



Board of Commissioners
Office: (541) 766-6800
Fax: (541) 766-6893

4500 SW Research Way
Corvallis, OR 97333
bentoncountyor.gov

AGENDA

BENTON COUNTY BOARD OF COMMISSIONERS Tuesday, April 2, 2024, 9 AM

Effective May 7, meetings will be livestreamed to YouTube

How to Participate in the Board of Commissioners Meeting		
In-Person	Zoom Hybrid Online Meeting	Facebook LiveStream
Kalapuya Building 4500 SW Research Way Corvallis, OR	Click this link for Zoom attendance information	Click for Facebook LiveStream link
NOTE: Four (4) County Service District meetings will immediately follow the Board of Commissioners meeting: (Agricultural Extension Services, Alsea Human Services, Cascade View, South Third Street)		

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 by contacting the Board of Commissioners Office at 541-766-6800 or 800-735-2900 TTY, by email bocinfo@bentoncountyor.gov, or on the County's website at <https://boc.bentoncountyor.gov/contact/>.

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.

1. Opening

- 1.1 Call to Order
- 1.2 Introductions
- 1.3 Announcements

2. Review and Approve Agenda

Chair may alter the agenda.

3. 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.

4. Celebration of Public Health Week

- 4.1 Proclaiming April 1 – 7, 2024 as Public Health Week in Benton County, Proclamation No. P2024-005
- 4.2 10 minutes – Monthly Public Health Update – April Holland, Health Services

5. Celebration of Library Week

- 5.1 Proclaiming April 7 – 14, 2024 as Library Week in Benton County, Proclamation No. P2024-004 – Ashlee Chavez, Corvallis-Benton Public Library
- 5.2 20 minutes – Update from Corvallis-Benton Public Library – Ashlee Chavez, Corvallis-Benton Public Library

6. Work Session

- 6.1 20 minutes – Marys River Watershed Annual Report – Holly Dye Purpura; Marys River Watershed Council

7. Consent Calendar

- 7.1 Approval of a Retroactive Appointment and a Term Correction to the Linn-Benton Housing Authority: Dan Rayfield and Ryan McCambridge, Order No. D2024-035
- 7.2 Approval of the Minutes from the January 23, 2024 Board Meeting

8. New Business

- 8.1 5 minutes – Dissolution of the Law Enforcement Review Committee, Order No. D2024-029 – Vance M. Croney, County Counsel
- 8.2 45 minutes – Community Health Centers Budget Presentation – Rick Crager, Assistant County Administrator; Debbie Sessions, Jenn Ambuehl, Financial Services; Lacey Mollel, Community Health Centers
- 8.3 5 minutes – Benton County 2024 Membership in the Philomath Area Chamber of Commerce – Board of Commissioners

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.”

PROCLAMATIONS



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

In the Matter of Proclaiming)
April 1 – 7 Public Health Week) **PROCLAMATION P2024 – 005**
In Benton County)

With a national theme "*Protecting, Connecting and Thriving: We Are All Public Health*," Benton County’s observance celebrates the leadership, dedication, and innovation of many partners throughout the county, including the Board of County Commissioners, our County Health Department, other jurisdictions, community-based organizations, health systems, and many others.

The Benton County Health Department aspires to foster healthy people in healthy communities through a wide range of evidence-based public health approaches. The Health Department works to prevent, prepare for, mitigate, and recover from the impact of the full range of health concerns in our community including the recent COVID-19 pandemic. We strive to be a local source for timely and useful health information that our communities can trust.

Public health includes our environment; the quality of the air we breathe and the water we drink, and the accessibility and safety of the built environment. Focus on environmental health is a vital investment in both the present and the future. It is vast, stretching from the routine monitoring of water sources to emergency warming and cooling shelters to policies that make our roads safer.

Foundational to all public health work is the understanding that systemic racism has always been and continues to be a primary influence on the structure and well-being of our communities. The detrimental impact of racism on the social determinants of health — health care, education, economic stability, housing, and environment — results in health inequities for Black, Indigenous, and People of Color (BIPOC) and negatively affects health outcomes for all people in Benton County. In an effort to mitigate these trends, the Benton County Health Department is committed to investing in programs and policy solutions designed to address racial inequities.

It takes a village to create a healthy community where all community members can thrive. While the efforts of the Health Department are vital to sustaining and improving community health, it takes the efforts of every person in Benton County to bring passion, expertise, innovation, and care to our community. Through the countless actions of our community-based organizations, community partners, and community members, we can work to build a safe, healthy, and caring community together.

THEREFORE, BE IT HEREBY PROCLAIMED that April 1 to April 7, 2024, is National Public Health Week in Benton County.

Adopted this 2nd day of April 2024.

Signed this 2nd day of April 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner



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

**En Materia de Proclamación Del 1 -7 de)
abril Semana de la Salud Pública En el) PROCLAMACIÓN P2024 – 005
Condado de Benton)**

En proclamación de la Semana Nacional de Salud Pública del 1 al 7 de abril en el Condado de Benton:

Con el tema nacional *"Proteger, conectar y prosperar: todos somos salud pública"*, este evento en el Condado de Benton celebra el liderazgo, la dedicación y la innovación de muchos socios en todo el condado, incluida la Junta de Comisionados del Condado, nuestro Departamento de Salud y otras jurisdicciones, organizaciones comunitarias, sistemas de salud y muchos otros.

El Departamento de Salud del Condado de Benton pretende a fomentar personas saludables en comunidades saludables, a través de una amplia gama de enfoques de salud pública en base a evidencias. El Departamento de Salud trabaja para prevenir, prepararse, disminuir y recuperarse del impacto de toda la gama de problemas de salud en nuestra comunidad, incluida la reciente pandemia de COVID-19. Nos esforzamos por ser una fuente local de información de salud oportuna y útil en la que nuestras comunidades puedan confiar.

La salud pública incluye nuestro medio ambiente - la calidad del aire que respiramos y del agua que bebemos, y la accesibilidad y seguridad del entorno construido. Centrarse en la salud ambiental es una inversión vital tanto para el presente como para el futuro. Este trabajo es muy grande y abarca desde el monitoreo rutinario de los recursos del agua hasta los refugios de emergencia de calentamiento y para refrescarse, así como las políticas que hacen que nuestras carreteras sean más seguras.

Es fundamental comprender que para todo trabajo de salud pública, el racismo sistémico siempre ha sido y sigue siendo una influencia principal en la estructura y el bienestar de nuestras comunidades. El impacto perjudicial del racismo en los determinantes sociales de la salud (atención médica, educación, estabilidad económica, vivienda y medio ambiente) genera desigualdades para las personas negras, indígenas y de color (BIPOC por sus siglas en inglés) y afecta negativamente los resultados de salud de todas las personas en el Condado de Benton. En un esfuerzo por disminuir estas tendencias, el Departamento de Salud del Condado de Benton se compromete a invertir en programas y soluciones políticas diseñadas para abordar las desigualdades raciales.

Se necesita de la participación de los habitantes para crear una comunidad saludable donde todos los miembros puedan prosperar. Aunque los esfuerzos del Departamento de Salud son vitales para mantener y mejorar la salud de la comunidad, se necesitan los esfuerzos de cada persona en el Condado de Benton para contribuir con pasión, experiencia, innovación y atención a nuestra comunidad. A través de las innumerables acciones de nuestras organizaciones, socios y miembros de la comunidad, podemos trabajar juntos para construir una comunidad segura, saludable y solidaria.

POR LO TANTO, POR MEDIO DE LA PRESENTE SE PROCLAMA que del 1 al 7 de abril de 2024 es la Semana Nacional de Salud Pública en el Condado de Benton.

