192.660[2][e] – Negotiations for Property Transactions and ORS 192.660[2][h] – Discussion of Potential Litigation

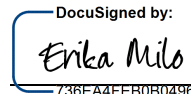
Chair Wyse recessed the regular Board Meeting and entered Executive Session at 11:30 a.m.

Chair Wyse exited Executive Session at 12:32 p.m. and immediately reconvened the regular Board Meeting.

XI. Adjournment

Chair Wyse adjourned the meeting at 12:32 p.m.

DocuSigned by:

 85593F1E843F4FD...
 Nancy Wyse, Chair

DocuSigned by:

 736EA4FEB0B0496...
 Erika Milo, Recorder

** NOTE: Items denoted with an asterisk do NOT have accompanying written materials in the meeting packet.*

WORK SESSIONS



AGENDA

BENTON COUNTY TALKS TRASH WORK GROUP

Thursday, September 8, 2022, 2:30 – 7:00 PM

How to participate in this meeting		
In-Person (Preferred)	Zoom Video	Zoom Phone Audio
Benton County Fairgrounds Auditorium 110 SW 53rd Street, Corvallis, Oregon	Click for Zoom link	Dial: 1 (253) 215-8782
	Zoom Meeting ID: 856 9977 5642	
	Zoom Passcode: 246250	

This meeting will be recorded

This agenda and the Meeting Packet are available at:

<https://www.co.benton.or.us/cd/page/solid-waste-process-work-group>

This meeting will be facilitated by Sam Imperati, Process Facilitator, ICMresolutions

The order of Agenda items and associated times are approximate and subject to change based on the natural flow of the meeting.

#	Topic	Lead	Start	Duration (Minutes)	Materials
1	Welcome	Board of Commissioners	2:30	20 mins	
2	Review Agenda Participant Meeting Instructions Participant Commitments	Imperati	2:50	10 mins	Agenda
3	Introductions (Name/Organization/P or NP/Hopes for Process (1.5 mins. Each)	Members	3:00	30 mins	
4	How We Got Here	Imperati	3:30	5 mins	Assessment
5	Review Major Charter Sections: 1) Scope (Generally) 2) Charge Elements (Below) 3) Guiding Principles 4) Polling 5) One Table	Imperati	3:35	30 mins	Charter
6	Break	All	4:05	10 mins	
7	Collaboration 101 Training	Imperati	4:15	15 mins	PowerPoint (Provided on 9/7)

8	Public Comment	Public	4:30	30 mins	
9	Dinner Break with "Get to Know You" Exercise	All	5:00	30 mins	Food Provided for All
10	Triage Charge Elements	Imperati	5:30	15 mins	Survey Summary (Provided on 9/7)
11	Draft Report Structure Explore Common Understandings Section 1) Refine List of Missing Topics/Questions 2) Provide Additional Information 3) Commenting on the Next Draft	Workgroup	5:45	45 mins	Report: 1st Draft Survey Summary (Provided on 9/7)
12	Mechanics: 1) Meeting Time 2) Tour 3) Schedule Suggestions		6:30	15 mins	Survey Summary (Provided on 9/7)
13	Next Steps: 1) Member Meeting Evaluation (Due Tomorrow) 2) Homework for Next Meeting: a. Your Alternates b. Last Call for Additional Topics/Questions with Supporting Materials Due 9/6 @ 3PM 3) Next Meeting: 9/15/22, Time: TBD, Kalapuya Building 4) Draft Working Agenda: a. Continue Common Understandings Exploration b. Tour	Sam Imperati	6:45	15 mins	Meeting Evaluation Link
14	Adjourn	All	7:00	270 mins	

**Please see next two pages for PARTICIPANT MEETING INSTRUCTIONS
and PARTICIPANT COMMITMENTS**

PARTICIPANT MEETING INSTRUCTIONS

Members, Please:

- o Change you Zoom name to: WG, Your Name, Your Organization
- o Keep your camera on
- o For the **speaking queue**, please **raise your hand** using the Zoom **Reaction feature**, or for those on the phone, please take yourself off mute and say, “Hi this is [Name and affiliation], I’d like to get in the queue.”
- o Use **Chat** function to record major points and questions
- o Please participate fully (orally and/or Chat, so we hear from everyone

Alternates, Please:

- o Change your Zoom name to: WG ALT, Your Name, Your Organization

Polling, Please:

- o Members or alternates only. One “vote” only if both are present

Observers, Please:

- o Keep your camera off until public comment

All, Please:

- o Mute your microphone when not speaking and turn it on when speaking

Members of the Public, Please submit written comments to:

BentonCountyTalksTrash@Co.Benton.OR.US

Process Questions: SamImperati@ICMresolutions.com

Project Website: <https://www.co.benton.or.us/cd/page/solid-waste-process-work-group>

WORKGROUP members agree to notify BentonCountyTalksTrash@Co.Benton.OR.US, Darren Nichols (darren.nichols@Co.Benton.OR.US) and Cory Grogan (cory.grogan@Co.Benton.OR.US) of written communications with the media.

WORKGROUP Commitments: The WORKGROUP members, staff, and participants will participate in good faith, which means they will:

- 1) Prepare for and set aside time for the meetings and the entire process,
- 2) Participate fully, honestly, and fairly, commenting constructively and specifically,
- 3) Speak respectfully, briefly, and non-repetitively; not speaking again on a subject until all other members desiring to speak have had the opportunity to speak,
- 4) Allow people to say what is true for them without fear of reprisal,
- 5) Explore the topics – not debate them,
- 6) Disagree without being disagreeable,
- 7) Avoid side conversations during meetings,
- 8) Provide information as much in advance as possible of the meeting in which such information is to be used and share all relevant information to the maximum extent possible,
- 9) Generate and explore all options on the merits with an open mind, listening to different points of view with a goal of understanding the underlying interests of other WORKGROUP members,
- 10) Consult regularly with their organization/interest group and provide their input in a clear and concise manner,
- 11) Each member agrees to work toward fair, practical, and durable recommendations that reflect the diverse interests of the entire WORKGROUP and the public,
- 12) When communicating with others, accurately summarize the WORKGROUP process, discussion, and meetings, presenting a full, fair, and balanced view of the issues and arguments out of respect for the process and other members,
- 13) Not attempt to affect a different outcome outside of the WORKGROUP process once the WORKGROUP has reached a “consensus” recommendation,
- 14) Strive vigorously for consensus and closure on issues, and
- 15) Self-regulate and help other members abide by these commitments.

Reminders:

- 1) Each member is allowed to assign one WORKGROUP alternate for the process.
- 2) That person must have full authority to represent their Organization/Interest Group.
- 3) If the alternate is attending, the primary member must provide written notice to Facilitator at least 72 hours in advance of a meeting’s start time.
- 4) Assigning a replacement alternate is at the discretion of the Facilitator.

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 09/06/22

View [Agenda Tracker](#)

Suggested Placement* BOC Tuesday Meeting

Department* Board of Commissioners

Contact Name* Nick Kurth, JSIP Manager

Phone Extension* 6076

Meeting Attendee Name* Nick Kurth, JSIP Manager; Mitch Hein, DLR Group

Agenda Item Details



Item Title* Community Safety and Justice Campus Site Master Plan (Draft)

- Item Involves* Check all that apply
- ☐ Appointments
 - ☐ Budget
 - ☐ Contract/Agreement
 - ☐ Discussion and Action
 - ☒ Discussion Only
 - ☐ Document Recording
 - ☐ Employment
 - ☐ Notice of Intent
 - ☐ Order/Resolution
 - ☐ Ordinance/Public Hearing 1st Reading
 - ☐ Ordinance/Public Hearing 2nd Reading
 - ☐ Proclamation
 - ☐ Project/Committee Update
 - ☐ Public Comment
 - ☐ Special Report
 - ☐ Other

Estimated Time* 30 minutes

Board/Committee Involvement* ☐ Yes ☒ No

Advertisement*

☐ Yes

☒ No

Page 9 of 103

Item Issues and Description

**Identified Salient
Issues***

Discussion Only: Sharing Community Safety and Justice Campus Site Master Plan
(draft) for information purposes

Options*

NA

Fiscal Impact*

☐ Yes

☒ No

Mandated Service?^{*}

☐ Yes☒ No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values^{*}

- Select all that apply.
- ☒ Vibrant, Livable Communities☒ Supportive People Resources☐ High Quality Environment and Access☐ Diverse Economy that Fits☒ Community Resilience☒ Equity for Everyone☐ Health in All Actions☐ N/A

Explain Core Values Selections^{*}

The Justice System Improvement Program (JSIP) Vision: The residents of Benton County require an effective, efficient and equitable criminal justice system that maintains public safety and holds people accountable, while providing treatment opportunities that address underlying causes of criminal behavior.

Focus Areas and Vision^{*}

- Select all that apply.
- ☒ Community Safety☒ Emergency Preparedness☐ Outdoor Recreation☐ Prosperous Economy☐ Environment and Natural Resources☐ Mobility and Transportation☐ Housing and Growth☐ Arts, Entertainment, Culture, and History☐ Food and Agriculture☐ Lifelong Learning and Education☐ N/A

Explain Focus Areas and Vision Selection^{*}

JSIP Vision: The residents of Benton County require an effective, efficient and equitable criminal justice system that maintains public safety and holds people accountable, while providing treatment opportunities that address underlying causes of criminal behavior.

Recommendations and Motions

Item Recommendations and Motions

Staff	NA
Recommendations*	
Meeting Motions*	I move to ...
	NA

Attachments, Comments, and Submission

Page 13 of 103

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

220830_Master Plan Presentation FINAL.pdf

4.3MB

Comments (optional)

If you have any questions, please call ext.6800

Department
Approver

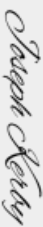
JOE KERBY

Department Approval

Page 14 of 103

Comments

Signature



Handwritten signature of Joseph Kelly in cursive script.

BOC Initial Approval

Page 15 of 103

Approvals Required ☒ Counsel

☐ Finance

☐ HR

Counsel Approver VANCE CRONEY

**County
Administrator
Approver** JOE KERBY

Counsel Approval

Page 16 of 103

Comments

Signature

Vance H. Chokey

County Administrator Approval

Page 17 of 103

Comments

Signature

A handwritten signature in cursive script, reading "Joseph Kelly", is displayed on a light gray rectangular background.

Comments

Signature



Amanda Makepeace

Justice System Improvement Program

Community Safety and Justice Campus Site Master Plan (draft)



Site Understanding

- Setbacks
- Views
- Flood plain
- Roadways
- Utilities



Site Understanding

- Setbacks
 - 50' Arterial Setback
 - Willamette River Greenway
 - 100' G.I. Zone Setback
- Views
- Flood plain
- Roadways
- Utilities



Site Understanding

- Setbacks
 - 50' Arterial Setback
 - **Willamette River Greenway**
 - 100' G.I. Zone Setback
- Views
- Flood plain
- Roadways
- Utilities



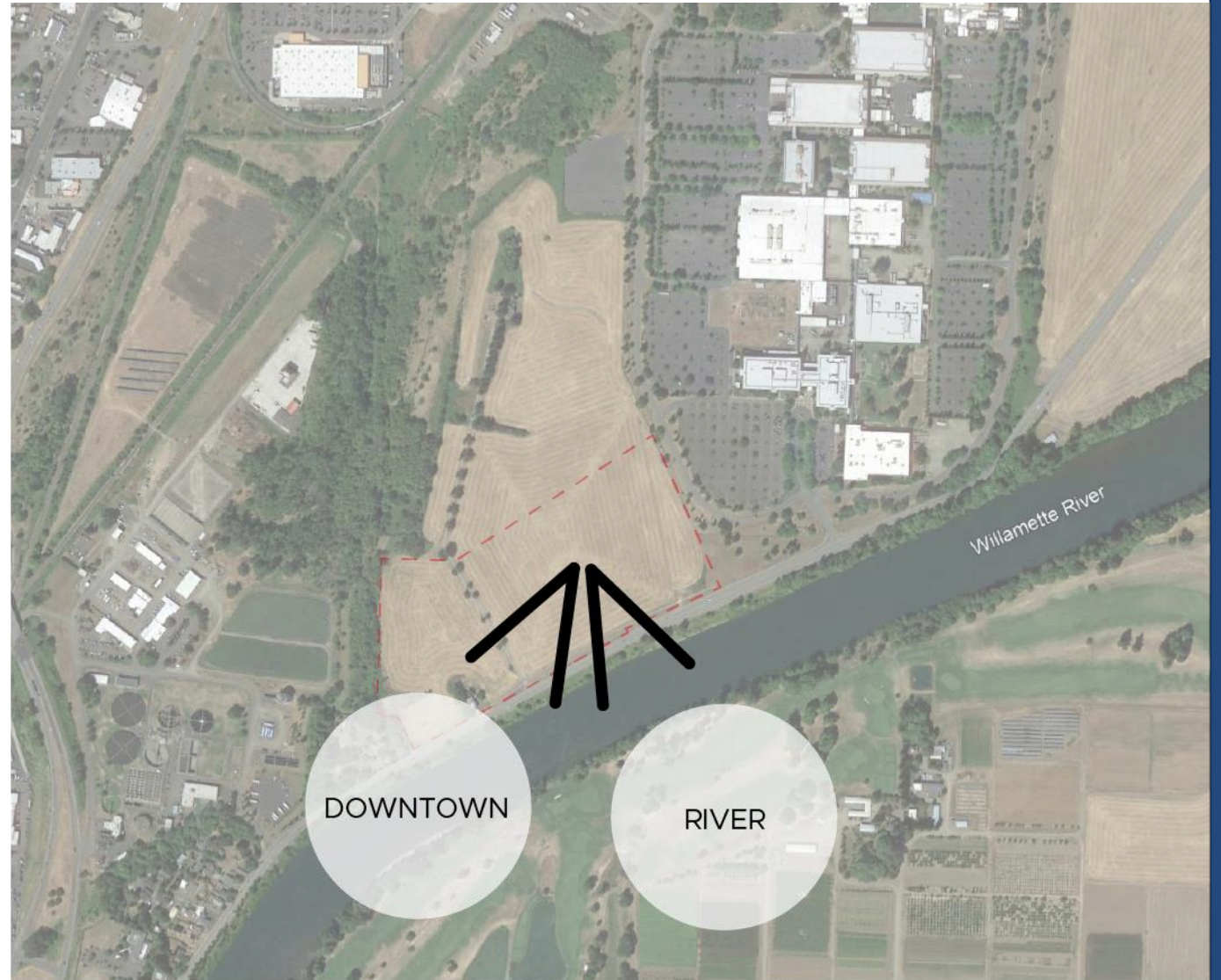
Site Understanding

- Setbacks
 - 50' Arterial Setback
 - Willamette River Greenway
 - **100' G.I. Zone Setback**
- Views
- Flood plain
- Roadways
- Utilities



