



AGENDA

BENTON COUNTY BOARD OF COMMISSIONERS MEETING

Goal Setting Work Session

May 9, 2023 – 9:00 AM

How to Participate in the Board of Commissioners Meeting		
In-Person	Video	Phone Audio
Kalapuya Building	<u>Click for Zoom link</u>	Dial: +1 253 215 8782
4500 SW Research Way	Zoom Meeting ID: 925 5397 8493	
Corvallis, OR	Zoom Passcode: 770968	

1. Opening

- 1.1 Call to Order
- 1.2 Introductions
- 1.3 Announcements

2. Review and Approve Agenda

3. Discussion Topics

- 3.1 (20 mins) Strategic Communications Update – *Cory Grogan, Public Information Officer*
- 3.2 (15 mins) Proclamations Process – *Cory Grogan, Public Information Officer*
- 3.3 (60 mins) County Compensation Philosophy – *Tracy Martineau, Human Resources; Derek Smith, Gallagher and Company*
- 3.4 (15 mins) County Administrator Recruitment Update – *Tracy Martineau, Human Resources*
- 3.5 (30 mins) Health Director/Health Administrator Position – *Suzanne Hoffman, Interim County Administrator*
- 3.6 (10 mins) County Administrator Updates – *Suzanne Hoffman, Interim County Administrator*
- 3.7 (30 mins) Commissioner Updates – *Board of Commissioners*

4. 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.”

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.

Strategic Communications Update

April 2023 - Present

Cory Grogan

May 9, 2023



Awareness Outreach & Internal Communications



- Podcast episodes 2 & 3 coming in May & June
 - Daytime Drop-in Center & homeless resources
- Courthouse Preservation Committee Outreach
- Proclamations Program
- JSIP Communications
- ARPA Grant Outreach
- Mental health awareness week
- “In the Know about H2O”
- PW West Hills survey

Page 3 of 25

- Kalapuya Open House & pARTy
- Passover (Pesach)
- Earth Day
- Arab-American Heritage month
- Employee Retirement Planning
- National Historic Preservation month
- ARPA grant success at Jackson Street Youth Services
- National Child Abuse & Neglect Prevention month
- Media Report
- BCCT final report & survey #2
- Crisis Services relocate
- Distracted driving safety tips
- Recycling availability at BC
- BOC meeting summaries

Public Service Awards



- Benton Breakfast & Public Service Awards
 - May 9 – BOC provides winners to Debbie
 - May 11 – Awards presented at Benton Breakfast
 - ✓ Role of Commissioners

Advertising



The graphic features the Benton County Oregon logo at the top left. Below it, the text reads: "COUNTY ADMINISTRATOR", "HELP YOUR COMMUNITY THRIVE!", and "APPLY TODAY!". At the bottom left is the KEZI 9 NEWS logo with the tagline "SUPPORTING LOCAL BUSINESS". At the bottom right, a black banner contains the text "SEARCH FOR JOBS NOW: kezi.com/Hiring". The background of the graphic shows a person's hands pointing at a laptop screen and documents on a desk, with a play button icon overlaid on the image.

- [We're Hiring - KEZI](#)
- [Benton Area Transit \(BAT\)](#)

Communications Planning



- Community Outreach
- Media relations
- Strategic communications policy updates

Recent Events



- National Crime Victims Event
- Kalapuya building open house & pARTy

Upcoming Events



- Philomath Frolic July 6, 7, 8
- Benton County Fair & Rodeo Aug. 2 - 5
- Fall Festival Sep. 23 & 24

Videos & Feature Stories



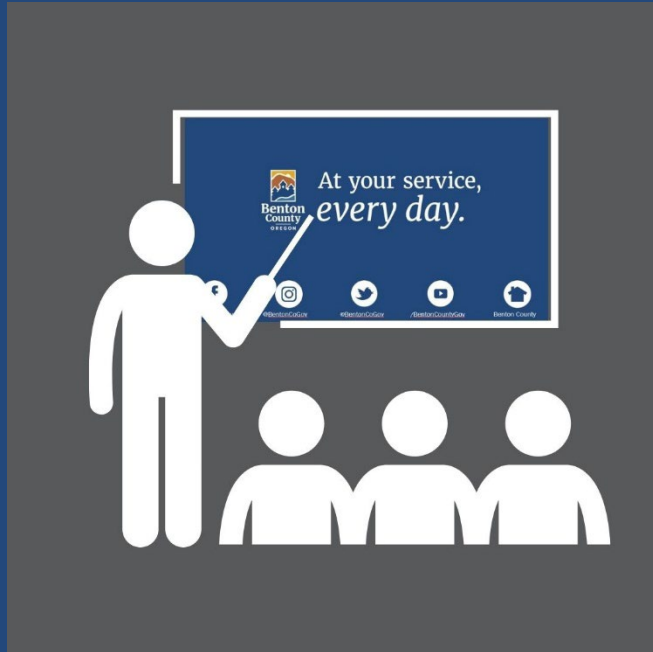
- [Kalapuya building open house](#)
- AWPP non-lethal wildlife deterrent video

Publications



- Biennium report coming soon
- Benton Area Transit (BAT)

Training



- GSMCON media conference
- Plain language



At your service,
every day.