Adoptada el 2 de abril de 2024.

Firmada el 2 de abril de 2024.

JUNTA DE COMISIONADOS DEL CONDADO DE BENTON

Xanthippe Augerot, Presidente

Nancy Wyse, Vice Presidente

Pat Malone, Comisionado



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

In the Matter of Proclaiming April 7 -)
13, 2024 As National Library Week) **Proclamation #P2024 -0 04**
in Benton County)

The theme for National Library Week 2024, "Ready, Set, Library!," underscores the significance of libraries as vital spaces for connection, skill-building, and meaningful engagement in an increasingly digital world.

Libraries offer opportunities, to foster community, lifelong learning, and exploration through author talks, workshops, book clubs, and a diverse array of programs and resources.

Libraries are inclusive and supportive welcoming all individuals whether they are embarking on new career paths, pursuing entrepreneurial endeavors, or nurturing families, and more.

National Library Week provides an occasion to celebrate the role of libraries and their unwavering commitment to fostering knowledge, empowerment, and enrichment in our communities.

THEREFORE, LET IT BE PROCLAIMED that April 7-13 is hereby designated as NATIONAL LIBRARY WEEK in Benton County, and we are urging community members to take part in the celebrations and activities organized by our libraries.

Adopted this 2nd day of April, 2024.

Signed this 2nd day of April, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

WORK SESSION



Inspire

Connect

Restore

Staff



Holly Dye Purpura
Executive Director



Kathleen Westly
Education & Restoration
Program Director



Aubrey Cloud
Project Manager



Blaine Schoolfield
Project Manager



Nina Dominici
Education and Outreach
Coordinator



Corey De La Cruz
MWBP Field Technician



Camille Shokrian
MWBP Field Technician



Mark Dameron
Prairie Restoration
Field Technician

Board of Directors



Bill Blakney
Chair



Merrilee Buchanan
Vice-Chair



Pete Nelson
Treasurer



Tessa Artruc
Secretary



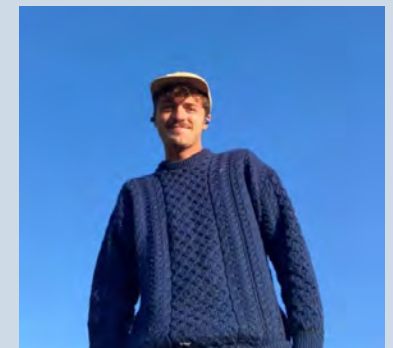
Molly Monroe



Lisa Bean



Matt Kellam



Henry Pitts
OSU Hydrophile

What is a Watershed Council?

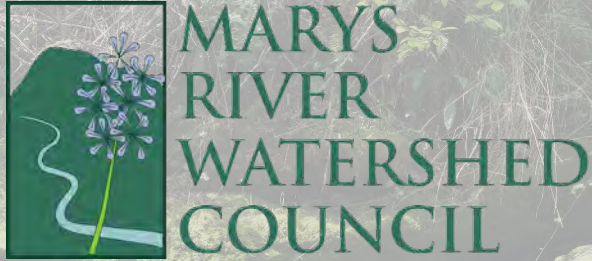
- Voluntary restoration with private and public landowners to strategically build a more resilient climate.
- Network of 90 WCs in Oregon

About the Marys River

- Drinking water for Philomath and Corvallis
- Land Use:
 - 66% Forested
 - 22% Agriculture
 - 1% Urban
 - 11% Rural Residential



Meet the Marys



- Established in 1996
- Became a 501(c)3 Nonprofit Corporation in 2002
- Mission: To inspire and support voluntary stewardship of the Marys River watershed.



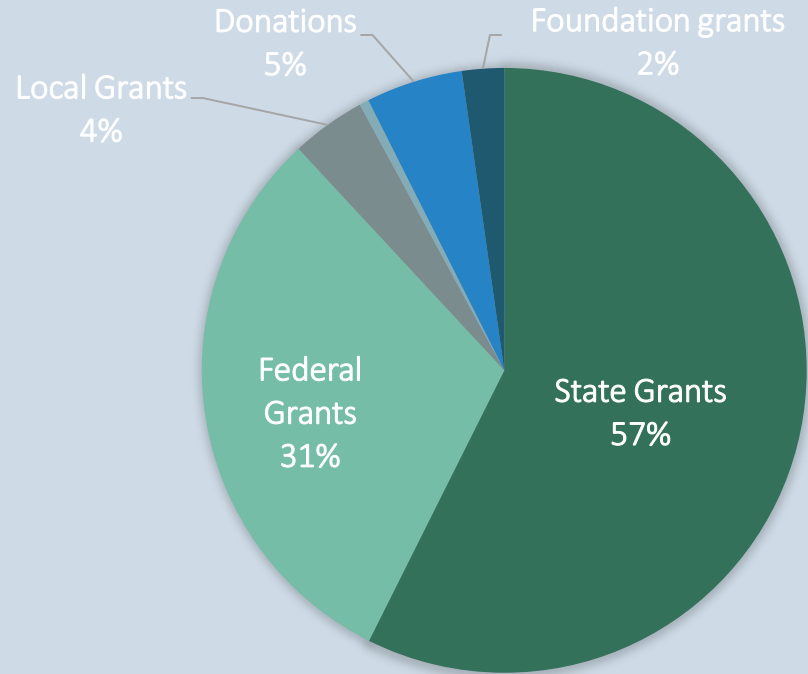
In FY 2022-2023, MRWC served:

- 185 members and 92 volunteers
- Over 2,900 K-12 students
- Over 4,300 Benton County residents engaged through in person and remote programming.



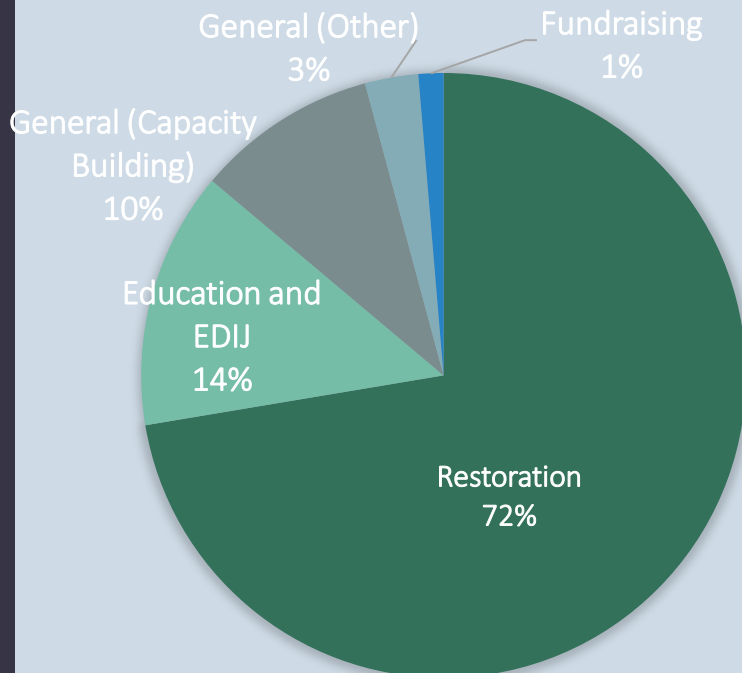


INCOME



Total Income: \$503,351

EXPENSES



Total Expenses: \$485,330

2023 Financial Report

For Fiscal Year ending in 06/30/2023



MARYS
RIVER
WATERSHED
COUNCIL

Inspire

Connect

Restore



In Person Engagement



Field Trips with High School students expanded to three schools in Benton County



Expanded our High School Peer Mentor program into a Youth Watershed Council



Worked with Greenbelt LT on prairie restoration planting events.