Site Understanding

- Setbacks
- **Views**
- Flood plain
- Roadways
- Utilities



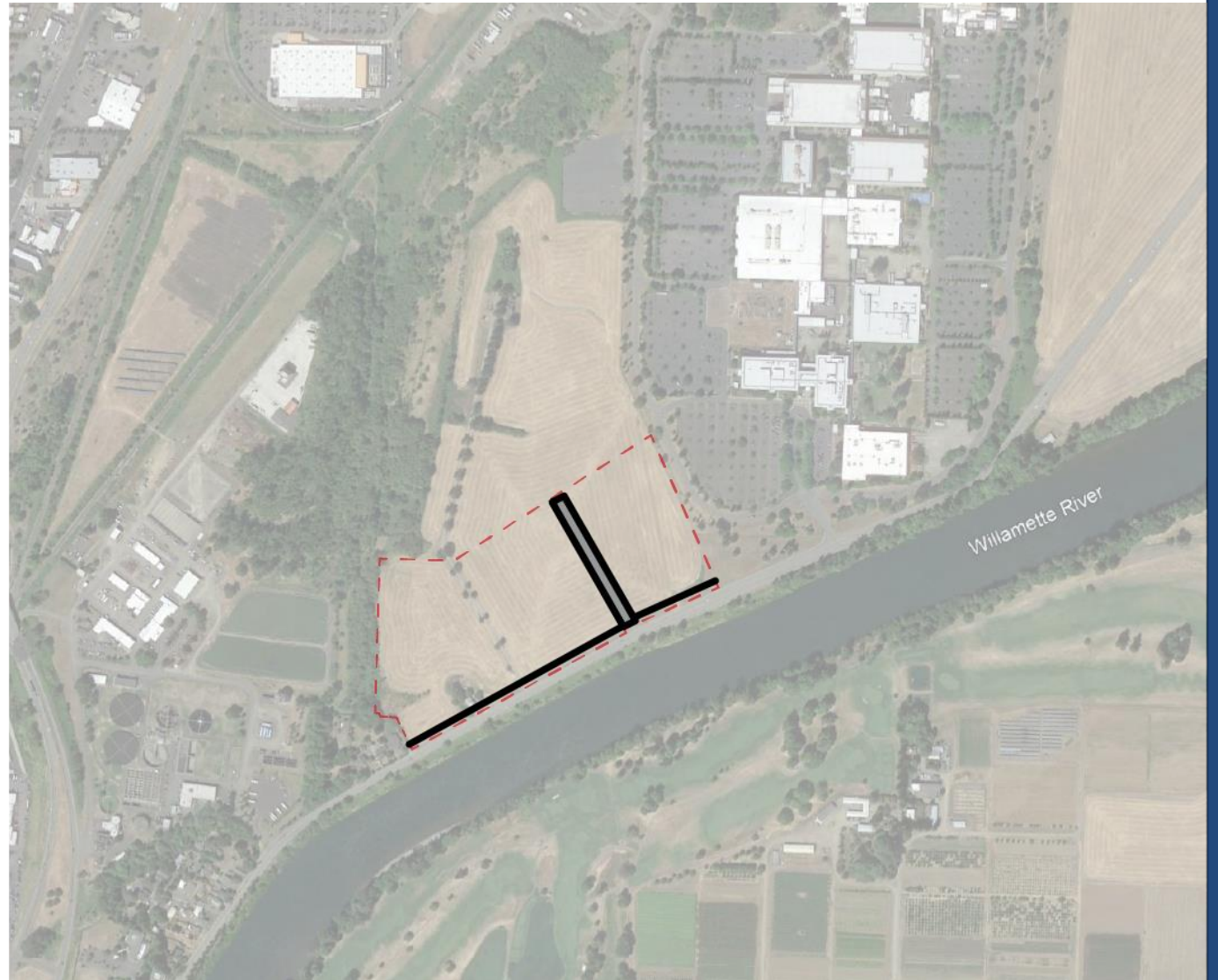
Site Understanding

- Setbacks
- Views
- **Flood plain**
- Roadways
- Utilities



Site Understanding

- Setbacks
- Views
- Flood plain
- **Roadways**
- Utilities



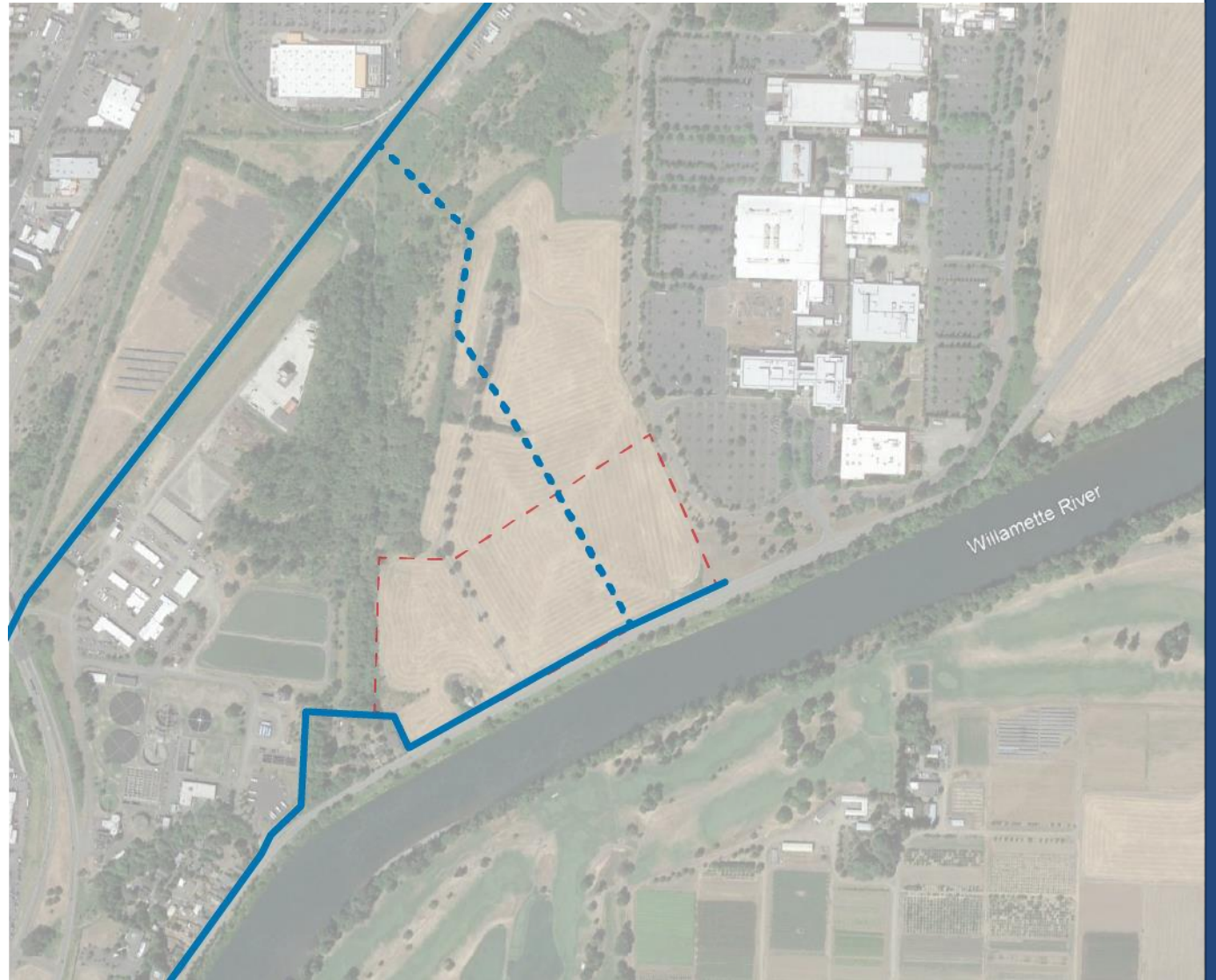
Site Understanding

- Setbacks
- Views
- Flood plain
- Roadways
- Utilities
 - **Stormwater**
 - Water
 - Sanitary



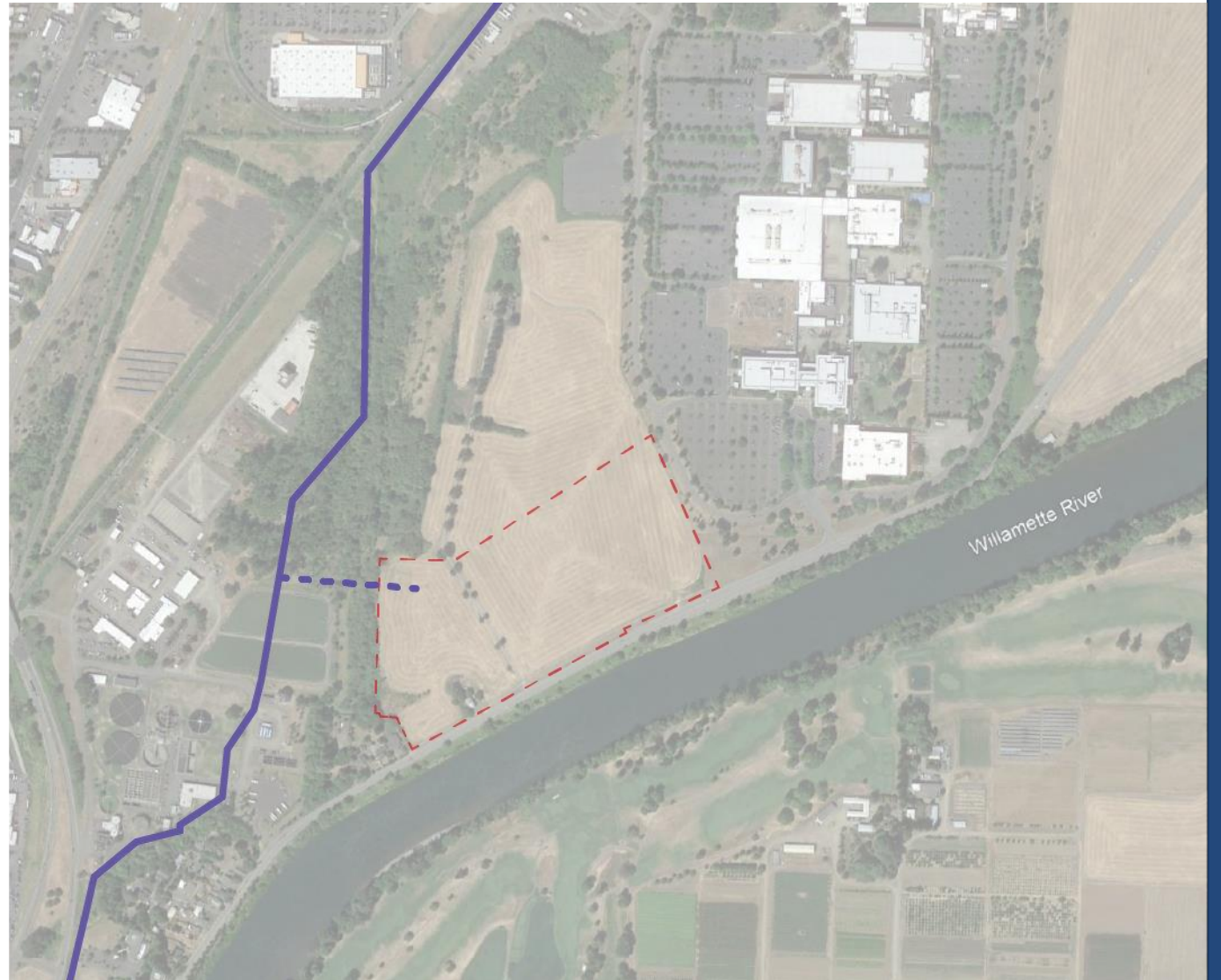
Site Understanding

- Setbacks
- Views
- Flood plain
- Roadways
- Utilities
 - Stormwater
 - **Water**
 - Sanitary



Site Understanding

- Setbacks
- Views
- Flood plain
- Roadways
- Utilities
 - Stormwater
 - Water
 - **Sanitary**



Test Fit

- Public / Staff Circulation
- Ring Road
- Operational Adjacencies



[illegible]

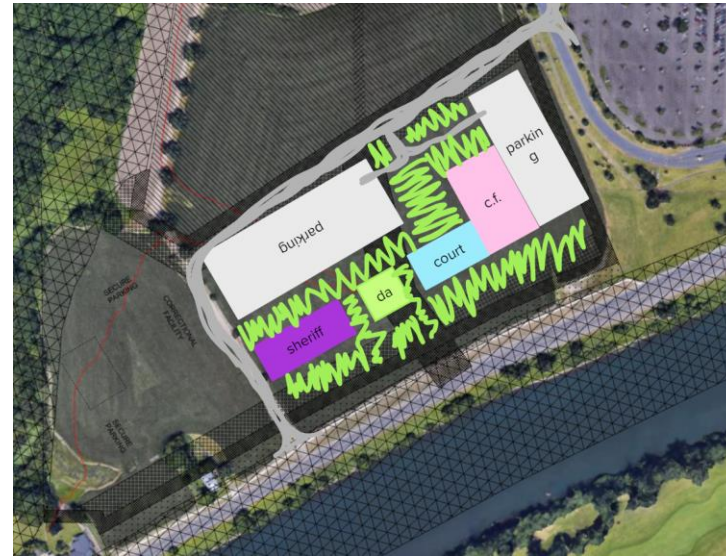
Figure 1 is a collage of images illustrating the design process. It includes several aerial photographs of the site, site plans with annotations, and physical models of the proposed building. The models are shown in different stages of construction, from a simple cardboard box to a more detailed structure with a roof and walls. The collage is organized into a grid-like layout with various colored backgrounds (pink, blue, green) and text labels.