/BentonCoGov



@BentonCoGov



@BentonCoGov



/BentonCountyGov



Benton County

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 05/09/23

View [Agenda Tracker](#)

Suggested Placement * Work Session

Department * Human Resources

Contact Name * Tracy Martineau

Phone Extension * 5417666389

Meeting Attendee Name * Tracy Martineau, Tammy Webb, Derek Smith
(Gallagher, Sr. Compensation Consultant)

Agenda Item Details 

Item Title * Compensation Philosophy

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

Advertisement *

Board/Committee Involvement * Yes
 No

Yes
 No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The Human Resources Department has engaged Gallagher to conduct a compensation study for confidential and management positions. Derek Smith, PhD, Senior Compensation Consultant, will present the Board with information regarding compensation philosophy and a project update on the study.

Current Compensation Philosophy:

Benton County's Total Compensation Philosophy is to attract, motivate, and retain quality employees who support the County's mission of providing high-quality, cost-effective public services. We believe in a fair, transparent, performance-based approach to compensation. Our goal is to compete in comparable markets for high performing employees and recognize that public service has rewards beyond a base salary. We strive to provide employees with competitive compensation, benefits, and retirement programs that are fiscally responsible, sustainable, and reflect current market practices. Our employees enjoy a superior work culture, career development, growth opportunities, and the satisfaction of serving the public.

Guiding Principles

1. Benton County competes with a mix of public and private sector organizations and recognizes that geographic wage differentials and areas of expertise may impact the market for talent.
2. Benton County's total compensation program is performance-based and supports moving the County organization forward.
3. A transparent approach to compensation will help us achieve a culture of trust and accountability, while maintaining consistency with County policies and bargaining unit agreements
4. Rewarding employee achievements, developing employee talent and fostering career progression reinforces a productive work climate and the County's core values.

After the study is completed, recommendations for implementation will be brought back to the Board for a decision.

Options *

NA

Fiscal Impact *

- Yes
 No

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 05/09/23

View [Agenda Tracker](#)

Suggested Placement * Work Session

Department * Board of Commissioners

Contact Name * Suzanne Hoffman

Phone Extension * 5417666370

Meeting Attendee Name * Suzanne Hoffman, Tracy Martineau, Rick Crager

Agenda Item Details



Item Title * Decision regarding vacant Health Department Director position

- 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 * 20 minutes

Advertisement * Yes
 No

Board/Committee Involvement * Yes
 No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The vacant Health Department Director position has been filled on an interim basis since January 2020. Although this served the County well following a failed recruitment and through the height of the pandemic response, filling the position now will better support stability and progress. Filling the position with a director to oversee all of the County's Health divisions, will provide additional opportunities as outlined in the attached memorandum.

Options *

Accept staff recommendation and direct staff to proceed with implementation

OR

Accept staff recommendation with changes

OR

Fill the Vacant Health Department Director position as is

OR

Postpone the decision until a new County Administrator is in place

OR

Direct staff to gather additional information and return for a near-term decision

Fiscal Impact *

Yes

No

Fiscal Impact Description *

A director to oversee all County Health divisions may result in a higher salary for the position or for the selected applicant based on relevant experience.

There will be opportunities for improved financial oversight, management and performance.

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.
Several health services are mandated State or Federal 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* The core values selected are aligned with access to the health and human services the County provides, from access to individual care to broader community health impacts.

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* Ensuring care and services as part of the community safety net, public health preparedness, and community health policy contribute to the selected focus areas.

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations* Replace the Health Department Director position with one that will oversee all the County's health divisions. Rename the department "Health and Human Services Department," which honors all aspects of the policy work and service provision performed. This is a widely understood title for this type of department and may ease the change management process. Convert the CHC from a department to a division that will join the existing Health Department divisions as direct reports to a new Health and Human Services Department Director.

Work Session Motions* I move to ...

1. Accept staff recommendation and direct staff to proceed with implementation; or
2. Accept staff recommendation with changes; or
3. Fill the vacant Health Department Director position as is; or
4. Postpone the decision until a new County Administrator is in place; or
5. Direct staff to gather additional information and return for a near-term decision.

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.