On the horizon...



Tune in to our ongoing Tap Talk series at Common Fields:

- Monthly on the third Thursday starting back up in January.
- Subscribe to our e-newsletter to learn more.



Inspire

Connect

Restore

The Confluence



Confluence Updates



Cascade Pacific
Resource Conservation + Development



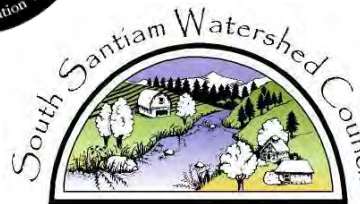
Mid-Valley River Connections



Connecting and empowering Mid-Valley Communities



Mid-Willamette Beaver Partnership





MARYS
RIVER
WATERSHED
COUNCIL

Inspire

Connect

Restore

Woods Creek



Cascade Pacific 
Resource Conservation + Development

Provided new infusion of large wood to retain gains. Completed in Summer 2022.

Wren Prairie



Working with 9 landowners in Wren for Fender's blue butterfly prairie restoration.

Starker Arts Park Beaver Pond Leveler



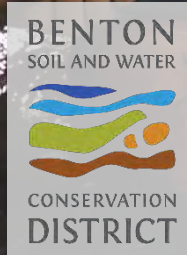
Worked alongside partners to install a flow device to maintain beaver pond levels at Starker Arts Park.

Muddy Creek eDNA and other monitoring



eDNA Sampling to determine presence/absence of Pacific lamprey & freshwater mussels.

Upper Muddy Strategic Implementation Area Monitoring with Benton SWCD sampling (e.Coli and more).



Reese Creek Aquatic Habitat Restoration



Restoration completed for Reese Creek, including bank pull-backs, culvert replacement, large woody debris, and an extensive riparian planting.



MARYS
RIVER
WATERSHED
COUNCIL

Learn More



[@MarysRiverWC](https://www.instagram.com/MarysRiverWC)

Marys River Watershed Council

www.mrwc.org

CONSENT CALENDAR

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

**In the Matter of a Retroactive Appointment)
and Term Correction to the LINN-BENTON) ORDER No. D2024-035
HOUSING AUTHORITY)**

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

IT APPEARING TO THE BOARD

THAT the termination date for Position 3 was reported incorrectly as April 25, 2023. The correct term expiration date for Position 3 is December 31, 2026.

THAT Position 4, for the term beginning January 1, 2024 and expiring December 31, 2027 is presented for ratification retroactive January 1, 2024.

THEREFORE, IT IS HEREBY ORDERED as follows:

1. Position number 3, Dan Rayfield, will have one year less to his term with the new expiration date of December 31, 2026; and
2. Position number 4, Ryan McCambridge, will be reappointed for another term beginning January 1, 2024 thru December 31, 2027.

Adopted this 2nd day of April, 2024.

Signed this 2nd day of April, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, 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	Begin: 01/01/21 Expire: 12/31/24	5/22/12 01/1//17 reappt'd 04/27/21 retro
2 Benton County	Frederick Edwards	3rd Term Begin: 01/01/22 Expire: 12/31/25	09/06/22
3 Benton County	Dan Rayfield	Partial Term Begin: 01/01/23 Expire: 12/31/26	01/11/11 04/25/23 reappt'd 03/26/24 term corr
4 Benton County	Ryan McCambridge	3rd Term Begin: 01/01/24 Expire: 12/31/27	1/19/16 03/26/24 retro
5 Linn County	Patrick Starnes	3rd Term Begin: 01/01/22 Expire: 12/31/24	08/09/22
6 Linn County	Richard (Dick) Knowles	1st Term Begin: 01/01/21 Expire: 12/31/25	06/05
7 Linn County	Richard (Rich) Catlin II	5th Term Begin: 1/1/2019 Expire: 12/31/2022	3/20/19
8 Linn County	VACANT	1st Term Begin: 01/01/19 Expire: 12/31/23	05/16/12
9 Appointed by other eight members (Tenant)	Janie Tebeau	3rd Term Begin: 1/01/2020 Expire: 12/31/24	4/16/19

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



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MINUTES OF THE MEETING
BENTON COUNTY BOARD OF COMMISSIONERS
Livestream: <http://facebook.com/BentonCoGov>
Tuesday, January 23, 2024
9:00 a.m.

Present: Xanthippe Augerot, Chair; Nancy Wyse, Commissioner; Pat Malone, Commissioner; Vance Croney, County Counsel; Rachel McEneny, County Administrator

Elected Officials: Jef Van Arsdall, Sheriff

Staff: Rick Crager, Gabrielle Dibble, Debbie Sessions, Finance Services; Dawn Dale, John DeVaney, Brian Lee, Sheriff's Office; Cory Grogan, Public Information Officer; April Holland, Lacey Mollel, Health; Maura Kwiatkowski, Amanda Makepeace, BOC Staff; Adam Loerts, Information Technology; Tracy Martineau, Chip Polito, Tammy Webb, Human Resources; Sean McGuire, Sustainability; Erika Milo, BOC Recorder; James Morales, Darla Rush, Records & Elections; Darren Nichols, Community Development; Matt Wetherell, Juvenile Department

Guests: Steven Chase, Sustainable Materials Management Planning Task Force Chair; John Harris, Horsepower Productions; Ken Eklund, Joel Geier, Becky Merja, Debbie Palmer, Catherine Stearns, residents; Susan Walenza, Philomath resident

1. Opening:
1. Call to Order

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

2. Introductions
3. Announcements

Augerot thanked staff who put in overtime and extra effort during last week's ice storm, including Public Works, Public Health, and Emergency Management. Augerot looked forward to the after-action discussions and doing even better next time to serve community needs.

2. Review & Approve Agenda

No changes were made to the agenda.

3. Comments from the Public

Susan Walenza, Philomath resident, shared concerns about large trucks entering and leaving Coffin Butte Landfill (CBL), toxic smells emitting from CBL trucks, the increasing size of CBL, adding garbage from outside of Benton County, and CBL's impacts on wildlife.

Joel Geier, BC resident, former member of the Disposal Site Advisory Committee (DSAC), described serious environmental and workplace safety problems at CBL, referencing the Environmental Protection Agency's report on leaking methane from CBL, the testimony of landfill workers, and videos and photos from the CBL workers' union. Geier stated that the County has not enforced its own conditions of approval on CBL, despite numerous complaints. In early 2022, new DSAC members started pointing out factual errors in annual reports from CBL operator Republic Services (RS). DSAC members asked RS for monitoring data on great blue herons. The County shut down DSAC for over a year. Geier commented that Community Development Director Darren Nichols' statement that DSAC members threatened other members is false and should be retracted. Staff should work on the real landfill problems that concern the community.

4. Work Session

4.1 Review of Disposal Site Advisory Committee (DSAC) Revised Bylaws – *Darren Nichols, Community Development*

Nichols explained that in December 2023, the Board requested revised bylaws to improve the function of DSAC and provide additional protections for community members and staff. Today's revised version is a first draft. DSAC is a State-mandated body that advises the Board and provides a community forum for concerns about Coffin Butte Landfill (CBL). DSAC also monitors CBL operations and identifies areas for improvement, holding landfill operator Republic Services (RS) accountable to the community. DSAC is an important part of County governance that also needs to work well with the Board, staff, and the community. State statute sets expectations but also gives counties some flexibility on DSAC responsibilities. Oregon Revised Statutes (ORS) 459.320 and 459.330 clearly defer to the Board of Commissioners. Staff propose changing the number of committee members to be between five and 11. To provide transparency, Nichols also encouraged the Board to consider the amount of public notice given prior to a special meeting.