- Initial Design Ideas
 - 1. Initial site data / constraints
 - 2. Test fit for site
 - 3. Mini charrette notes
 - 4. Options 1,2,3,4 / evolution
 - 5. Physical model

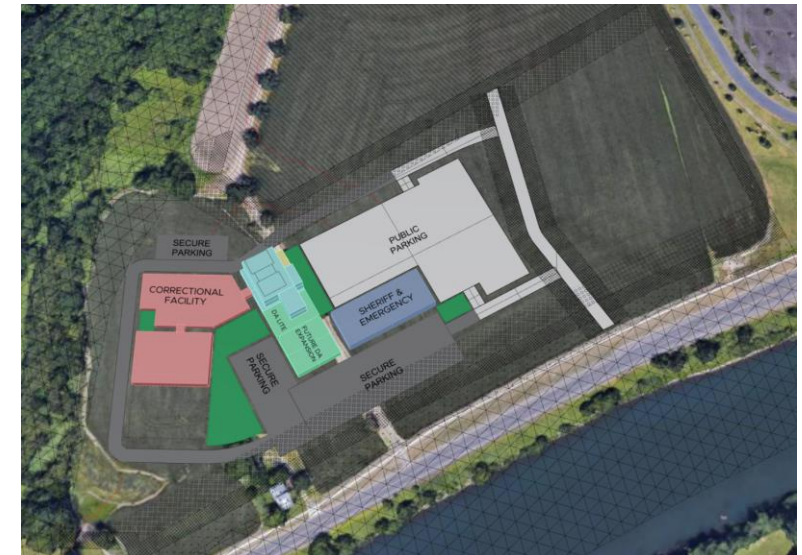
Restructure
of notes
taken on 6/
29

- 06/29/22 Charrette
- 1. Agreed upon masterplan
- 2. general notes
- 3. photos of meeting / physical model

Work session



Work session



Work session

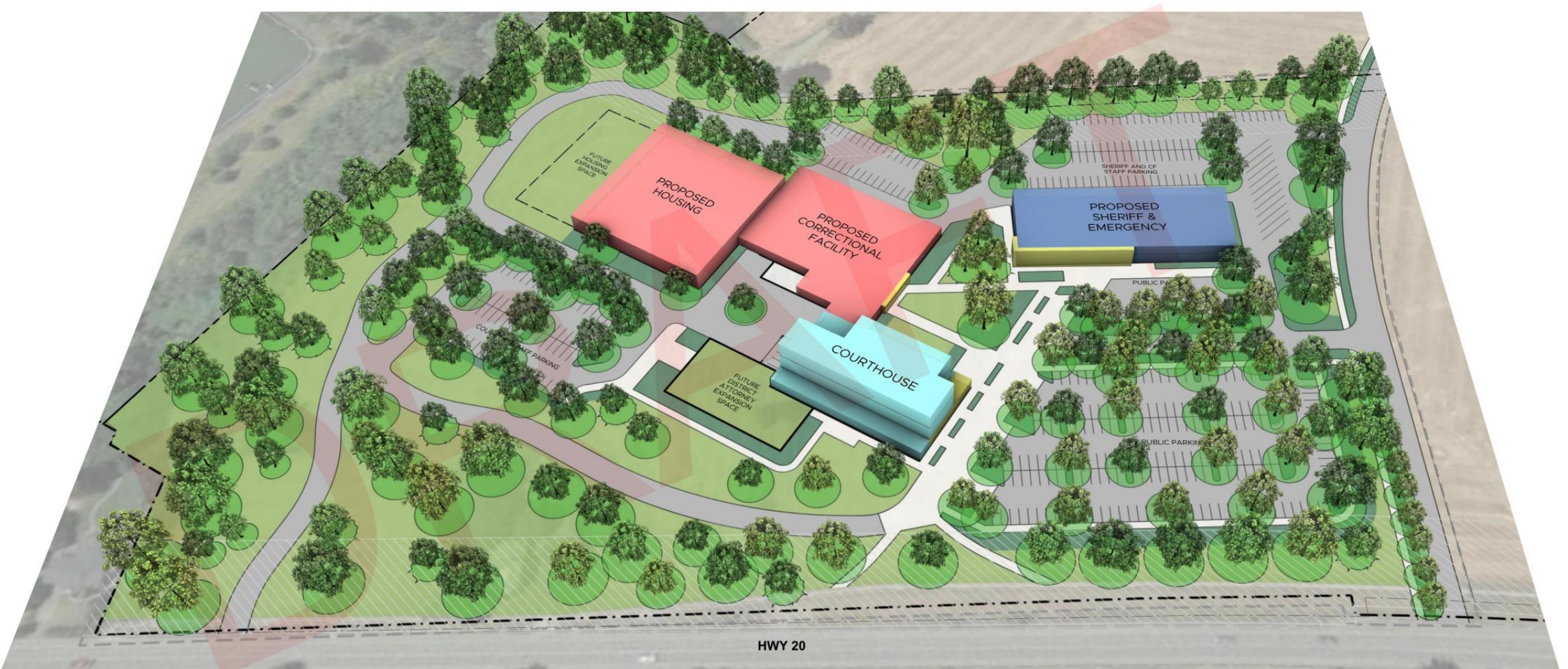


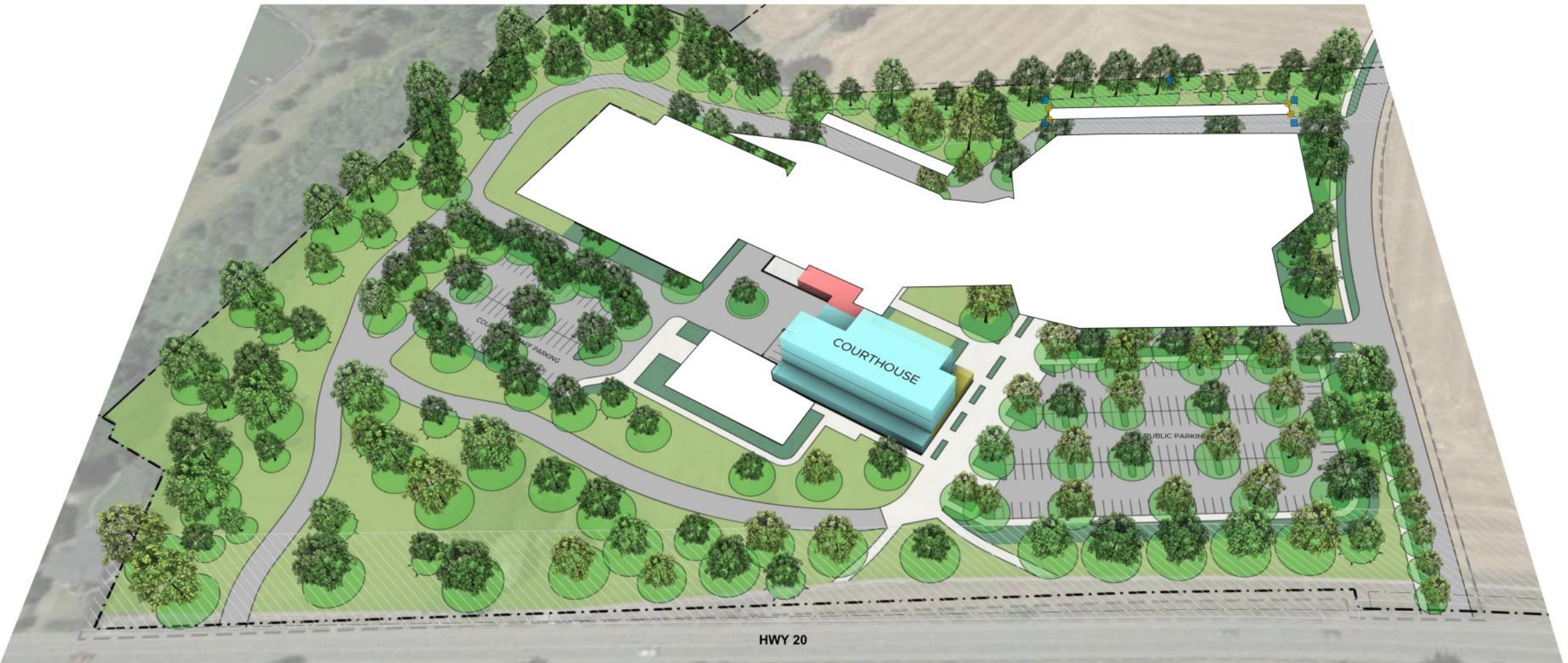








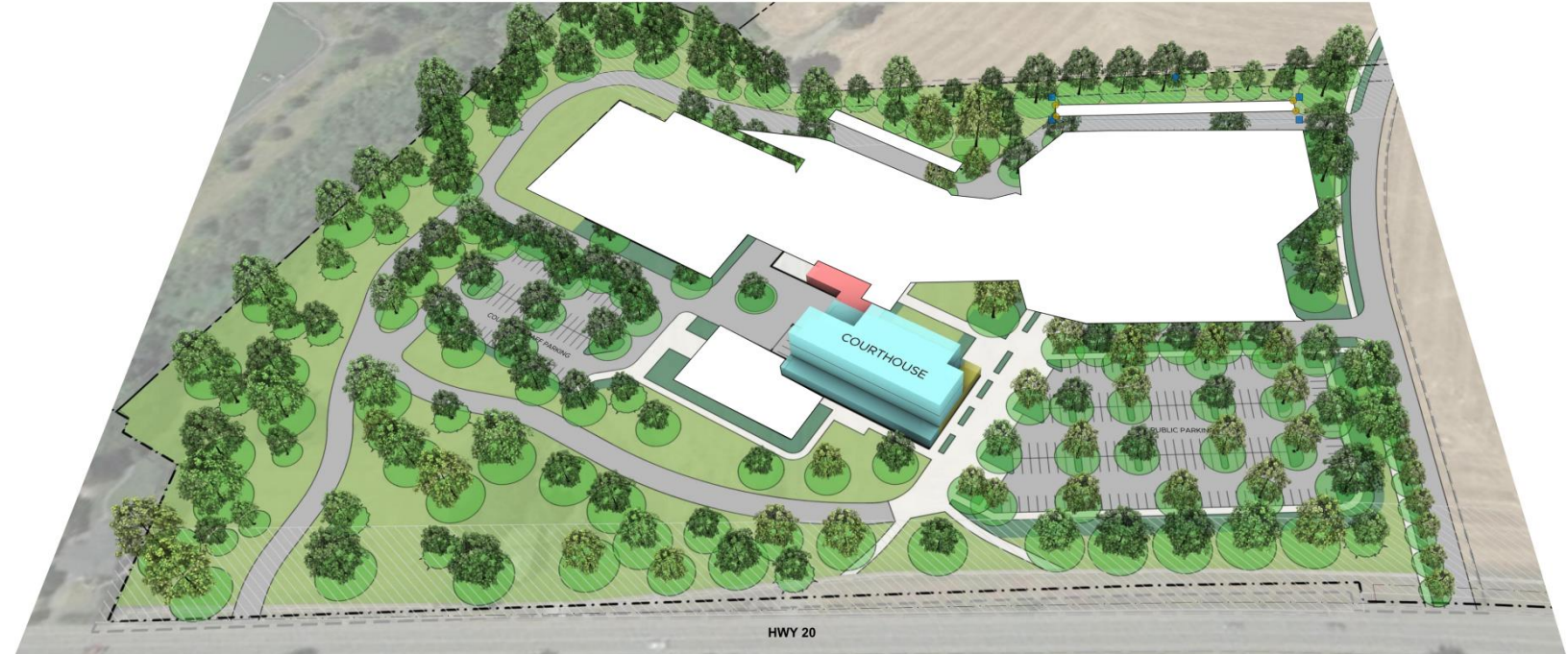




Next Steps

Phasing

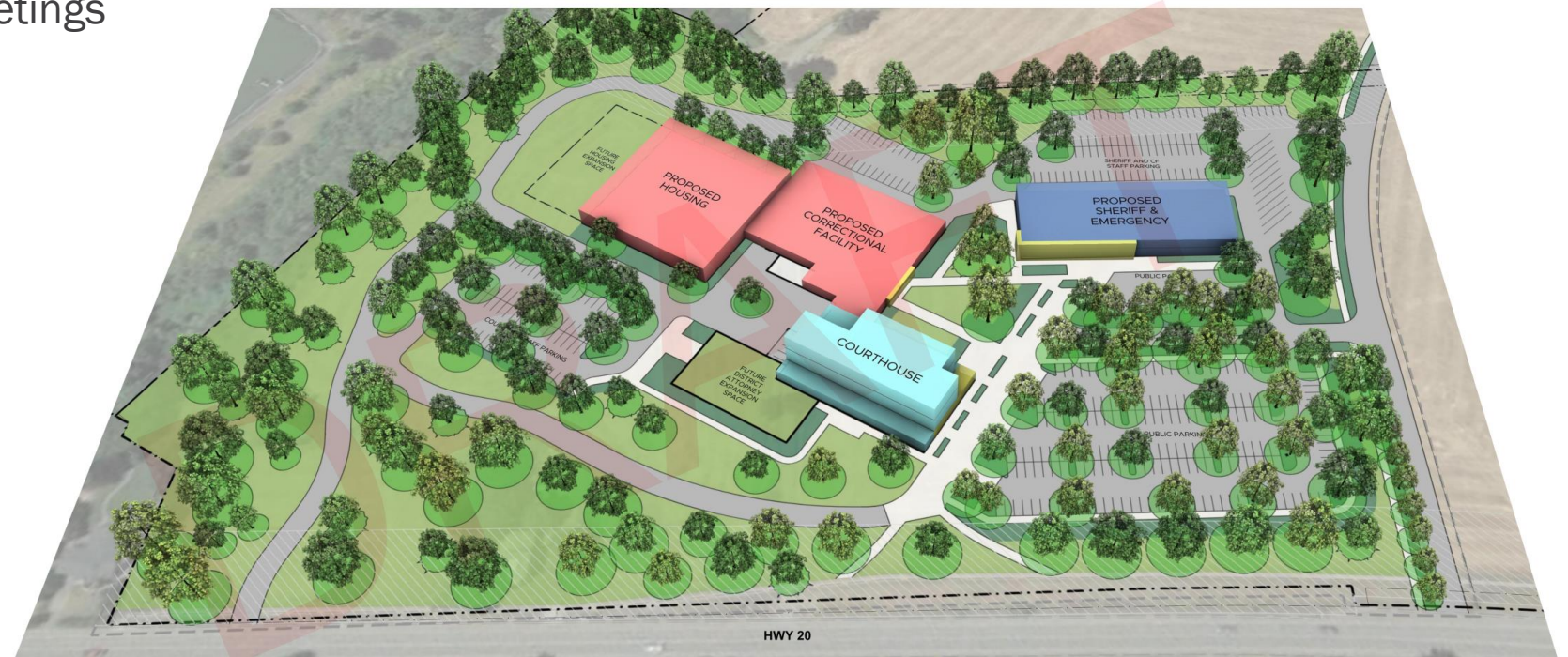
- Phase 1
 - Courthouse
 - Sallyport
 - Associated parking
 - Ring road
 - Utilities
- Future Phases
 - Sheriff & Emergency
 - Correctional Facility
 - District Attorney Expansion
 - Associated Parking



Next Steps

Landuse & Pre-application Meetings

- City Planning Department
- Public Works
- Fire Marshal
- ODOT



AGENDA CHECKLIST

BENTON COUNTY BOARD OF COMMISSIONERS

(Page 1 of 3)

This document must be completed for each agenda item submitted for consideration by the Board of Commissioners at any meeting where a Board quorum is expected.