230504 Health Director Vacancy Memorandum 64.21KB
Final.docx

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

Department Approver SUZANNE HOFFMAN

Department Approval

Comments

Signature



BOC Initial Approval

Approvals Required Counsel
 Finance
 HR

Counsel Approver VANCE CRONEY

HR Approver TRACY MARTINEAU

Finance Approver RICHARD CRAGER

**County
Administrator
Approver** MAURA KWIATKOWSKI

Counsel Approval

Comments

Signature

Vance H. Croney

HR Approval

Comments

Signature

Tracy Martineau

Finance Approval

Comments

Signature

Rick Crager

County Administrator Approval

Signature

Maura Kwiatkowski



County Administrator

Office: (541) 766-6800
Fax: (541) 766-6893

4500 SW Research Way
P. O. Box 3020
Corvallis, OR 97333

co.benton.or.us

MEMORANDUM

Date: May 5, 2023

To: Board of Commissioners

From: Suzanne Hoffman, Interim County Administrator

Re: **Decision Regarding Vacant Health Department Director Position**

The vacant Health Department Director position oversees the divisions of Public Health, Healthy Communities, Behavioral Health, Developmental Diversity, and the Coordinated Homeless Response team. This position was filled on an interim basis in January 2020. Although interim appointments were appropriate following a failed recruitment in 2020 and through the height of the pandemic response, multiple interim directors and having an interim in place long term do not support stability and progress now that the intensity of the pandemic response has diminished.

A new County Administrator may not arrive until late summer and will have a learning curve, as well as considerable demands on their time. The new County Administrator may not have health expertise.

The current Community Health Center (CHC) Department's Executive Director is still relatively new to the role. Prior to assuming the role permanently, she covered the role in an interim capacity in addition to that of the Deputy Director of Operations for several months.

For these reasons and those described below, I recommend the process to fill the position begin now and propose a one-director model including the CHC as a new division of the Health Department.

Proposal for a One-director Model

Select one Health Department Director that oversees all the County's Health divisions who will:

- Lead systems improvements to create efficiencies, ensure continuity of operations and optimize performance.
- Focus on increased and improved service coordination between all divisions.
- Provide a greater level of subject matter expertise than a County Administrator is likely to possess.
- Support and coach division leaders.
- Attend to work environment and healthy work culture.
- Increase oversight and accountability, managing risk to the County.

Board of Commissioners

Re: Decision Regarding Vacant Health Department Director Position

May 5, 2023

Page 2

Impacts of Change

- Creates financial cost efficiency by potentially downsizing administrative duplication. There are currently two separate administrative offices for the Health Department and the CHC.
- May reduce the amount of overall central cost allocation due to less need around information technology replacement, fleet, and uniform rental rate (will be dependent on identifying duplication and downsizing rather than reassigning).
- Reduces financial risk of fund misuse created by grant and other outside uses separated between two different organization structures.
- Improves internal contracts and financial stewardship by having one leader apply consistent practices across the collective health services.
- Reduces the number of employees who report directly to the County Administrator.
- The CHC Department Director becomes a Division Manager
 - The position retains the title of CHC Executive Director
 - The incumbent does not experience a decrease in compensation but does move to a lower compensation band that has a lower top step.
- The CHC's status as a Federally Qualified Health Center does not change.
- The authority of the CHC Board does not change.
- A change management plan will be necessary to ensure successful implementation from recruitment to staff engagement opportunities.
- This role may be more attractive and improve the quality of the applicant pool than a position that oversees part of a bifurcated set of health departments.

Recommendation

Replace the Health Department Director position with one that will oversee all the County's health divisions. Rename the department "Health and Human Services Department," which honors all aspects of the policy work and service provision performed. This is a widely understood title for this type of department and may ease the change management process. Convert the CHC from a department to a division that will join the existing Health Department divisions as direct reports to a new Health and Human Services Department Director.

Action Requested

Provide direction to staff:

1. Accept staff recommendation and direct staff to proceed with implementation; **or**
2. Accept staff recommendation with changes; **or**
3. Fill the vacant Health Department Director position as is; **or**
4. Postpone the decision until a new County Administrator is in place; **or**
5. Direct staff to gather additional information and return for a near-term decision.

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](#).

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* This is a discussion item with no immediate impact.

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* This is a discussion item with no immediate impact.

Recommendations and Motions

Item Recommendations and Motions

Staff NA
Recommendations*

Work Session I move to ...
Motions* NA

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.

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

Department Approver TRACY MARTINEAU

Department Approval

Comments

Signature



Tracy Martineau

BOC Initial Approval

Approvals Required Counsel
 Finance
 HR

Counsel Approver VANCE CRONEY


County Administrator Approver SUZANNE HOFFMAN

Comments

Counsel Approval

Comments

Signature



Vance H. Croney

County Administrator Approval

Comments

Signature



Suzanne Hoffman

BOC Final Approval

Comments

Signature



Amanda Makepeace