Augerot commented that the bylaws were last updated four or five years ago. Updating bylaws for advisory committees is a periodic effort. It is important not to create precedents for other bodies based on the experience in one. The goal is to have a place for community input in a structured manner, where everyone understands how to participate, and where the Board, RS, and the Department of Environmental Quality (DEQ) can hear the community. Augerot expressed concern that this version of the bylaws provides final say to the Community Development (CD) Director, rather than sharing that authority with the DSAC Chair. Also, the County can appoint the chair, but in most of Benton's advisory committees, the members elect the chair, and Augerot hesitated to change that. Augerot praised the idea of including a code of conduct or ethical guidelines, but the County does not currently have such, so that document must be created in order to refer to it.

Wyse stated that in her experience with city councils in Benton County, it is unusual for the chair of an advisory body to have final authority. If a group is doing work for the County, someone must direct that work. Wyse was willing to add 'the Community Development Director or the Board of Commissioners' to the bylaws.

Augerot clarified that in many cases here, the final say is given to the CD director, but that is only appropriate in some instances. Setting the agenda must be a joint endeavor

to represent community and County needs. If there is disagreement, the final say could go to the CD Director, or something similar that indicates more of a partnership.

Nichols read the current language aloud: 'The agenda shall be developed jointly by the Chair and the CD Director or their designee. In the event of disagreement, final agenda decisions shall be made by the CD Director or their designee. Committee members may add items of business only with the concurrence of the CD Director or their designee, and the Board of Commissioners may add items of business at any time.'

Augerot and Malone indicated agreement with that language.

Nichols added that the bylaws clearly ensure that it is the Board's responsibility and discretion to provide guidance to staff.

Wyse suggested that the DSAC members decide on a joint code of conduct at the first DSAC meeting; that code could be reviewed annually and referenced in the articles.

Augerot recommended developing a code of conduct and ethics and including a reference in the bylaws of all County advisory committees, not just DSAC.

Malone also supported having consistent rules in all County advisory committees.

Augerot noted that the County also lacks a formal whistleblower policy, which should be addressed. Augerot suggested asking Human Resources Director Tracy Martineau if the employee policy manual contains such a policy.

Responding to a question from Malone, Nichols confirmed that Counsel had reviewed and provided input on the revised bylaws.

Malone suggested that the phrase 'electors of Benton County,' section 1.5.a, be changed to 'registered voters' to avoid confusion with the Electoral College in a presidential election.

Augerot and Nichols concurred.

Nichols explained that member terms will be one year with no more than two consecutive terms. As currently structured, if the group had 11 members, half the members would turn over every year, which could burden staff.

Augerot noted that the bylaws say 'term of designated employee of permittee shall be two years,' but do not designate term length for other members. Augerot preferred to continue operating on a two-year basis.

Nichols replied that the bylaws do not specify, other than the term limit.

Augerot suggested asking Teresa Larson, Counsel's Office, if committees have been operating on that basis. The language must have fallen out during previous amendments.

Malone liked the flexible number of members, but felt that five members would be thin if a member were absent.

Augerot suggested increasing the minimum to seven.

Wyse asked whether the committee could still meet if a member stepped down and the position remained vacant for a while.

Augerot replied that different committees have interpreted that in different ways. Augerot felt the committee should be able to meet even if there is not a full committee. The Board can increase the number of members at any time.

Wyse did not have a strong opinion about five versus seven as a minimum. In future, the Board can use its discretion or see if DSAC wants more members. There is language to have non-voting members, or to add up to 11.

Augerot advised changing the minimum to seven members.

McEneny noted that DSAC Chair Ken Eklund has received a copy of the draft bylaws and will comment soon.

Augerot summarized that the County could omit the ethics code reference for now, think about how to address that for all committees and boards, look at a whistleblower policy, and look at the instances where bylaws direct the CD Director to have the final say, considering whether each is essential. Augerot was most interested in the last point. The goal is a joint endeavor with a clear structure and a clear relationship specified between staff lead and Chair. Augerot asked to hear Eklund's comments on the bylaws before the next iteration is developed.

4.2 Sustainable Materials Management Plan (SMMP) Progress Report – *Darren Nichols, Community Development; Steven Chase, Chair of the SMMP Task Force*

Augerot noted that Chase is Chair of the SMMP Task Force (not Chair of DSAC as stated on the published agenda). The Task Force guides the SMMP.

Nichols reviewed the background, including the formation of the Benton County Talks Trash Work Group (WG), which recommended that the County develop an SMMP. This approach addresses the full lifecycle of materials, intervening as far upstream as possible to minimize solid waste. The County has issued a Request for Proposals (RFP) for outside firms to advise on the SMMP, along with a more regional task force. Staff have approached other key players who might help. So far, the following have committed to participate in the Task Force: Benton County Planning Commission, Linn County, Benton County Sustainability, Polk County, Marion County, the City of Corvallis, Wasco County, Klamath County, Republic Services, Lane County, Community Services Consortium (CSC), Oregon's Metro Regional Government, Governor Tina Kotek's Regional Solutions Team, the Department of Environmental Quality (DEQ), several community members, Oregon State University, the City of Albany, and other Benton departments including the Sheriff's Office, Health, and Public Works.

Dibble described the SMMP RFP process. The County received four responses. Question and Answer sessions and interviews were available to the public. The top two

proposals were reviewed by Chase. Next, staff will present the proposals to the Task Force for review and provide a recommendation to the Board.

Chase emphasized the importance of clarity of mission and the expectations of the Board. Chase described his personal background, degrees in Environmental Studies and Public Administration, and employment history as a Public Planning Director, Chief Regulator of oil and natural gas rigs, Environmental Coordinator, and Deputy City Manager.

Chase outlined five missions and some expectations for the Task Force:

1. Provide Benton County and western Oregon with a plan of action that fosters legislation, rulemaking, authority, and funding in support of sustainable materials management.
2. Explore innovative opportunities such as new research and emerging best practices.
3. Examine the entire waste stream within the framework of western Oregon job creation and retention efforts.
4. Regional focus: if, with the closure of other facilities, CBL becomes western Oregon's only regional landfill, the Task Force can provide the Board with other opportunities for facilities development that lessen effects on Benton County.
5. Address how Benton County can be a good steward of this information within the context of the Thriving Communities initiative and the County's economic development platforms.

Chase added that as staff develop bylaws, he will create an agenda for the first Task Force meeting on February 2024. The State Environmental Protection Agency (EPA) will be invited to discuss its preparations for the Recycling Modernization Act.

Nichols noted that while Benton's legal authority over solid waste disposal is very small, Benton has a big opportunity to lead the future of western Oregon, which necessitates engaging with as many regional counties and cities as possible. Lincoln, Yamhill, and Tillamook Counties are also strongly interested in partnership. The Board can continue to engage with county and State colleagues.

Wyse observed that this process will better document the barriers Benton and all counties face in addressing solid waste issues. These areas are regulated by the DEQ and EPA, not the County. A process and plan will hopefully show the State where local governments need the most support.

Malone noted that one of the County's original questions was, "Will there be another landfill in western Oregon?" It is legally possible, but about 30 landfills have closed in western Oregon in the past few decades, and none have opened. This emphasizes the importance of CBL and keeping materials out of the landfill. The County is inviting friends and neighbors to participate in serious discussions and is getting a lot of positive response, which is an encouraging start.

Augerot reprioritized Chase's items: the goal is the County and regional SMMP, to lessen the environmental footprint of that waste stream on Benton and other counties. So the first item is Chase's #3: to examine the waste stream and its interaction with other facilities in this ecosystem, and what can be extracted from that waste stream, which leads to the innovation aspect. So both aspects happen in tandem. Augerot

asked Chase to clarify the intention for #5: Stewardship. Augerot felt the 2040 Thriving Communities Initiative should be used as a lens to examine any strategy in the SMMP from both an economic and an environmental standpoint.