Suggested Placement for this Agenda Item:

- ☒ BOC Tuesday Meeting Worksession & PH
☐ Other: _____

Suggested Agenda Date: September 6 & 20, 2022

Department Submitting: Public Works

Contact Person: Gary Stockhoff

Phone Extension: 6010

Person Attending BOC Meeting (*REQUIRED*):

Gary Stockhoff

Person(s) Who Should Receive Signed Documents

After Meeting: **Gary Stockhoff and Jennifer Ficek,
Public Works**

Short Title of Agenda Item: Requesting an
Exemption From Competitive Bidding for the
Construction Management/General Contracting
Services for the Courthouse/District Attorney's
Office Component of the Benton County Justice
System Improvement Plan

This Item Involves: (Check all that apply for this meeting.)

- | | |
|---|--|
| ☒ Order/Resolution/Proclamation | ☐ Appointments |
| ☒ Ordinance /Public Hearing: | ☐ Update on Project/Committee |
| ☐ 1st Reading ☐ 2nd Reading | ☐ Discussion Only |
| ☐ Public Comment Anticipated: | ☒ Discussion & Action |
| Estimated Time | 30i minutes Estimated Time |
| ☐ Document Recording Required | ☐ Special Report: |
| ☐ Contract/Agreement | ☐ Oral ☐ Written |

If appropriate, have Boards/Committees been involved?

If yes, address under Salient Issues, page 2.

☐ Yes ☐ No ☐ Not Applicable

If appropriate, has this agenda/item been advertised?

Names of Publications Daily Journal of Commerce

Gazette-Times

Dates of Publication: September 2, 2022

☒ Yes ☐ No ☐ Not Applicable

AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 2 of 3)

DATE OF MEETING:

Worksession: September 6, 2022

Public Hearing: September 20, 2022

TITLE OF AGENDA ITEM:

Public Hearing - Requesting an Exemption From Competitive Bidding for the Construction Management/General Contracting Services for the Courthouse/District Attorney's Office Component of the Benton County Justice System Improvement Plan

IDENTIFIED SALIENT ISSUES:

Public Works requests a Worksession with the Board of Commissioners on September 6, 2022, to discuss the information in attached *draft* Order and Exhibit A. A Public Hearing will be held on September 20, 2022, for the purpose of taking comments on the draft findings for an exemption from the competitive bidding requirement to enable the use of the CM/GC contracting process. Attached Exhibit A outlines the Findings of Fact and Conclusions of Law.

OPTIONS:

- 1) Approve the request
- 2) Deny the request

FISCAL IMPACT:

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

Mandated Service?*

☒ Yes or ☐ No

The County must have a Courthouse to meet State requirements.

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Select all that apply.

- | | |
|--|--|
| ☐ Vibrant, Livable Communities | ☐ Community Resilience |
| ☐ Supportive People Resources | ☐ Equity for Everyone |
| ☐ High Quality Environment and Access | ☐ Health in All Actions |
| ☐ Diverse Economy that Fits | ☒ N/A |
-

AGENDA CHECKLIST
BENTON COUNTY BOARD OF COMMISSIONERS
(Page 3 of 3)

Explain Core Values Selections*

n/a

Focus Areas and Vision. Select all that apply.

- | | |
|---|---|
| ☒ Community Safety | ☐ Housing and Growth |
| ☐ Emergency Preparedness | ☐ Arts, Entertainment, Culture, and History |
| ☐ Outdoor Recreation | ☐ Food and Agriculture |
| ☐ Prosperous Economy | ☐ Lifelong Learning and Education |
| ☐ Environment and Natural Resources | ☐ N/A |
| ☐ Mobility and Transportation | |

Explain Focus Areas and Vision Selection

Safety is a community goal.

STAFF RECOMMENDATIONS:

Staff recommends approval.

SUGGESTED MOTION(S):

9/6/22 Worksession: I move to set a Public Hearing on September 20, 2022, in the matter of requesting an exemption from competitive bidding for the Construction Management/General Contracting services for the Courthouse/District Attorney's Office component of the Benton County Justice System Improvement Plan.

9/20/22 Board Meeting: I move to approve the Order and attached Exhibit A, requesting an exemption from competitive bidding for the Construction Management/General Contracting services for the Courthouse/District Attorney's Office component of the Benton County Justice System Improvement Plan.

- BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

III. Conclusions of Law

- 1) ORS 279C.335 are applicable to the request.
- 2) No public comments were received and there were no requests for an additional public hearing.

IV. Order

Based on the findings and conclusions, now, therefore, it is hereby ordered:

The Findings and Conclusions of Law" shown in Exhibit A for the CM/GC process for the Construction of the Justice System Improvement Program (JSIP), new Courthouse/District Attorney's offices project/s, complies with the requirements of ORS 279C.335(2) for exemption of the project from competitive bidding is hereby approved.

Adopted this 20th day of September, 2022.

Signed this 20th day of September, 2022.

BENTON COUNTY BOARD OF
COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

Approved:

Vance Croney, County Counsel date

Benton County, Corvallis Oregon

FINDINGS OF FACT

For Requesting an Exemption from Competitive Bidding for the Construction Management/General Contracting Services for the Courthouse/District Attorney's Office Component

for the

Benton County Justice System Improvement Program

1. General

ORS 279C.335(2) permits a local contracting agency to exempt public improvement projects from traditional competitive bidding upon approval of Findings of Fact ("Findings") showing that an alternative contracting process is a) unlikely to encourage favoritism or diminish competition and that b) the process will result in substantial benefit to the local contracting agency.

ORS 279C.400 – ORS 279C.410 describe the Request for Proposals method of solicitation as an alternative to traditional competitive bidding. Pursuant to ORS 279C.410(8), a public Agency using the Request for Proposals method may award a contract to the responsible proposer "whose proposal is determined in writing to be the most advantageous to the contracting agency based on the evaluation factors set forth in the request for proposals and, when applicable, the outcome of any negotiations authorized by the request for proposals."

ORS 279C.330 defines "Findings" and identifies specific information to be provided as a part of Benton County's justification. Under ORS 279C.335(5) a public hearing must be held before the findings are adopted, allowing an opportunity for interested parties to comment on the draft findings.

2. Market Conditions

The current regional and local construction market is navigating unprecedented challenges, including labor shortages, global – local supply chain issues, as well as multiple public projects slated for construction over the coming year.

In consideration of these circumstances, Benton County seeks to utilize CM/GC Services, an alternate method of contracting, based on the Findings of Fact presented herein.

FINDINGS OF FACT

SUMMARY FINDINGS

- 1. Competition will not be diminished.** This exception will likely encourage more competition in this tight market, rather than diminish competition. The Request for Proposals selection process will be competitive based on relevant selection criteria, will be publicly advertised, and will be open to all interested proposers as described in the findings below.
- 2. This process will attract more contractors in this currently tight market.** This exemption will result in attracting more contractors in this tight market and result in better construction costs. Also, value will be added to the project and outcomes that would not otherwise be obtained under the standard design-bid-build process, especially in these current market conditions.

SPECIFIC FINDINGS, WHICH SUPPORT THE SUMMARY FINDINGS, ARE AS FOLLOWS:

1. **The CM/GC will be selected through a competitive process in accordance with the qualifications-based selection process authorized by Benton County Board of Commissioners. Therefore, it is unlikely that the awarding of the construction contract for the Project will encourage favoritism or substantially diminish competition. This finding is supported by the following:**
 - A. SOLICITATION PROCESS:** Pursuant to ORS 279C.360, the CM/GC solicitation will be advertised at least once in the Daily Journal of Commerce, as well as The Gazette Times to maximize exposure.
 - B. FULL DISCLOSURE:** To ensure full disclosure of all information, the Request for Proposals solicitation package will include:
 - a. Detailed Description of the Project
 - b. Contractual Terms and Conditions
 - c. Selection Process
 - d. Evaluation Criteria
 - e. Role of Selection Committee
 - f. Provisions for Comments
 - g. Complaint Process and Remedies Available
 - C. COMPETITION:** As outlined below, the County will follow processes which maintain competition in the procurement of a CM/GC.
 - a. The County anticipates that competition for this contract will be similar to that experienced in other Projects of this type. The competition will remain open to all qualifying proposers.
 - b. The selection and solicitation process employed will be open and impartial. Selection will be made on the basis of final proposal scores derived from qualifications, price, and other components, which expand the ground of competition beyond price alone to include experience, quality, and approach to market conditions.
 - c. The competitive process used to award subcontracts for all competitively bid construction work will be specified in the CM/GC contract and will be monitored by the County. The County will designate in the contract the proposed percentage of construction work that must be subcontracted and may not be self-performed by the CM/GC. The CM/GC contract will comply with the subcontractor competition requirements in ORS 279C.337.
 - D. SELECTION PROCESS:** Other highlights of the selection process will include:
 - a. A mandatory Pre-Proposal Conference and Site Tour will be announced and held. This conference will be open to all interested parties. During this Pre-Proposal Conference, as well as any time prior to five (5) business days before the close of the solicitation, interested parties will be able to ask questions, request clarifications and suggest changes in the solicitation documents if such parties believe that the terms and conditions of the solicitation are unclear, inconsistent with industry standards, or unfair and unnecessarily restrictive of competition.

- b. The evaluation process will determine whether a proposal meets the screening requirements of the RFP, and to what extent. The following process will be used:
 - i. Proposals will be evaluated for completeness and compliance with the screening requirements of the RFP. Those proposals that are materially incomplete or non-responsive will not be accepted.
 - ii. Proposals considered complete and responsive will be evaluated to determine if they meet and comply with the qualifying criteria of the RFP. If a proposal is unclear, the proposer may be asked to provide written clarification. Those proposals that do not meet all requirements will be rejected.
 - iii. Proposals will independently be scored by the voting members of the Selection Committee. Scores will then be combined and assigned to each proposal.
 - iv. The Selection Committee will convene to select from the highest-scoring proposers, a finalist(s) for formal interviews.
 - v. The Selection Committee will conduct the interview/s with the short-listed proposer/s.
 - vi. The Selection Committee will use the interview to confirm the scoring of the proposal and to clarify any questions. Based upon the revised scoring, the Selection Committee will rank the proposers, and provide an award recommendation.
 - vii. Benton County will negotiate a contract with the top-ranked firm. If an agreement cannot be reached, the County will have the option to enter into an agreement with the second-ranked firm, and so forth.
 - c. Competing proposers will be notified in writing of the selection of the apparent successful proposer and will be given seven (7) calendar days after receipt of the notice to file any questions, concerns, or protests about the selection process. Protests will be subject to the requirements of the OAR 137-049-0450, must be in writing, and must be delivered to the County within seven (7) calendar days after receipt of the selection notice. No protest of the award selection shall be considered after this time period.
 - d. The contract achieved through this process will require the CM/GC to use an open competitive selection process to bid all components of the job. The CM/GC's general conditions and fee make-up of the total cost will be evaluated as one of the scoring criteria. General Conditions must include supervision, bonding, insurance, and mobilization, and must be within the current industry standard range. The CM/GC's fee must be within the industry's standard range for a project of this size. The entire value of the project will be awarded through open, competitive processes, at either the general contractor and/or the subcontractor level.
- 2. The awarding of a construction contract for the Project using CM/GC method would offer the County critical construction expertise and value to the Project. This finding is supported by the following information required by ORS 279C.335(2)(b) and ORS 279C.330.**
- A. SPECIALIZED EXPERTISE:** Early selection of the CM/GC creates more informed, better quality decision making by the project team. A more efficient design and construction team saves the County money and helps the team anticipate and mitigate challenges in the current construction market.

This exemption will allow Benton County to proactively seek construction and constructability expertise during the design process, well in advance of the standard competitive bid timeline, to address the complexities of existing conditions and the current construction market, to help inform the best decisions on behalf of the County. Value will be added to the Project, via early and time-

critical construction expertise, that could not otherwise be obtained to the same depth, duration, or quality.

- a. **COORDINATION:** Use of a CM/GC in conjunction with the team approach will result in a better coordinated Project. By having the CM/GC part of the project team early, the CM/GC will have time to fully evaluate and understand the existing facilities and systems, along with the intended design direction prior to start of construction. This information will inform design direction and approach to site logistics and safety and security measures during construction.
- b. The CM/GC clarifies several critical variables valuable to the Project design. The CM/GC will guarantee the maximum price (GMP) to complete the Project; determines the construction schedule; establishes the sequence of work; is contractually bound to implement the final Project design within the GMP; and participates as an essential member of the Project design and construction team. By utilizing the Request for Proposal selection process, which allows the County to consider factors such as experience and expertise in addition to price, the County will ensure that the selected CM/GC will be competent addition to the team.