Chase confirmed that #5 referred to the 2040 Initiative as an overall lens that provides context.

Augerot asked which contractor would help Benton County with this work.

Nichols reviewed that the RFP was issued in September 2023. Staff encouraged respondents to assemble teams of experts who could do all the work, including technical analyses, communication, and legislative strategy. The RFP is still active. The proposals received so far probably need more to convene western Oregon and communicate effectively among stakeholders, so staff are also contacting key partners who may provide expertise, coordination, or other resources. Chase and Nichols will discuss these matters over the next few weeks. Staff are still evaluating four proposals.

Responding to a question from Augerot. Nichols confirmed that the next step is to contact potential co-funders who could participate in the Task Force, and to investigate possible leaders to form the strategic action plan and community engagement.

Chase added that he will provide good meeting management with a focused agenda, and report the results of each meeting to the Board, in consultation with Nichols.

The Board favored this approach. Chase to convene the first DSAC meeting and report to the Board in late February 2024.

Wyse requested a tentative timeline via email of the information Nichols and Chase presented.

Chair Augerot recessed the meeting at 10:26 a.m. and reconvened at 10:32 a.m.

4.3 Recommendation for Non-represented Employee Compensation Plan
– *Tracy Martineau, Tammy Webb, Chip Polito, Human Resources; Rick Crager, Financial Services; Rachel McEneny, County Administrator*

[Note: a revised version of the presentation was shown during the meeting.]

Martineau introduced Polito, who is helping with the County compensation study of non-represented jobs. Martineau reviewed how the study was conducted (see presentation). The County partnered with consulting firm Gallagher to collect comparable market data for a set of representative benchmark jobs. This enables the County to determine the competitiveness of pay and salary ranges by job. Forty-nine benchmark jobs were identified; 46 have current incumbents. Market data was obtained for about 96% of the jobs, which represents 48.5% of job titles in the scope of the study, and 50% of employees in the study (a typical amount).

Polito explained that the data in such studies has a 50/50 public/private weighting. While reviewing job matches, the consultant looks for data outliers, some of which are omitted.

Martineau added that staff also used a geographic location adjusted to the City of Portland. Cost of living in the City of Corvallis is comparable to Portland, and the data is better. Comparisons used base salaries, with no work out of class. Minimum, market average, and maximum salary ranges were established. Benton salaries are compared to the market median (50th percentile).

Responding to a question from McEneny, Martineau replied that the County first engaged with Gallagher in February 2023. Gallagher is experiencing staffing shortages.

Augerot asked whether there was concern about the data being stale.

Polito replied that the data was manually aged to January 2024.

Martineau showed that Benton lags the market median, which has been apparent in recruitment and retention challenges. Initially, staff intended to examine the market at the 50th and 75th percentile, but as Crager and McEneny reviewed the emerging data, staff were very concerned about the expense of the 75th percentile. The number can be changed if desired. Compared to local and published surveys, Benton County is misaligned by about 15% across the board.

Polito described the process to provide the salary ranges, which were slightly modified to better represent the distance between salary grades. Premium jobs were removed from the regression.

Martineau added that this had been done for the last several years because certain jobs (such as deputy district attorneys and physicians) moved faster in the market than other comparable jobs in the same class.

Wyse requested a slide of the regression analysis by email.

Martineau provided six recommendations:

1. Anchor ranges to the 50th percentile (market median).
2. Go back to dividing ranges into 12 steps for clarity and ability to predict future salaries. Human Resources has received a lot of feedback since converting to percentage-based increases. Staff found it very confusing and unpredictable; the consultant agreed this was a logical step. Martineau recommended using steps 1-9 for annual increases and steps 10-12 for exceptional performance, with more specific criteria for the latter. A few employees will land on steps 10-12; Human Resources is comfortable with that in this context.
3. To alleviate salary compression and the difficulty of attracting and retaining high quality employees to the Sheriff's Office, place Law Enforcement (LE) command staff in the same position on the new salary range to create a reasonable salary difference between the ranks and the deputies, effective January 1, 2024. Martineau has discussed this with Van Arsdall.

Van Arsdall added that some sergeants make less than top-step deputies, so the concern is compression and enticing qualified people to promote up through the ranks.

Martineau continued:

4. Effective January 1, 2024, place other non-represented employees on the new step that is closest to, but not less than, their current salary. Human Resources is also conducting a pay equity study that will result in further movement.
5. Bring employees who fall below the minimum of the new range up to the minimum.
6. Move three jobs to a different classification, because the price of the job has increased more quickly in the market, or the job may make more sense in other classifications.

Crager discussed the financial impact of these recommendations. Bringing all LE staff to current compensation ratio status will cost about \$600,000. Bringing 31 employees up to minimums will cost \$346,223. Bringing all other employees to the minimum will cost about \$145,000. The total salary impact is \$1,071,024, for a maximum total impact of about \$1.5 million (this varies due to other payroll costs). This is a one-time change. First, staff will try to absorb the costs within existing budgets, which included management increases. These changes will address the Employment Cost Index, which the County usually evaluates in July. So far, County expenses in 2024 are lower than predicted. If current budgets do not cover the cost, the County might need to use fund balance, which continues to grow aggressively.

Augerot observed that the Board and staff had previously discussed whether the County wanted to lead the market rather than match it, which would mean using the 75th percentile, but that would be very expensive.

Crager concurred. These recommendations put Benton in a very competitive salary position compared to other counties.

Augerot agreed. At that time, staff did not know the market average.

Polito shared that the 75th percentile total cost would be \$2.5 million, or \$3 million including the Public Employees Retirement System.

Martineau explained that one option for the Sheriff's Office is to give command staff their own classification instead of the general management classification. However, those employees have better alignment and career progression within the management classification. Next, staff will complete the pay equity analysis and adjustments.

Polito noted that the preliminary cost estimate of pay equity anomalies was under \$200,000.

Martineau shared that the County is required by law to perform a pay equity analysis every three years, so this one is somewhat late.

Responding to a question from Augerot, Polito replied that the County has about 130 non-represented employees.

Martineau commented that because this data is freshly matched to the market, an additional ECI adjustment will not be needed on July 1, 2024. Staff are considering maintaining the current policy and using step increases instead of performance pay. In the new salary ranges, below the midpoint is 4%, the midpoint is 6%, and above is 3%, which is close to the current approach. Staff are discussing a 4% lump sum incentive.

There is currently an exceptional performance step increase option. Martineau intends to create a Performance Incentive Review Committee to develop criteria and guidance for exceptional performance.

Crager stated that the pay equity analysis should have a low financial impact. Specific adjustments might need more discussion around July 1, 2024.

Wyse asked Martineau to clarify the 4% lump sum incentive.

Martineau explained that unlike a step increase, the incentive is not added to the base salary and does not compound.

Wyse asked if there would be criteria, or if the incentive is awarded after a review.

Martineau would like the Leadership Team to discuss that. Exceptional performance is likely to be more connected to performance measures and outcomes.

McEneny asked how often these studies should be repeated.

Polito replied it is good to review this annually, then do a major study every four to five years.

MOTION: Malone moved to implement the nine step salary ranges for annual pay increase, and additional 10, 11, and 12 steps exclusively to recognize exceptional performance, implementation to be effective January 1, 2024. Wyse seconded the motion, which **carried 3-0.**

MOTION: Wyse moved to address the compression issue in the Benton County Sheriff's Office through the adjustment as recommended by Human Resources Director Tracy Martineau. Malone seconded the motion, which **passed 3-0.**

5. New Business

5.1 Discussion Regarding Alsea Health Center – Lacey Mollel, Christine Mosbaugh, Community Health Centers

Mollel and Mosbaugh updated the Board on the Alsea Health Center (AHC), which has been temporarily closed since August 1, 2023. Mollel explained that the Health Resources Services Administration (HRSA) does not recognize temporary closures, so the County deleted that site. Since the closure, the Health Department has connected with community partners and performed ongoing community engagement, including two community meetings in November 2023. At the meetings, staff described the challenges of the patient-centered medical home model. The community asked how Alsea Human Services County Service District taxes would be used during the closure.

Mosbaugh explained that Health reached out to similar communities, including Asher Community Health in Wheeler County. Staff talked to Alsea School District about the possibility of a school-based clinic and how to connect better with Alsea families. The Roundhouse Foundation provided referrals and networking. Staff have asked the local InterCommunity Health Network Coordinated Care Organization about opportunities

with existing funds. The community has many ideas; Health wants to offer resources and full backing.

Since these conversations, Alsea residents appointed a Health Services Work Group, conducted a survey, and met in December 2023. Health has committed to meet at least monthly with the group. The next meeting is on February 9, 2024. Pending financial opportunities: House Bill (HB) 2872 passed, which will continue to fund Health Centers, but there will not be a decision about new access point funding from HRSA until March 2024. HB 5378, the Lower Costs, More Transparency Act, also passed; legislators are working on a long-term solution to get Health Centers past the current funding cliff, then open more access points. Alsea applied for Oregon Health Authority's Climate Adaptation Communicable Disease Prevention Emergency Preparedness grant to fund a community health needs assessment, with results to be issued in February 2024. Other community-led efforts are underway. To offer primary care services in Alsea, the County needs confirmation that it is not eligible for new access point funding. Staff recommend continuing the closure of AHC while continuing to collaborate and plan with local partners.

Malone wondered if the closure should again be called 'temporary' in the recommendations.

Mollel replied that is being discussed with the community. Staff can add 'temporary' with a timeframe. Staff will revisit this until the Work Group provides clear community direction, and until there are clear funding sources for the County or another partner to take over healthcare services.

Augerot noted that the word 'temporary' was omitted partly because the initial closure set up an expectation of reopening AHC on a date certain. Most Alsea residents now understand that there is insufficient information for a date certain; the County is waiting to find out about open enrollment for new access points, which would allow changing AHC funding and structure. Augerot was comfortable without adding 'temporary' given that the second clause says, 'while continuing to engage in collaboration with local partners to plan for current and future Benton County services and future healthcare services in Alsea.'

Mollel shared that the Community Health Centers Board supports this. Some of those Board members are patients of AHC but currently getting services in Corvallis. Staff are committed to finding a long-term solution, whether that is with the County or a different direction.

Wyse was also comfortable not adding the word 'temporary,' but suggested adding an approximate timeframe for the next update.

Mollel suggested quarterly. Representatives from the Work Group could provide an update to the Board.

MOTION: Wyse moved to approve the ongoing closure of the Alsea site and continued investment in planning for current and future Benton County services, with at least quarterly updates from staff on the situation. Malone seconded the motion, which **carried 3-0.**

5.2 Broadband Technical Assistance Program (BTAP) Application Letter of Support – Adam Loerts, Information Technology

Loerts explained that in late 2023, the Board contracted local company Rural Prosperity (RP) to help the multi-county Broadband Action Team pursue rural broadband funding, including Federal funding. On behalf of the Economic Development Association of Lincoln County, a BAT member, RP requests a signed letter of support for its BTAP grant application. The grant would fund technical assistance for local broadband access expansion, including engineering studies for internet service providers, grant-writing services for RP, and extending RP's services to the County and consortium. The grant could extend the RP contract without further County investment.

MOTION: Wyse moved to sign the letter of support as presented. Malone seconded the motion, which **carried 3-0**.

6. Public Hearing

***PH 1 Continuation of the January 16, 2024 Public Hearing, First Reading of Ordinance 2023-0323 Proposing Revision to Benton County Code (BCC) Chapters Four, Five, and Six – James Morales, Records and Elections**

Chair Augerot opened the Public Hearing at 11:15 a.m.

Staff Report

Morales explained that on January 16, 2024, the Board reviewed the proposed revisions to the elections sections of BCC Chapters Four, Five, and Six. Wyse sent Morales an email (exhibit 1) suggesting edits to clarify and simplify some of the language. Those edits are now incorporated. Morales summarized the original changes, including Advisory Measure guidance and translating voter's guide materials (see packet for details).

Wyse noted a few instances where her edits were not incorporated. On packet page 78, Section 7, the current text states: 'When the assembly of electors makes a nomination, the number of electors present at the nominating convention are at least equal to the number of electors necessary to constitute an assembly of electors.' Instead, Wyse proposed: 'When the assembly of electors makes a nomination, the county clerk or their designee shall verify whether or not the number of electors present at the nominating convention are at least equal to the number of electors necessary to constitute an assembly of electors.' This would clarify that the clerk or their designee will verify that this is happening.

Morales noted that 'verify' was in the earlier version, but Morales thought the Board asked to delete it.

Augerot did not recall the Board requesting the deletion.

Morales clarified that he thought the request was in Wyse's email, but this was a misunderstanding. The word 'verify' will be added back.

Wyse re-read her proposed version of the language (see above).

Augerot felt that this language was reasonable.

Morales to correct that text in the final version.

Public Testimony

No comments were offered.

Chair Augerot closed the public hearing at 11:27 a.m.

Deliberations

Wyse noted another proposed correction from her email. In Chapter 5.010 Application, (3)(b)(A) in the proposed version reads: 'The local government decides to submit the measure, its ballot title and explanatory statement to its voters by filing a notice of measure election on the form prescribed, an order reflecting that decision with the Elections Office on or before the 81st day preceding the election at which the measure will be submitted to the electors.' Instead, Wyse suggested, 'The local government submits the measure, its ballot title and explanatory statement to its voters by filing a notice of measure election on the form prescribed, with the Elections Office on or before the 81st day preceding the election at which the measure will be submitted to the electors.'

Morales acknowledged that the change to 'submits' instead of 'decides to submit' was omitted in error.

MOTION: Malone moved to adopt Ordinance #2024-0323 amending chapters four, five, and six of the Benton County Code to revise, update, and clarify election procedures and conduct the first reading. Wyse suggested adding 'with the changes highlighted at the meeting for Chapter 4.255(7) and Chapter 5.010(3)(b)(A).' Malone accepted the amendment. Wyse seconded the amended motion, which **carried 3-0.**

Malone noted that the Ordinance number on the printed agenda ("2023-0322") was incorrect.

Augerot conducted the first reading (short title). Second reading to be held February 6, 2024; Ordinance effective March 7, 2024.

{Exhibit 1: Wyse email}

7. Information Sharing

7.1 Xanthippe Augerot, Chair

Augerot shared that the Board received a request from Toni Hoyman, Oregon State University, to send a letter of support for the Willamette Grange grant proposal. Augerot offered to write the letter for the Board to sign.

MOTION: Malone moved to initiate a letter of support for the Willamette Grange restoration. Wyse seconded the motion, which **carried 3-0.**

7.2 Nancy Wyse, Vice-Chair

No business was discussed.

7.3 Pat Malone, Commissioner

No business was discussed.

7.4 Rachel McEneny, County Administrator

No business was discussed.

8. Other

No other business was discussed.

9. Adjournment

Chair Augerot adjourned the meeting at 11:58 a.m.