The CM/GC would help assess material selections relative to lead time issues, best opportunities to secure subcontractors and labor for trade coverage, better pricing, and will help discuss and/or adjust the work plan to address project and construction market needs. This component cannot be addressed by the usual design/bid/build method of construction because selection is typically based on the lowest bidder and occurs at the completion of the design process.

- c. **CONSTRUCTION COORDINATION:** A CM/GC participating on this Project would provide timely assistance and support to the development of the design and the most suitable approach to accommodate existing infrastructure and safety for the adjacent tenant.
- d. **MARKET CONDITIONS:** As well as the multitude of construction market factors that currently exist today in Oregon and Washington (e.g., supply chain and lead time issues, construction labor shortages, significant competition of and with other projects), the difficulty in establishing the best work sequence complicates our ability to accurately estimate the cost of this Project. The current construction market challenges the interest and capacity for contractors to bid for jobs. CM/GC Services, an alternative contracting method, will be more likely to result in a more experienced and better suited contractor for this Project than the usual competitive/low bid procurement.

B. OPERATIONAL, BUDGET, FINANCIAL DATA

- a. **BUDGET:** The County has a fixed budget available for the Project, as well as a desired “as soon as possible” project delivery date. Early reliable pricing provided by the CM/GC, as well as scheduling and procuring help with long lead items during the design phase will allow for the potential to mitigate later related challenges.
- b. **LONG TERM COSTS:** The Project will require expertise regarding the constructability and long-term cost/benefit analysis of innovative design. This knowledge is best obtained directly from the construction industry. Many decisions will be required during the design process that will encompass immediate feedback on constructability and pricing. Under the traditional design-bid-build process, there is a high risk of increased change orders and schedule impacts for Project of this size and complexity. Since there are significant costs associated with delay, time is of the essence. Because the contractor participates during the design phase, the CM/GC process will assist in providing a scope of work, constructible design and phasing solutions that best meet the requirements of the Project with significantly lower risk to the Project’ costs. Involving the CM/GC during design will also allow Project risks to be addressed early and teamwork between the County, the design consultants, and the construction contractor (CM/GC) to minimize those risks.

- c. **FEWER CHANGE ORDERS:** When the CM/GC participates in the design process, fewer change orders occur during project construction. This is due to the CM/GC's better understanding of the owner's needs, and the architectural and engineering team's intent. As a result, the Project is more likely to be completed on time and within budget. In addition, fewer change orders reduce the administrative time and costs of project management for both the County and the contractor.
- d. **GMP CHANGE ORDERS COST LESS:** CM/GC change orders will be processed at a lower cost under the GMP. The design-bid-build method typically results in the contractor charging 15%+ markup on construction change orders. The GMP method applies lower predetermined markups.
- e. **POTENTIAL SAVINGS:** Under the GMP method the County will enjoy the full savings if actual costs are below the GMP. When the CM/GC completes the Project, any savings between the GMP and the actual cost accrue to the County.
- f. **CONTRACTOR'S FEE IS LESS:** Contracts with CM/GC's are designed to create a better working relationship with the contractor. Consequentially, the overhead and profit fee is typically slightly lower than the fee anticipated on similar design-bid-build contracts.

C. ADDITIONAL PUBLIC BENEFITS

- a. **TIME SAVINGS:** The use of CM/GC as an alternative contracting method allows for more streamlined construction documents, in lieu of a fully bid set where everything needs to be documented for pricing. This will help streamline the project and the completion date.
- b. **COST SAVINGS:** The Project will benefit from the active involvement of a CM/GC contractor during the design process in the following ways:
 - i. The contractor's input regarding material availability and lead times, as well as the cost-effectiveness of various alternatives will guide the design toward the most economic choices.
 - ii. Consideration of the specific equipment available to the contractor will allow the designer to implement solutions that utilize the capacity and availability of that equipment.
 - iii. The contractor will be able to provide current and reliable information regarding the cost of materials that are experiencing price volatility and the availability of scarce materials.
 - iv. The contractor will also be able to order materials while design is being completed in order to avoid inflationary price increases and/or lead time issues, to mitigate the lead-times that may be required for scarce materials.
- c. **GUARANTEED MAXIMUM PRICE (GMP) ESTABLISHES A MAXIMUM PRICE PRIOR TO COMPLETION OF DOCUMENTS:** The CM/GC will be able to obtain a complete understanding of the County's needs, the architect's design intent, the scope of the Project, and the operational needs of the Project by participating in the construction document phase. With the CM/GC participating in this phase they will be able to offer suggestions for improvement and make suggestions that will reduce costs. With the benefit of this knowledge, the CM/GC will also be able to guarantee a maximum price to be paid by the County for constructing the Project.

D. VALUE ENGINEERING

- a. **WITH THE DESIGN-BID-BUILD PROCESS:** If the County were to utilize the design-bid-build method, the contractor would not participate in this evaluation. In conducting value engineering under the design-bid-build approach, a value engineering consultant is hired to participate in the design and cost evaluation process. This process adds extra costs and

administrative complications, without providing the same benefits of early and committed through construction contractor participation.

- b. **WITH CM/GC:** The CM/GC process offers a unique opportunity for value engineering that is not possible through the design-bid-build process. Value engineering is the means used to determine the best project design that meets the needs and priorities of the owner, within the owner's budget. Value engineering is done most effectively by a team consisting of the owner, architect, consultants, and the contractor. When the contractor participates, the team can render the most comprehensive evaluation of all factors that affect the cost, quality, and schedule of the project.

- i. The CM/GC method has the benefit of:

- the ability to best set/anticipate the schedule within these current market conditions,
- the ability to anticipate long lead items and how to best gain subcontractor commitment to this project,

Through integrated participation, a project's scope and design evolve that has greater value for the owner and is not likely to be the same project or product created by the design-bid-build method.

CONCLUSIONS OF LAW

The above "Findings" show that the CM/GC process for the Construction of the Justice System Improvement Program (JSIP), new Courthouse/District Attorney's offices component, complies with the requirements of ORS 279C.335(2) for exemption of the project from competitive bidding.

**NOTICE OF PUBLIC HEARING
FOR**

**Approving an Exemption From Competitive Bidding for the Construction
Management/General Contracting Services for the Courthouse/District
Attorney's Office Component of the Benton County Justice System
Improvement Plan**

**Benton County Board of Commissioners Meeting
Tuesday, September 20, 2022, 11:00 AM**

The Benton County Board of Commissioners will hold a public hearing to consider a request for approving an exemption from competitive bidding for the Construction Management/General Contracting services for the Courthouse/District Attorney's Office component of the Benton County Justice System Improvement Plan. Contact the Benton County Public Works Director at 541-766-6821 for more information. If no comments are received as described below, the Benton County Board of Commissioners may adopt the findings of fact and order approving the exemption at this public hearing.

All interested persons are invited to attend this virtual meeting via Zoom: <https://us06web.zoom.us/j/82678594845?pwd=cXIDNzBBNXFNTUZLRnhobTZnMEExkQT09>, Meeting ID: 826 7859 4845, Passcode: 036491; or Dial (253) 215 8782; Meeting ID: 826 7859 4845, Passcode: 036491

The meeting will also be livestreamed on Facebook at <https://www.facebook.com/BentonCo.Gov>. Written testimony may be mailed to the Benton County Board of Commissioners, 4500 Research Way, Corvallis, Oregon 97333 or emailed to bocinfo@co.benton.or.us. To be considered at the hearing, written testimony must be received by the Board of Commissioners Office by **5:00 p.m. on Monday, September 19, 2022**. For further information, call the Benton County Board of Commissioners Office at 541-766-6800.

Nancy Wyse, Chair
Pat Malone, Commissioner
Xanthippe Augerot, Commissioner

Published: September 2, 2022 Daily Journal of Commerce and Gazette Times

CONSENT CALENDAR

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 09/06/22

View [Agenda Tracker](#)

Suggested Placement* BOC Tuesday Meeting

Department* Juvenile

Contact Name* Matt Wetherell

Phone Extension* 6064

Meeting Attendee Name* Matt Wetherell

Agenda Item Details



Item Title* In the Matter of Approving Amendment to Detention Unit Use at Oak Creek Facility

Item Involves* Check all that apply

- ☐ Appointments
- ☐ Budget
- ☒ Contract/Agreement
- ☐ Discussion and Action
- ☐ Discussion Only
- ☐ Document Recording
- ☐ Employment
- ☐ Notice of Intent
- ☐ Order/Resolution
- ☐ Ordinance/Public Hearing 1st Reading
- ☐ Ordinance/Public Hearing 2nd Reading
- ☐ Proclamation
- ☐ Project/Committee Update
- ☐ Public Comment
- ☐ Special Report
- ☐ Other

Board/Committee Involvement*

☐ Yes

☒ No

Advertisement*

☐ Yes

☒ No

Item Issues and Description

Identified Salient Issues*

This matter comes before the board to authorize and execute an amendment to Agreement #5264 between Benton County, Linn County and State of Oregon (Oregon Youth Authority), which allows for the use of detention space within the Oak Creek Correctional Facility by Linn and Benton Counties. Specifically, this amendment extends the original expiration date from June 30, 2022 until December 31, 2022 to provide additional time to finalize the new IGA.

Options*

1. Approve and sign IGA
2. Do not approve IGA

Fiscal Impact*

- ☐ Yes
- ☒ No

Mandated Service? ^{*}
☐ Yes
☒ No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values ^{*} Select all that apply.

☐ Vibrant, Livable Communities

☒ Supportive People Resources

☐ High Quality Environment and Access

☐ Diverse Economy that Fits

☐ Community Resilience

☐ Equity for Everyone

☐ Health in All Actions

☐ N/A

Explain Core Values Selections ^{*} Public Safety

Focus Areas and Vision ^{*} Select all that apply.

☒ Community Safety

☐ Emergency Preparedness

☐ Outdoor Recreation

☐ Prosperous Economy

☐ Environment and Natural Resources

☐ Mobility and Transportation

☐ Housing and Growth

☐ Arts, Entertainment, Culture, and History

☐ Food and Agriculture

☐ Lifelong Learning and Education

☐ N/A

Explain Focus Areas and Vision Selection ^{*} Maintaining beds at the Linn-Benton Juvenile Detention Center for the placement of Benton County juveniles engaging in delinquent activity provides community safety through an immediate intervention to behaviors contrary to community safety.

Recommendations and Motions

Page 59 of 103

Item Recommendations and Motions

Staff

Staff recommends to approve and sign IGA.

Recommendations *

Meeting Motions *

I move to ...

I move to approve and sign IGA associated with the use of detention space in coordination with Linn County Juvenile Department and Oregon Youth Authority.

Attachments, Comments, and Submission

Page 60 of 103

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

Amendment 5264i Linn-Benton Unit at Oak Creek 6-
22-22.pdf 440.12KB

Comments (optional) If you have any questions, please call ext.6800

**Department
Approver**

MATT WETHERELL

Department Approval

Page 61 of 103

Comments

Signature

Matt Wetherell

BOC Initial Approval

Page 62 of 103

Approvals Required ☒ Counsel

☐ Finance

☐ HR

Counsel Approver VANCE CRONEY

**County
Administrator
Approver** JOE KERBY

Comments I updated the original "Suggested Agenda Date" from 7/5/22 to 9/6/22. - {am}

Counsel Approval

Page 63 of 103

Comments

Signature

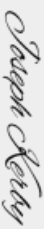
Vance H. Chokey

County Administrator Approval

Page 64 of 103

Comments

Signature



Joseph Kelly

BOC Final Approval

Page 65 of 103

Comments

Signature

Amanda Hayspace

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio tape, oral presentation, and computer disk. To request an alternate format call the State of Oregon, Oregon Youth Authority, Procurement Unit, at 503-373-7371.

**AMENDMENT TO
INTERGOVERNMENTAL AGREEMENT
Linn-Benton Detention Unit at Oak Creek**



Agreement #5264i

1. This is Amendment No. 9 to Agreement #5264 dated March 15, 2003, between the State of Oregon, acting by and through its **Oregon Youth Authority** ("Agency" or "OYA"), and **Linn County Board of Commissioners** ("Linn County") and **Benton County Board of Commissioners** ("Benton County"), each a "Party" and, together, the "Parties."
2. **Recital.** Agency has been working on creating a new Agreement that will modernize, simplify, and supersede this current Agreement #5264. The Parties have completed significant draft work but final review and approval processes will require additional time to complete. In order to allow necessary drafting, review and approvals, the Parties wish to amend this Agreement for an additional six (6) month term.
3. The Agreement is hereby amended as follows effective July 1, 2022: New Language is indicated by **bolding and underlining** and deleted language is indicated by ~~**bolding and striking**~~ unless a section is replaced in its entirety:
 - a. Amend Agreement document, Section 3, titled Article III – Term and Early Termination, Subsection 3.1 only, as follows:

3.1. **Term.** This agreement shall become effective on the later of (1) March 15, 2003, or (ii) the date this agreement has been signed by every party hereto and when all necessary approvals have been obtained. Unless terminated or extended, this agreement shall expire on ~~June 30, 2022~~ **12/31/2022** ("Expiration Date"). This agreement is subject to termination prior to the Expiration Date under the circumstances described in Sections 3.2, 3.3, 3.4, 3.5, 6, 4, 11.1 and 12.2.
3. Except as expressly amended above, all other terms and conditions of the Agreement are still in full force and effect. Local Government certifies that the representations, warranties, and certifications contained in the Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

The Parties, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

LOCAL GOVERNMENT: Linn County

By:  Date: 6/21/2022

Print Name and Title: Chair, Linn County Board of Commissioners

Signatures Continued on Next Page

LOCAL GOVERNMENT: Benton County

By: _____ Date: _____

Print Name and Title: _____

AGENCY: State of Oregon, acting by and through its Oregon Youth Authority

By: _____ Date: _____

Amber Forster, Designated Procurement Officer/Chief Financial Officer

ATTORNEY GENERAL: Approved for legal sufficiency

By: Exempt per OAR 137-045-0050 Date: _____

Name:

AGREEMENT ADMINISTRATOR: Reviewed and approved

By: _____ Date: _____

Name: Clint McClellan, Assistant Director of Facility Services

PROCUREMENT UNIT: Reviewed by Contract Specialist

By: _____ Date: _____

Name: Susanna Ramus

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio tape, oral presentation, and computer disk. To request an alternate format call the State of Oregon, Oregon Youth Authority, Procurement Unit, at 503-373-7371.