Xanthippe Augerot, Chair

Erika Milo, Recorder

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

NEW BUSINESS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/02/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * County Counsel

Contact Name * Vance Croney

Phone Extension * 6890

Meeting Attendee Name * Vance Croney

Agenda Item Details

Item Title * Order Dissolving the Law Enforcement Review Committee

- 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 * 5 minutes

Board/Committee Involvement * Yes No

Advertisement*

- Yes
- No

Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues *

The Law Enforcement Review Committee was created in 2001 to serve as a point of contact for citizens seeking information on how to deal with a concern involving the Benton County Sheriff's Office and to provide input and recommendation to the Sheriff's Office and/or Board of Commissioners regarding office policies and practices that have a bearing on the handling of complaints.

Over time, the committee no longer functions as a committee and there have been no citizen complaints filed for quite some time. The Sheriff's Office has decided to reorganize their citizen complaint policy.

The Sheriff and County Counsel recommend dissolving the committee because it is no longer a functional committee.

Options *

- 1) Approve the Order dissolving the Law Enforcement Review Committee.
- 2) Decline to approve the Order.

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](#).

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 * N/A

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 * N/A

Recommendations and Motions

Item Recommendations and Motions

Staff

Approve the Order dissolving the Law Enforcement Review Committee.

Recommendations *

Meeting Motions *

I move to ...

I move to approve the Order dissolving the Law Enforcement Review Committee.

Staff Recommendation

Approve the Order dissolving the Law Enforcement Review Committee

Meeting Motion

I move to approve the Order dissolving the Law Enforcement Review Committee

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.

LERC_Order Dissolving.pdf

89.48KB

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

VANCE CRONEY

1.

Department Approval

Comments

Signature

Vance H. Croncy

2.

County Administrator Approval

Comments

Signature

Rachel L McEneny

3.

BOC Final Approval

Comments

Signature

Amanda Makepeace

4.

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

**In the Matter of Dissolving the)
LAW ENFORCEMENT)
REVIEW COMMITTEE)** **ORDER No. D2024-029**

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

The Law Enforcement Review Committee is no longer a functional committee for providing input and recommendation to the Sheriff’s Office and/or Benton County Commissioners regarding office policies and practices on handling complaints; and

Because the Law Enforcement Review Committee no longer serves as a point of contact for citizen complaints about the Sheriff’s Office, it is in the public interest to formally dissolve the county Law Enforcement Review Committee.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Benton County Law Enforcement Review Committee be dissolved effective April 2, 2024.

Adopted this 2nd day of April, 2024.

Signed this 2nd day of April, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS

Xanthippe Augerot, Chair

Nancy Wyse, Vice Chair

Pat Malone, Commissioner

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/02/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Finance

Contact Name * Lindsey Goodman for Rick Crager

Phone Extension * 5417606550

Meeting Attendee Name * Rick Crager / Jenn Ambuehl

Agenda Item Details

Item Title * Community Health Centers Budget Presentation

- 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

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Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues*

Completing a rebalanced 2023-25 Community Health Centers (CHC) budget plan: The Financial Services Department, Community Health Centers, and Health Department have worked over the last three months to complete a detailed analysis of all revenues to reshoot the 2023-25 forecast. As a result of this analysis, staff is presenting a budget that reduces overall estimated expenditures by \$4.3 million to be in balance with the updated revenue forecast.

Options*

Option 1: Accept the report and direct staff to present a \$4.3 million reduction in the next budget supplement;
Option 2: Accept the report with some modifications and direct staff to present a revised reduction in the next budget supplement;
Option 3: Reject the report and direct staff to present another option for Board consideration.

Fiscal Impact*

- Yes
- No

Fiscal Impact Description*

Overall operating budget for CHC will be reduced by approximately \$4.3 million.

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 * N/A

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 * N/A

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff recommends the Board accept the report and direct staff to recommend to the Board a reduction of approximately \$4.3 million to the CHC 2023-25 budget at the next budget supplement.

Meeting Motions * I move to ...
As part of the requirement of the 2023-25 Budget Note related to Community health Centers Financial Viability, I move we accept the CHC 2023-25 Rebalanced Budget Report as presented and direct staff to recommend a CHC rebalanced budget at the next budget supplement.

Staff Recommendations

Staff recommends the Board accept the report and direct staff to recommend to the Board a reduction of approximately \$4.3 million to the CHC 2023-25 budget at the next budget supplement.

Meeting Motion

As part of the requirement of the 2023-25 Budget Note related to Community health Centers Financial Viability, I move we accept the CHC 2023-25 Rebalanced Budget Report as presented and direct staff to recommend a CHC rebalanced budget at the next budget supplement.

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.

2023-25 CHC Preliminary Rebalance Report - BOC

153.86KB

Report.pptx

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

DEBBIE SESSIONS

<p>1.</p> <p>Department Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Debbie Sessions</i></p>	<p>5.</p>
<p>2.</p> <p>Counsel Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Vance H. Chokey</i></p>	
<p>3.</p> <p>County Administrator Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Rachel L McEneny</i></p>	
<p>4.</p> <p>BOC Final Approval</p> <hr/> <p>Comments</p> <p>Signature</p> <p><i>Amanda Hakepeace</i></p>	

COMMUNITY HEALTH CENTER

BUDGET NOTE REPORT ON 2023-25 REBALANCED BUDGET



2023-25 BUDGET DEVELOPMENT BACKGROUND

- In January 2023, the County identified the estimated revenues for the Community Health Centers would be \$13.4 million short of the estimated expenses in the 2023-25 biennium.
- Primary driver was revenues had not returned to pre-pandemic levels and one-time COVID Relief Funds, of approximately \$4.8 million (over four fiscal years), had been exhausted.
- Issue was exacerbated by the fact that \$2.3 million in capital fund investments had been made prior to the pandemic, including taking on \$1.0 million in debt to help finance.
- Forecasted revenues and expenses were based on biennial trend analysis that included experience through the pandemic. Deeper and refined analysis was needed to get a more accurate forecast.
- The former CHC Director convened a team of staff, revised revenue forecasts, and applied a reduction of expenses to balance the budget.
- Board of Commissioners approved the budget in June 2023, however, due to the high-risk assumptions used for forecasting the revenues, a budget note was approved to require staff to provide quarterly progress reports on the CHC Financial Viability.

SUMMARY OF BUDGET NOTE REPORT (AS OF 9/30/23)

Revenue Shortfall of \$8.6 million

Budget Category	Adopted Revenues	Estimated Revenues *	Estimated Revenue Shortfall	Percent Shortfall
Benton County Clinic Services	\$38.5	\$34.3	(\$4.2)	11.0%
Linn County Clinic Services	\$8.3	\$5.4	(\$2.9)	35.0% **
Behavioral Health Services	\$22.7	\$21.2	(\$1.5)	6.7%
Total	\$69.5	\$60.9	(\$8.6)	12.4%

*Estimated budget is based on actual experience through 9/30/23

**Large reduction contributes to elimination of a budget fund transfer of \$2.0 million to Benton Co. Clinic

BOARD OF COMMISSIONER'S DIRECTIVE

Complete a rebalanced plan, based on additional experience through December 31, 2023, that provides more certainty of forecasted revenue and expense trends. If trending continues to hold as currently forecasted, the plan will either require a comprehensive right-sizing of services, including county administrative and overhead support to fit the forecasted revenue, or require additional county or other resource contributions.