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LOCAL GOVERNMENT: Linn County

By: _____

Date: 6/21/2022

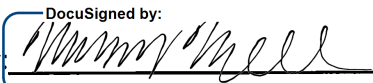
Print Name and Title: Chair, Linn County Board of Commissioners

Linn County Resolution & Order No. 2022-241

#503141

Signatures Continued on Next Page

LOCAL GOVERNMENT: Benton County

By:  Date: _____
DocuSigned by:
85593F1F843F4FD...

Print Name and Title: Nancy Wyse, Chair, Benton County Commissioners

AGENCY: State of Oregon, acting by and through its Oregon Youth Authority

By: _____ Date: _____
Amber Forster, Designated Procurement Officer/Chief Financial Officer

ATTORNEY GENERAL: Approved for legal sufficiency

By: Exempt per OAR 137-045-0050 Date: _____
Name: _____

AGREEMENT ADMINISTRATOR: Reviewed and approved

By: _____ Date: _____
Name: Clint McClellan, Assistant Director of Facility Services

PROCUREMENT UNIT: Reviewed by Contract Specialist

By: _____ Date: _____
Name: Susanna Ramus

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

In the Matter of a Retroactive)
Appointment and Appointment to the) ORDER No. D2022-069
LINN-BENTON HOUSING AUTHORITY)

THE ABOVE ENTITLED MATTER COMING NOW FOR THE CONSIDERATION
OF THE BOARD AND,

IT APPEARING TO THE BOARD

WHEREAS, Position 2, for the term beginning January 1, 2022 and expiring December 31, 2025 is hereby retroactive January 1, 2022.

WHEREAS, Position 2 resigned September 1, 2022. The person named below will fill the vacancy starting September 6, 2022.

THAT the following qualified and knowledgeable individual has indicated a willingness to serve on this committee:

<u>Name</u>	<u>Appointed & Position</u>
Frederick Edwards	Appointed: 09/06/22
	Expires: 12/31/25
	Position: 2

NOW, THEREFORE, IT IS HEREBY ORDERED that the above individual is hereby appointed to the Linn-Benton Housing Authority.

Adopted this 6th day of September, 2022.

Signed this 6th day of September, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

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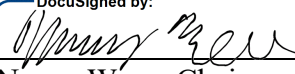
<u>Name</u>	<u>Appointed & Position</u>
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	Position: 2

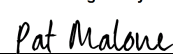
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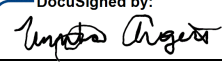
Adopted this 6th day of September, 2022.

Signed this 6th day of September, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:

Nancy Wyse, Chair

DocuSigned by:

Pat Malone, Commissioner

DocuSigned by:

Xanthippe Augerot, Commissioner

BENTON COUNTY**LINN-BENTON HOUSING AUTHORITY
(LBHA)**

<u>POSITION</u>	<u>NAME/ADDRESS</u>	<u>TERM</u>	<u>APPOINTED</u>
1 Benton County	Steve Michaels 1215 NW Kainui Dr. Corvallis, OR 97330 H: 541-745-7312 W: C: 541-740-5855 E: sdmichaels@comcast.net	Begin: 01/01/21 Expire: 12/31/24 3rd Term	5/22/12
2. Benton County	Frederick Edwards 3097 NW San Pedro Albany, OR 97321 H: 541-740-0720 W: 541-928-8052 C: 541-974-5600 E: frederick1@live.com	Begin: 01/01/22 Expire: 12/31/25 Partial Term	09/06/22
3 Benton County	Dan Rayfield 421 Water Ave NE, Ste 420 Albany, OR 97321 H: 541-745-8874 W: 541-928-9147 C: E: dan@nelsonmacneil.com	Begin: 01/01/19 Expire: 12/31/22 2 nd Term	01/11/11
4 Benton County	Ryan McCambridge 7312 SE Dot St Corvallis, OR 97330 W: 541-758-2608 C: 541-740-6108 E: rmccambridge@communityservices.us	Begin: 01/01/19 Expire: 12/31/23 2 nd Term	1/19/16
5 Linn County	Patrick Starnes 122 Putman Brownsville, OR 97327 H: W: C: E: patrickstarnes@live.com	Begin: 01/01/22 Expire: 12/31/24 1 st Term	08/09/22
6 Linn County	Richard (Dick) Knowles 41313 Sun Lane Sweet Home, OR 97386 H: 541-367-7765 W: C: E: sodk@centurytel.net	Begin: 01/01/21 Expire: 12/31/25 5 th Term	06/05

<u>POSITION</u>	<u>NAME/ADDRESS</u>	<u>TERM</u>	<u>APPOINTED</u>
7 Linn County	Richard (Rich) Catlin II 424 Montgomery St SE Albany, OR 97321 C: 541-990-9695 E: catlinrich@gmail.com	Begin: 1/1/2019 Expire: 12/31/2022 1 st Term	3/2019
8 Linn County	VACANT H: W: C: E:	Begin: 01/01/19 Expire: 12/31/23 3 rd Term	05/16/12
9 Appointed by other eight members (Tenant)	Janie Tebeau 3408 NE Oxford Circle #B Corvallis, OR 97330 H: 503-798-1188 W: 541-924-0160 C: E: jaedenise@gmail.com	Begin: 1/01/2020 Expire: 12/31/24	4/16/2019
STAFF:	Donna Holt, Executive Director, 541-926-4497 x220 – donna@l-bha.org		
RECORDER:	Leesa Scheele, 541-926-4497 x250 – leesa@l-bha.org		
TERMS:	4 years		
MEMBERS:	Four appointed each by Benton County and Linn County Boards of Commissioners and ninth member appointed by other eight members. At least one member shall be tenant of the Authority (receiving housing aid)		
MEETS:	Third Tuesday every month, 6:00 p.m.		
	Linn-Benton Housing Authority 1250 SW Queen Avenue Albany, OR 97322 W: 541-926-4497 F: 541-926-3589 E: mail@l-bha.org		

PROCLAMATIONS

**BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Proclaiming September 2022)
Suicide Prevention Awareness and National) PROCLAMATION P2022-016
Recovery Month in Benton County)**

The month of September, 2022 is National Suicide Prevention Week, and National Recovery Month, when millions of people around the world join their voices to share a message of hope and healing; and

These observances are united in raising awareness that prevention is possible; treatment is effective; and people do recover; and

In these challenging times messages of hope and healing are more needed than ever; and

Benton County is committed to treating suicide and substance abuse as a public health issue and urges all residents to play a role in suicide prevention and promoting health and wellness; and

Benton County residents should be able to access high quality prevention, support, rehabilitation, and treatment services that lead to recovery and a healthy lifestyle; and

Every day in Benton County people enter treatment into behavioral health services and community supports and begin the road to wellness and recovery; and

Recovery and wellness encompass the whole individual, including mind, body, spirit, and community; and

The benefits of preventing and overcoming mental health challenges, suicide attempts, loss, and substance abuse are significant and valuable to individuals, families, and our community at large; and

We must encourage relatives, friends, co-workers, and providers to recognize the signs of a problem, and guide those in need to appropriate services and supports; and

Suicide Prevention Week and Recovery Month inspire millions of Americans to raise awareness, build resiliency, and find hope.

NOW, THEREFORE, the Benton County Commissioners proclaim the month of September 2022 is Suicide Prevention and Recovery Month: "Finding Hope, Building Resiliency, and Supporting Recovery".

Adopted this 6th day of September, 2022.

Signed this 6th day of September, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner



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BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:

Nancy Wyse

Nancy Wyse, Chair

DocuSigned by:

Pat Malone

Pat Malone, Commissioner

DocuSigned by:

Xanthippe Augerot

Xanthippe Augerot, Commissioner

**BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

In the Matter of Proclaiming)
September 17, 2022, as Constitution) **PROCLAMATION P2022-015**
Day in Benton County)

Our founding fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a constitution for the United States of America and signed it on September 17, 1787; and

The Conventions of a number of the States, having at the time of their adopting the Constitution, expressed a desire, in order to prevent misconstruction or abuse of its powers, that further declaratory and restrictive clauses shall be added and which subsequently became known as the Bill of Rights (Amendments 1 – 10, December 15, 1791); and

Subsequent amendments enacted throughout the years strengthened the rights of citizens and insured their right to vote; and

Amendment XIII, Section I. declared that neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to its jurisdiction (December 6, 1865); and

Amendment XIV, Section I. declared that all persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny any person within its jurisdiction the equal protection of the laws (July 9, 1868); and

Amendment XV, Section I. declared the right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of race, color, or previous condition of servitude (February 3, 1870); and

Amendment XIX declared the right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex (August 18, 1920); and

Amendment XXIV declared the right of citizens of the United States to vote in any primary or other election for President or Vice President, for electors for President or Vice President, or for Senator or Representative in Congress, shall not be denied or abridged by the United States or any State by reason of failure to pay any poll tax or other tax (January 23, 1964); and

Amendment XXVI, Section I. declared the rights of citizens of the United States, who are eighteen years of age or older, to vote shall not be denied or abridged by the United States or by any State on account of age (July 1, 1971); and

It is of great importance that all citizens fully understand the provisions and principles in the Constitution, the Bill of Rights and subsequent Amendments; and

The 235th Anniversary of the signing of the original Constitution provides an opportunity for all Americans to reflect on the rights and privilege of citizenship, as well as its responsibilities;

NOW THEREFORE, BE IT PROCLAIMED that September 17, 2022 is recognized as Constitution Day in Benton County and citizens are urged and encouraged to reflect on the benefits of our Constitution, the Bill of Rights and subsequent Amendments, and the privileges and responsibilities of American Citizenship.

Adopted this 6th day of September, 2022.

Signed this 6th day of September, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner



**BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

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The Conventions of a number of the States, having at the time of their adopting the Constitution, expressed a desire, in order to prevent misconstruction or abuse of its powers, that further declaratory and restrictive clauses shall be added and which subsequently became known as the Bill of Rights (Amendments 1 – 10, December 15, 1791); and

Subsequent amendments enacted throughout the years strengthened the rights of citizens and insured their right to vote; and

Amendment XIII, Section I. declared that neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to its jurisdiction (December 6, 1865); and

Amendment XIV, Section I. declared that all persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny any person within its jurisdiction the equal protection of the laws (July 9, 1868); and

Amendment XV, Section I. declared the right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of race, color, or previous condition of servitude (February 3, 1870); and

Amendment XIX declared the right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex (August 18, 1920); and

Amendment XXIV declared the right of citizens of the United States to vote in any primary or other election for President or Vice President, for electors for President or Vice President, or for Senator or Representative in Congress, shall not be denied or abridged by the United States or any State by reason of failure to pay any poll tax or other tax (January 23, 1964); and

Amendment XXVI, Section I. declared the rights of citizens of the United States, who are eighteen years of age or older, to vote shall not be denied or abridged by the United States or by any State on account of age (July 1, 1971); and

It is of great importance that all citizens fully understand the provisions and principles in the Constitution, the Bill of Rights and subsequent Amendments; and

The 235th Anniversary of the signing of the original Constitution provides an opportunity for all Americans to reflect on the rights and privilege of citizenship, as well as its responsibilities;

NOW THEREFORE, BE IT PROCLAIMED that September 17, 2022 is recognized as Constitution Day in Benton County and citizens are urged and encouraged to reflect on the benefits of our Constitution, the Bill of Rights and subsequent Amendments, and the privileges and responsibilities of American Citizenship.

Adopted this 6th day of September, 2022.

Signed this 6th day of September, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:



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Nancy Wyse, Chair

DocuSigned by:



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Pat Malone, Commissioner

DocuSigned by:



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Xanthippe Augerot, Commissioner

**BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

In the Matter of Proclaiming September)
National Preparedness Month in) **PROCLAMATION P2022-017**
Benton County)

WHEREAS, National Preparedness Month, occurring annually in September since 9/11, creates an ideal opportunity for community members, businesses and visitors of Benton County, Oregon to join other community members across the United States in preparing their homes, businesses, and communities for any type of emergency, including natural disasters; and

WHEREAS, The U.S. Department of Homeland Security and other federal, state and local officials and the private sector are working to prevent and respond to all types of emergencies; and

WHEREAS, When individuals take responsibility for preparing their families and their communities, the chance of survival and return to normalcy following a disaster is greatly increased; and

WHEREAS, The United Nations climate study and other research indicates that the impact of climate change will lead to significantly more frequent and more severe disasters; and

WHEREAS, The Benton County Sheriff's Office – Emergency Management Division partners with federal, state, local, tribal, territorial, private, and volunteer agencies to inform individuals on how to take action, through our public education campaigns, and our local volunteer programs, such as Community Emergency Response Team, American Red Cross, Law Enforcement Volunteers, Amateur Radio Services and comprehensive planning and coordination efforts; and

WHEREAS, Residents, businesses and visitors of Benton County, Oregon are urged to plan ahead for disasters and encourage their family and their friends to also do so by participating in neighborhood preparedness activities, registering their contact information in the local emergency notification system, Linn-Benton Alert and participating in annual readiness events; and

NOW, THEREFORE, BE IT PROCLAIMED by the Benton County Board of Commissioners hereby proclaims September 2021 as National Preparedness Month, and encourage all community members, businesses and visitors to develop their own emergency preparedness plan.

Adopted this 6th day of September, 2022.

Signed this 6th day of September, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Commissioner

Xanthippe Augerot, Commissioner



**BEFORE THE BOARD OF COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

In the Matter of Proclaiming September)
National Preparedness Month in) **PROCLAMATION P2022-017**
Benton County)

WHEREAS, National Preparedness Month, occurring annually in September since 9/11, creates an ideal opportunity for community members, businesses and visitors of Benton County, Oregon to join other community members across the United States in preparing their homes, businesses, and communities for any type of emergency, including natural disasters; and

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WHEREAS, When individuals take responsibility for preparing their families and their communities, the chance of survival and return to normalcy following a disaster is greatly increased; and

WHEREAS, The United Nations climate study and other research indicates that the impact of climate change will lead to significantly more frequent and more severe disasters; and

WHEREAS, The Benton County Sheriff's Office – Emergency Management Division partners with federal, state, local, tribal, territorial, private, and volunteer agencies to inform individuals on how to take action, through our public education campaigns, and our local volunteer programs, such as Community Emergency Response Team, American Red Cross, Law Enforcement Volunteers, Amateur Radio Services and comprehensive planning and coordination efforts; and

WHEREAS, Residents, businesses and visitors of Benton County, Oregon are urged to plan ahead for disasters and encourage their family and their friends to also do so by participating in neighborhood preparedness activities, registering their contact information in the local emergency notification system, Linn-Benton Alert and participating in annual readiness events; and

NOW, THEREFORE, BE IT PROCLAIMED by the Benton County Board of Commissioners hereby proclaims September 2022 as National Preparedness Month, and encourage all community members, businesses and visitors to develop their own emergency preparedness plan.

Adopted this 6th day of September, 2022.

Signed this 6th day of September, 2022.

BENTON COUNTY BOARD OF COMMISSIONERS

DocuSigned by:

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 Nancy Wyse, Chair

DocuSigned by:

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 Pat Malone, Commissioner

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 Xanthippe Augerot, Commissioner

NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 09/06/22

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Health Services

Contact Name * April Holland

Phone Extension * 6840

Meeting Attendee Name * April Holland

Agenda Item Details



Item Title * Creation of two new full time public health positions – Climate and Health Coordinator and Communicable Disease Investigator

Item Involves * Check all that apply

- ☐ Appointments
- ☐ Budget
- ☐ Contract/Agreement
- ☒ Discussion and Action
- ☐ Discussion Only
- ☐ Document Recording
- ☐ Employment
- ☐ Notice of Intent
- ☐ Order/Resolution
- ☐ Ordinance/Public Hearing 1st Reading
- ☐ Ordinance/Public Hearing 2nd Reading
- ☐ Proclamation
- ☐ Project/Committee Update
- ☐ Public Comment
- ☐ Special Report
- ☐ Other

Estimated Time * 15 minutes

Board/Committee Involvement *

☒ Yes

☐ No

**Name of
Board/Committee**

Position Establishment Committee

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Advertisement*

☐ Yes

☒ No

Item Issues and Description

Identified Salient Issues *

The creation of a Climate and Health Coordinator position is being proposed. Public Health Modernization funds increased through PE51-01 from \$153k in 2019-2021 to \$589k in 21-23, and the intersection of climate and health was identified as an area of focus to work toward fulfilling the modernization framework. Tobacco prevention also received additional midstream funds to cover 0.25FTE, as Benton County is now responsible for tobacco retail licensing of all county jurisdictions. Current staff workloads do not have the capacity to conduct the climate and health outreach and planning or the tobacco retail licensing duties. Without the new position, we would likely need to forego conducting climate and health activities, which would result in an underdeveloped climate adaptation assessment and plan. While the department may be able to contract with an individual or firm to conduct the tobacco retail licensing work, that would likely incur additional cost. This position will be funded by 50% Public Health Modernization, 25% Indoor Clean Air Act, and 25% Tobacco Retail Licensing funds, all sustained sources of funding outside of general revenue.

The Communicable Disease (CD) investigator position stems from new, midstream funding from OHA (effective July 2022) to support disease intervention client services for sexually transmitted diseases, including HIV. The funding requires one FTE to conduct this work. The CD investigator will significantly increase the capacity of the core CD team to conduct disease prevention and control. Without the position, Public Health would lack the capacity to fulfill its responsibilities to meet the growing need, and would become ineligible to receive the PE-10 funding. Remaining funds in this Program Element provide support to our Harm Reduction program, which provides syringe exchange, life-saving naloxone, and support and resources to some of our County's most vulnerable residents.

Due to the midstream nature of the new funding received in both cases, we are requesting that these positions be approved as a regular full time positions as soon as possible, which will require approval of the Board of Commissioners. The Board expressed their support during a discussion of Public Health Modernization at the 7/7 BOC Health Services Update, and the Position Review Committee approved both positions in early August.

Options *

Approve of permanent positions due to receipt of mid-stream funds from OHA,
Approve one position and disapprove the other,
OR
Disapprove of both positions

Fiscal Impact *

- ☐ Yes
- ☒ No

2040 Thriving Communities Initiative

Mandated Service? * ☒ Yes ☐ No

2040 Thriving Communities Initiative

Describe how this agenda checklist advances the core values or focus areas of 2040, or supports a strategy of a departmental goal.

To review the initiative, visit the website [HERE](#).

Mandated Service Description * If this agenda checklist describes a mandated service or other function, please describe here.

Climate and Health Coordinator: Housed in the environmental health program, the position will be funded by Public Health Modernization at 0.5 FTE. The position will also conduct regulatory climate and health related duties including work around the Clean Air Act (0.25 FTE) and Tobacco Retail Licensing (0.25 FTE), which are mandated functions under ORS 333-015-0075 Indoor Clean Air Act; and ORS 333-015-0217 Tobacco Retail Licensing.

Communicable Disease Investigator: New PE-10 funding requires 1.0 FTE to perform disease intervention services around sexually transmitted infections. Investigation of reportable conditions is mandated under ORS 431.142 Communicable Disease Control Programs.

Values and Focus Areas

Check boxes that reflect each applicable value or focus area and explain how they will be advanced.

Core Values * Select all that apply.

☐ Vibrant, Livable Communities

☐ Supportive People Resources

☐ High Quality Environment and Access

☐ Diverse Economy that Fits

☐ Community Resilience

☒ Equity for Everyone

☒ Health in All Actions

☐ N/A

Explain Core Values Selections *

Climate and Health Coordinator: Climate issues have profound direct and indirect impacts on health, with outsized effects on underserved community members. As the climate changes, public health must be at the forefront to convene, communicate, and co-create, with our community, culturally appropriate ways to adapt and remain resilient to environmental change.

Communicable Disease Investigator: Nationally, rates of many communicable diseases have been climbing steadily for years with little additional investment in public health. Benton County is not alone in experiencing HIV outbreaks and cases of congenital syphilis and perinatal Hepatitis B, which were uncommon occurrences a decade ago. Additional investment in communicable disease will allow more capacity for responding to individuals with disease and their contacts, as well as to conduct essential health education and prevention.

**Focus Areas and
Vision***

Select all that apply.

- ☐ Community Safety
- ☐ Emergency Preparedness
- ☐ Outdoor Recreation
- ☐ Prosperous Economy
- ☐ Environment and Natural Resources
- ☐ Mobility and Transportation
- ☐ Housing and Growth
- ☐ Arts, Entertainment, Culture, and History
- ☐ Food and Agriculture
- ☐ Lifelong Learning and Education
- ☒ N/A

Recommendations and Motions

Item Recommendations and Motions

Staff

Recommendations *

It is the recommendation of the Health Department, HR Department, and the Position Establishment Committee that both positions be approved as written, and move forward to recruitment as soon as possible.

Meeting Motions *

I move to ...

approve the creation of two new full time regular positions: a Climate and Heath Coordinator AND a Communicable Disease Investigator.

Attachments, Comments, and Submission

Item Comments and Attachments

Attachments

Upload any attachments to be included in the agenda, preferably as PDF files. If more than one attachment / exhibit, please indicate "1", "2", "3" or "A", "B", "C" on the documents.

01-position_establishment_form PH_communicable disease investigator.pdf	376.52KB
03-position_establishment_form HS_climate health coordinator.pdf	321.87KB
04-PC1_PH_Climate and Health Coordinator_Vacant.pdf	167.57KB
02-TA1_PH_Communicable Disease Investigator_Vacant.pdf	167.12KB

Comments (optional) If you have any questions, please call ext.6800

Department Approver SUZANNE HOFFMAN

Department Approval

Comments

Signature

Suzanne Hoffman

BOC Initial Approval

Approvals Required ☐ Counsel

☐ Finance

☒ HR

HR Approver TRACY MARTINEAU

**County
Administrator
Approver** JOE KERBY

HR Approval

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Comments

Signature

Tracy Hartlineau

County Administrator Approval

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Comments

Signature

Joseph Kelly

BOC Final Approval

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Comments

Signature

Manda Matepeace

Position Request

Effective immediately all **new position requests or modification(s) to existing positions** must be approved by Position Management Committee (PMC). PMC can approve limited duration positions. Board of Commissioners approves permanent positions. This form and process is used for both limited duration and permanent positions. PMC members are: the COO, the Budget Manager, and the HR Director. Please submit the request below to initiate the process.

This form must be completed electronically and **emailed** to your HR Analyst and the Budget Manager (contacts: Tammy.Webb@co.benton.or.us; or Christine.Hoffmann@co.benton.or.us; and Pat.Cochran@co.benton.or.us). Budget and HR will move the request forward to the PMC once this phase is completed. Requestors will be responsible for providing funding option if petitioning an unfunded position request.

Name of Requestor: April Holland
 Department Head: [Suzanne Hoffman](#)
 Has this request been reviewed by the Department Head? ☒ Yes ☐ No
 Funding Available ☒ Yes ☐ No

Proposed Classification: [Technical Analyst](#)
 Department: [Health](#)
 Proposed Funding Source: [PE10 Sexually Transmitted Diseases \(STD\) Client Services](#) Existing
 Position # if applicable: [Click here to enter text.](#)
 Existing: ☐ New: ☒

Position Title: [Communicable Disease Investigator](#) Salary Grade: [C41](#)
 (If not known, Human Resources will classify position based on the position description submitted with request.)

Type of request:

- ☒ New position(s)
☒ **Position Description is attached** (*must attach a position description for each, different position*)
☒ The position has been classified by Human Resources.
 (Note: New positions are filled through open competitive recruitments.)

New Proposed Positions, Classification and Subgrade	Proposed FTE
Communicable Disease Investigator, TA1, C41	1.0 FTE

Additional information:

- ☐ Modification to an existing Position
☒ **Position Description is attached** (*must attach a position description for each, different position*)

Additional information:

Net gain or loss in FTE: [Gain 1.0 FTE](#)

- Describe the duties to be assigned to the new position, or how the duties have changed for a vacant position.

Position description for the new position is attached.

Position Request

2. Prepare and submit an organization chart showing all positions, titles, and names of employees and reporting relationships in the area of the new and/or vacant position.

Suzanne Hoffman, HD Director

→ April Holland, Deputy Director of Public Health

→ Gerald Dyer, Communicable Disease Program Manager (WOC)

→ Vacant, Communicable Disease Investigator

3. Reason for request (i.e., specific organizational changes or additional monies. Attach additional sheets as necessary.)

The Communicable Disease (CD) investigator position stems from new, midstream funding from OHA (effective July 2022) to support disease intervention client services for sexually transmitted diseases including HIV. The funding requires one FTE to conduct this work. The CD investigator will significantly increase the capacity of the core CD team to conduct disease prevention and control.

4. What is the importance to the mission of the department in approving this request?

Nationally, rates of many communicable diseases have been climbing steadily for years with little additional investment in public health. Benton County is not alone in experiencing HIV outbreaks and cases of congenital syphilis and perinatal Hepatitis B, which were uncommon occurrences a decade ago. Additional investment in communicable disease will allow more capacity for responding to individuals with disease and their contacts, as well as to conduct essential health education and prevention.

5. The request is critical for one or more of the following (check all that apply): Provide detail description.

☐ (a) Grant funded position. What is end date of grant?

☒ (b) Regulatory compliance. What regulation? [ORS 431.142 Communicable Disease Control Programs](#)

☒ (c) To address the health or safety needs.

☐ (d) Workload

☐ (e) Special Project:

☐ (f) Restructure of current department/organization.

6. Has the department explored other less expensive ways to complete the needed responsibilities and duties?

[No. Additional staffing is required to complete the needed responsibilities and duties.](#)

7. If this request is not filled, how will the department perform the responsibilities and duties needed?

[Public Health would lack the capacity to fulfill its responsibilities to meet the growing need for investigation, resource connection, education, and prevention services to individuals and communities affected by communicable diseases.](#)

Page 91 of 103
Position Request

8. What, if any negative financial or other consequence would there be if this request is not approved?

Public Health would be ineligible to receive the PE-10 funding, as it requires 1.0FTE to perform disease intervention services around sexually transmitted infections. Remaining funds in this Program Element provide support to our Harm Reduction program, which provides syringe exchange, life-saving naloxone, and support and resources to some of our County's most vulnerable residents.

In the 10 years from 2009-2018, reported chlamydia cases more than doubled and gonorrhea cases increased more than three-fold. Syphilis cases have gone from single digits to double digits of reported cases.

Increasing rates of disease can have consequences beyond increased rates of disease – for example, untreated gonorrhea or chlamydia can cause serious and permanent health problems in both women and men. Untreated syphilis can have overwhelming health effects, including cardiovascular and neurological disease and adverse pregnancy outcomes, such as stillbirth and congenital syphilis. Intervention in the form of treatment, education, prevention, and contact tracing can help to slow and reduce transmission of these and many other communicable diseases.

9. Additional comments: Due to the midstream nature of the funding received, we are requesting that this position be approved as a permanent position, which will require approval of the Board of Commissioners. Thank you for your consideration!

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Technical Analyst	C	4	1	Exempt
POSITION TITLE:	Communicable Disease Investigator	POSITION#:		
☒ New ☐ Revised	Date:	05/11/2022		
SERVICE TYPE:	AFSCME			
Employee Name:		Department:	Health Department	Supervisor: Communicable Disease Program Manager
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

The communicable disease investigator (CDI) plans, develops, organizes and conducts complex work related to the investigation, prevention, and control of communicable diseases. The CDI will conduct case and contact investigation, partner notification, connection to services, and follow-up of individuals who have been diagnosed with infectious diseases (including STD/HIV, enteric diseases, tuberculosis, etc.); participate in outbreak control and contact investigation efforts; create and deliver targeted disease reporting using descriptive epidemiology; and provide health education about infectious disease signs, symptoms, and prevention. The CDI must exercise independent judgment, actively work to reduce stigma, maintain confidentiality, and consult with a wide variety of medical and community partners.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Communicable Disease Prevention and Control Essential Duties: - Through surveillance, interview, and investigation, determine the origins and potential transmission of communicable diseases cases and outbreaks by interviewing individuals, and when applicable, their close contacts, sex partners, and/or others. This may include examination of medical records and other pertinent documentation. - Develop and maintain detailed records of activities, events, and information obtained within a disease reporting system; compute and use infectious periods and recognized exposure gaps; determine accurate source and spread relationships and other epidemiologic features of cases and outbreaks; determine investigative priorities; recognize discrepancies in responses, and solve problems by identifying verbal and nonverbal problem indicators. - For contacts to sexually transmitted infections: provide education, connection to testing and treatment, and obtain information on other potentially infected persons; emphasize the importance of sex partner referral; and engage in a discussion of an HIV/STD risk reduction plan. - Communicate by establishing rapport, use of active listening, open-ended questions, and trauma-informed communicating at the patient's level of understanding; provide factual information; solicit patient feedback.	70%
2	MFA: Consultation and Community Engagement Essential Duties: Provide consultation on infectious diseases and infection control to individuals, medical providers, substance abuse treatment counselors, community groups, school staff and others.	30%

	• Provide health educational resources for schools, community groups, and public and other organizations on communicable diseases. Design and participate in outreach activities in settings of epidemiological significance, such as health fairs, community events, schools, or other identified events as needed. • Work closely with community clinics, health care providers and hospitals to assist with assurance of appropriate care and management of patients with communicable diseases. Participate in local, regional or state public health meetings or with other local partners meetings as required.	
	Other duties as assigned	
	Percentages should total 100%	100%

Special Requirements:

BS/BA or equivalent experience preferred, but a combination of work and experience is acceptable. A minimum of 1 year of public health or other experience that includes STD/HIV or other communicable disease work is required. Areas of work including substance abuse treatment and prevention, mental health, reproductive health, medical counseling, etc. will also be considered. Experience working with diverse populations and as an effective member of a work team are preferred. Multilingual (English-Spanish) preferred.

Physical Requirements:Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and manipulate equipment, as well as lifting and moving objects, equipment and supplies. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Working Conditions

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: ☒ work with clients or members of the public who are upset or have experienced trauma, who may be angry or hostile, ☒ work with toxic substances and biohazards, and ☒ exposure to communicable and infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances.

Quality Improvement Participation:

Employees are expected to participate in improving the Health Department's service performance, processes, and programs through quality improvement activities, use of the LEAN model, participation in Public Health Accreditation activities and QI teams as assigned.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____

Position Request

Effective immediately all **new position requests or modification(s) to existing positions** must be approved by Position Management Committee (PMC). PMC can approve limited duration positions. Board of Commissioners approves permanent positions. This form and process is used for both limited duration and permanent positions. PMC members are: the COO, the Budget Manager, and the HR Director. Please submit the request below to initiate the process.

This form must be completed electronically and **emailed** to your HR Analyst and the Budget Manager (contacts: Tammy.Webb@co.benton.or.us; or Christine.Hoffmann@co.benton.or.us; and Pat.Cochran@co.benton.or.us). Budget and HR will move the request forward to the PMC once this phase is completed. Requestors will be responsible for providing funding option if petitioning an unfunded position request.

Name of Requestor: April Holland

Department Head: [Suzanne Hoffman](#)Has this request been reviewed by the Department Head? ☒ Yes ☐ NoFunding Available ☒ Yes ☐ NoProposed Classification: [Program Coordinator 1](#)Department: [Health](#)Proposed Funding Source: [PE51-01 Public Health Modernization](#) Existing Position # if applicable: [n/a](#)Existing: ☐ New: ☒Salary Grade: [C41](#)Position Title: [Climate and Health Coordinator](#)

(If not known, Human Resources will classify position based on the position description submitted with request.)

Type of request:

☒ New position(s)☒ **Position Description is attached** (*must attach a position description for each, different position*)☒ The position has been classified by Human Resources.

(Note: New positions are filled through open competitive recruitments.)

New Proposed Positions, Classification and Subgrade	Proposed FTE
Climate and Health Coordinator, PC1, C41	1.0 FTE

Additional information: [The climate and health coordinator works at the intersection of climate change and human health, with major functional areas in outreach, community mobilization, and coalition building, as well as climate and health planning, assessment, implementation and evaluation. Housed in the environmental health program, the position will also conduct funded regulatory climate and health related duties including work around the Clean Air Act \(0.25FTE\) and Tobacco Retail Licensing \(0.25FTE\).](#)

☐ Modification to an existing Position☒ **Position Description is attached** (*must attach a position description for each, different position*)Net gain or loss in FTE: [Net gain of 1.0FTE](#)

- Describe the duties to be assigned to the new position, or how the duties have changed for a vacant position.

Position description for the new position is attached.

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Position Request

2. Prepare and submit an organization chart showing all positions, titles, and names of employees and reporting relationships in the area of the new and/or vacant position.

Suzanne Hoffman, HD Director

→ April Holland, Deputy Director of Public Health

→ Vacant Environmental Health Program Manager

→ Vacant Climate and Health Coordinator

3. Reason for request (i.e., specific organizational changes or additional monies. Attach additional sheets as necessary.)

As local Public Health Modernization funds increased through PE51-01 from \$153k in 2019-2021 to **\$589k** in 21-23, the intersection of climate and health was identified as an area of focus to work toward fulfilling the modernization framework. Tobacco prevention also received additional midstream funds to cover 0.25FTE, as Benton County is now responsible for tobacco retail licensing of all county jurisdictions.

4. What is the importance to the mission of the department in approving this request?

Climate issues have profound direct and indirect impacts on health, with outsized effects on underserved community members. As the climate changes, public health must be at the forefront to convene, communicate, and co-create, with our community, culturally appropriate ways to adapt and remain resilient to environmental change.

5. The request is critical for one or more of the following (check all that apply): Provide detail description.

☐ (a) Grant funded position. What is end date of grant?

☒ (b) Regulatory compliance. What regulation? **ORS 333-015-0075 Indoor Clean Air Act; ORS 333-015-0217 Tobacco Retail Licensing**

☒ (c) To address the health or safety needs.

☐ (d) Workload

☐ (e) Special Project:

☐ (f) Restructure of current department/organization.

6. Has the department explored other less expensive ways to complete the needed responsibilities and duties?

Yes. Current staff workloads do not have the capacity to conduct the climate and health outreach and planning or the tobacco retail licensing duties.

7. If this request is not filled, how will the department perform the responsibilities and duties needed?

We would likely need to forego conducting climate and health activities, which would result in a underdeveloped climate adaptation assessment and plan. The department may be able to contract with an individual or firm to conduct the tobacco retail licensing work.

8. What, if any negative financial or other consequence would there be if this request is not approved?

Position Request

Public health would lack the capacity to fulfill its modernization goals, which may affect future funding. The community would also not benefit from county collaboration on climate and health adaptation and planning.

9. Additional comments: This position will be funded by 50% Public Health Modernization, 25% Indoor Clean Air Act, and 25% Tobacco Retail Licensing funds, all sustained sources of funding outside of general revenue. Due to the midstream nature of the funding received, we are requesting that this be a permanent position, which will require approval of the Board of Commissioners. During a recent BOC Health Services update (7/7), an update on public health modernization included a position overview and the Board expressed their support. Thank you for your consideration!

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BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Program Coordinator I	C	4	1	Exempt
POSITION TITLE: Climate and Health Coordinator		POSITION#:		
☒ New ☐ Revised (Check one)		Date: 04/18/2022		
SERVICE TYPE:		AFSCME		
Employee Name:		Department: HEALTH	Supervisor:	Environmental Health Manager
FTE: 1.0	Employment Status: Regular Full Time			

Position Summary:

Implements climate and health adaptation planning efforts and change strategies including community engagement strategies related to climate change, the built environment, and public health. Creates communication materials, reports, and other documents designed to inform community, organizational partners, and decision-makers about the health impacts of climate change. Supports department and division programs to bring climate and health considerations into projects; and participate in ongoing workgroups, committees, and other collaborative efforts with other staff, regional and agency partners, and community organizations.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Outreach, Community Mobilization, and Coalition Building Essential Duties: - Engage and mobilize community members, agencies, leaders and other partners to become champions for assessing and improving climate health status indicators. - Implement targeted community education and other evidence-based climate adaptation strategies. - Organize and/or participate in local, regional, state coalitions to engage diverse participants as advisors and partners in planning, conducting or advancing climate strategies. - Create communication materials, reports, and other documents designed to inform community, organizational partners, and decision-makers about the health impacts of climate change.	40%
2	MFA: Climate and Health Planning, Implementation and Evaluation Essential Duties: - Collaborate and coordinate with private and public partners at local, regional and state level to support climate assessment and improvement and to reduce health disparities. - Convene coalitions and promote collaborations that address identified high priority community needs. - Conduct, monitor, and/or provide technical assistance to evaluation, community planning, and program/policy review & development process as needed. - Develop, implement, and monitor population-based climate adaptation assessment, prevention and action plans/strategies.	30%

	- Identify and implement mechanisms to integrate effective, evidence based interventions into existing and future climate adaptation improvement efforts - Develop, apply for, monitor and submit reporting for grants, other funding sources, and related contracts. - Manage data collection, evaluation, and reporting to ensure requirements are met. - Serve as subject matter expert to internal/external partners and community, including other counties and agencies.	
3	MFA: Community Assessment Essential Duties: - Engage community members in assessing and evaluating community and/or population-specific needs and health outcomes. - Develop and implement data collection and analysis activities, utilizing and/or designing appropriate data collection tools and other survey instruments. - Research and analyze current public health strategies that support climate population-level health interventions. - Informed by health literacy principles, interpret, incorporate, and communicate current data and research to the community and policy makers.	20%
4	MFA: Special Projects Essential Duties: - May oversee, mentor and guide work of graduate and undergraduate student interns and/or program volunteers to support program activities. - Create and/or contribute to authoring journal articles, media releases, attends professional conferences as a presenter and/or facilitator, and provides training and technical assistance to other groups and organizations. - Participate as an active member of inter-disciplinary teams, and other health services & county/state/national initiatives to improve and integrate services.	10%
	And other duties as assigned.	
Percentages should total 100%		100%

Special Requirements:

At least one year of work experience in program coordination, development, or planning required.
Background in public health, environmental health, emergency planning, environmental justice, community engagement, program planning and/or policy development required.
Education in public health, environmental sciences, emergency planning, or related health and science fields preferred.

Physical Requirements:Physical Demands

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and manipulate equipment, as well as lifting and moving objects, equipment and supplies. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Working Conditions

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: ☒ work with clients or

members of the public who are upset or have experienced trauma, who may be angry or hostile, ☐ work with toxic substances and biohazards, and ☒ exposure to communicable and infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____

OLD BUSINESS

**MINUTES OF THE WORK SESSION MEETING
BENTON COUNTY FAIR BOARD**

Tuesday, August 28, 2017

6:00 p.m.

Benton County Fairgrounds

Auditorium Board Room

110 53rd Street, Corvallis

Present: Anne Schuster, Chair; Xanthippe Augerot, Commissioner; Annabelle Jaramillo, Commissioner; George Abele, Fair Board Chair; Mark Baumgartner, Mark Gourley, Trudy Overlin, Heather Bodenhamer, Gregg Thompson, Bruce Ashenbrenner, Fair Board Members; Vance Croney, County Counsel

Guest: Bill Blair, Robin Rice, Eric Thompson

Recorder: Teresa Farley, Counsel Staff

Chair Schuster called meeting to order at 6:09 p.m.

Reviewed agenda. No changes made.

I. Welcome and Introductions

II. County Code and Fair Board Membership

Croney explained, County Code Chapter 16 and how it describes Fair Board (FB) duties. Currently, individuals who reside in the county can be a member of the FB. What is also needed is to clarify the property ownership and the fairgrounds management. Croney talked to the County's insurer, CIS, about the liability created by allowing non-employee volunteers to oversee real property. Croney went on to explain why this delegation poses a liability risk. Croney suggested the following - BOC retain authority over the property, with the discretion to delegate some authority. This clarifies the responsibility and insurance coverage. He also suggested having FB volunteers be under the insurance umbrella. It was asked if Croney inquired with others regarding the insurance. Counsel indicated that he had spoken with other county counsels.

Discussed draft copy of the Memorandum of Agreement (MOA) {Exhibit 1}. Croney talked about chapter 16.205 which would be consistent with the MOA. The MOA would describe the delegation and the chapter would reflect the MOA. Croney went on to explain that this would be good business practice for the FB to be effective and the BOC to be covered. Discussed FB authority as opposed to BOC. Overlin would like to see the clauses under the insurance policy for volunteers.

Discussed home-ruled charter. The county is authorized, by the constitution, in making our own rules and not follow state statutes relating to fair board authority. State statute does not control.

FB is concerned with whether the code or MOA should be written first. Croney explained the county process to make the change in the code.

Croney suggested to have one person from the FB and one person from BOC along with Joe and Counsel to put together a draft code and MOA. Kerby asked if the FB and McKee could bring a list of things that are working and are not working.

III. Memorandum of Understanding between Fair Board and Board of Commissioners

Included in discussion above.

IV. Update of Fairgrounds Master Plan

McKee wants to get started on the Fairgrounds Master Plan. Talked about taking existing materials and look at long term goals. How do we make sure all voices are heard in the process? It was discussed the need of the master plan to be in the context of the MOA and how other county departments can be utilized.

V. Other

ORS 192.640(1)" . . . notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

Meeting adjourned at 7:38 p.m.

Xanthippe Augerot, Commissioner

Teresa Farley, Recorder

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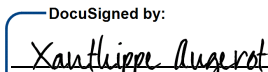
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