REVIEW OF LAST 10 YEARS

Net Position – Decrease of \$4.13 million in last 10 Years (in millions)

Information from FY 2014 to FY 2023 Annual Audited Financial Statements

Fiscal Year	CHC Fund Net Income *	One Time Funds, Transfers, Financing and Construction					Net Position Change
		COVID Relief Funds	County General Fund	Behavioral Health Dedicated Fund	Loan Financing Funds	Facilities Construction	
2014	-1.80	0.00	0.87	0.00	0.00	0.00	-0.93
2015	1.53	0.00	0.87	0.36	0.00	0.00	2.76
2016	-2.54	0.00	0.87	0.38	0.00	0.00	-1.29
2017	-1.59	0.00	0.87	2.06	0.00	-0.99	0.35
2018	-1.58	0.00	0.79	0.00	0.00	-0.18	-0.97
2019	-0.33	0.00	0.79	0.00	1.00	-1.10	0.36
2020	-2.96	0.64	0.75	0.00	0.00	0.00	-1.57
2021	-3.97	1.01	0.75	0.28	0.00	0.00	-1.93
2022	-2.39	2.01	0.75	0.23	0.00	0.00	0.60
2023	-3.44	1.18	0.75	0.00	0.00	0.00	-1.51
TOTAL	-19.07	4.84	8.06	3.31	1.00	-2.27	-4.13

* Represents Net Operated Income adjusted to include operation Interfund transfers and separation of one-time COVID Relief Funds.

Pandemic had major impact on net position over last four years - \$4.41 decrease

CHC UPDATED REVENUE FORECAST

The Financial Services Department, Community Health Centers, and Health Department have worked over the last three months to complete a detailed analysis of all revenues to reshoot the 2023-25 forecast. The net result is a \$4.3 million revenue decrease, itemized as follows:

- An estimated increase of approximately \$3.6 million for both OHA reimbursement rates and incentive payments.
- Reduction of \$1.8 million in federal and state operating grants; previous estimates included speculative grants, as opposed to confirmed.
- Reduction of \$2.4 million in estimated revenue for Medicare, Self-Payment, Insurance Payments, Wrap Payments, and Other General Revenue to reflect a more conservative approach.
- Reduction of \$2.9 million in estimated revenue for Behavioral Health; this is mostly due to a reduced estimate in Wrap Payments which were shifted to dental services to better match service cost.
- Reduction of \$0.8 million in transfer revenues from the Linn Health Center which is offset by matching expenses.

2023-25 CHC BUDGET REBALANCE – RECOMMENDED ACTIONS

In accordance with Oregon Budget Law, Benton County must adopt a balanced budget that identifies accounts for all revenues, including beginning balances. The Budget Law encourages local governments to build prudent amounts for contingency or reserves in its budget. The following actions are recommended to balance the 2023-25 CHC budget to align with the reduced revenue forecast.

- Reduction of \$1.0 million in Department Cost Allocation due to surplus revenue that has accumulated from vacancy savings and reduced spending.
- Reduction of 7% (\$0.3 million) in County Central Cost Allocation to help support additional budget reduction in direct services in the CHC.
- Reduce budgeted staffing costs by \$2.2 million through a combination of intentional vacancies and staff attrition.
- Reduction of \$0.8 million in transfer out from the Linn Health Center which is offset by matching revenues.
- Net Reduction of \$0.8 million in materials and supplies and transfer outs due to updated estimates, administrative actions, and shift of expense to County General Fund.
- Increase in operating contingency of \$0.8 million bringing 2023-25 operating contingency to \$2.02 million.

2023-25 BUDGET REBALANCE

Budget Category	Adopted Budget	Rebalanced Budget	Budget Reduction	Percent Reduction
Benton County Clinic Services	\$38,470,346	\$36,032,338	(\$2,438,008)	(6.34%)
Linn County Clinic Services	\$8,269,627	\$7,738,539	(\$531,088)	(6.42%)
Behavioral Health Services	\$22,800,792	\$21,480,845	(\$1,319,947)	(5.79%)
Total	\$69,540,765	\$65,251,722	(\$4,289,043)	(6.17%)

BUDGET RISKS

- ✓ The total operating contingency for 2023-25 represents only 3.3% of estimated biennial expenditures. Best practices and County financial policies would suggest a contingency of at least 12%.
- ✓ While estimates for increased OHP reimbursement rates are very conservative, until an agreement is finalized with the state, the CHC rebalanced budget is still at risk.
- ✓ Estimate assumes the permanent closure of the Alsea Health Clinic. Decisions to keep the clinic open would likely require an additional budget reduction or further depletion of contingency.
- ✓ Budget estimates include projected increases related to the recent management and unrepresented salary study, as well as the upcoming contract negotiation. Increases seen around the nation may put additional pressure on these estimates.
- ✓ While estimates are conservative, focus on meeting productivity measures that maximize billable revenues is priority.
- ✓ Historic increases in inflation are still applying pressure to non-salary related costs.

QUESTIONS

BOC Agenda Checklist Master

Agenda Placement and Contacts

Suggested Agenda Date 04/02/24

View [Agenda Tracker](#)

Suggested Placement * BOC Tuesday Meeting

Department * Board of Commissioners

Contact Name * Maura Kwiatkowski

Phone Extension * 5417666800

Meeting Attendee Name * Xanthippe Augerot, Board Chair

Agenda Item Details

Item Title * 2024 Renewal of Benton County Membership in the Philomath Area Chamber of Commerce

- 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 * 5 minutes

Board/Committee Involvement * Yes No

Advertisement*

Yes

No

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Issues and Fiscal Impact

Item Issues and Description

Identified Salient Issues*

Decision regarding 2024 membership for Benton County in the Philomath Area Chamber of Commerce.

Options*

1. Approval renewal of Benton County's membership in the Philomath Area Chamber of Commerce; or
2. Decline to approve renewal of Benton County's membership in the Philomath Area Chamber of Commerce.

Fiscal Impact*

- Yes
- No

Fiscal Impact Description*

2024 membership fee is \$275.00. This amount is included in the Board of Commissioners Office 2023/25 Biennium Budget.

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* N/A

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* N/A

Recommendations and Motions

Item Recommendations and Motions

Staff Recommendations * Staff requests the Board decide whether to continue Benton County's membership in the Philomath Area Chamber of Commerce for Calendar Year 2024.

Meeting Motions * I move to ...
...approve renewal of Benton County's membership in the Philomath Area Chamber of Commerce for Calendar Year 2024; or

...decline to renew Benton County's membership in the Philomath Area Chamber of Commerce for Calendar Year 2024.

Staff Recommendation

Staff requests the Board decide whether to continue Benton County's membership in the Philomath Area Chamber of Commerce for Calendar Year 2024.

Meeting Motions

I move to approve renewal of Benton County's membership in the Philomath Area Chamber of Commerce for Calendar Year 2024;

OR

I move to decline to renew Benton County's membership in the Philomath Area Chamber of Commerce for Calendar Year 2024.

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.

Philomath Chamber of Commerce.pdf

31.43KB

Comments (optional)

If you have any questions, please call ext.6800

**Department
Approver**

AMANDA MAKEPEACE

<p>1. Dept Approval</p> <hr/> <p>Department Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	<p>5.</p> <hr/> <p>BOC Final Approval</p> <hr/> <p>Comments</p> <p>Signature </p>
<p>2.</p> <hr/> <p>Counsel Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	
<p>3.</p> <hr/> <p>Finance Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	
<p>4.</p> <hr/> <p>County Administrator Approval</p> <hr/> <p>Comments</p> <p>Signature </p>	

Philomath Area Chamber of Commerce
PO Box 606
Philomath, OR 97370
(541) 929-2454

Membership Invoice

RECEIVED

MAR 11 2024

**Benton County
Board of Commissioners**

1/1/2024

275.00

Invoice # 1523

Benton County Board of Commissioners
4500 Research Way
Corvallis, OR 97330

Thank you for your membership! According to our records, your membership dues are past due. In order to continue your membership and all the benefits it provides, please send in payment immediately!

MEMBER	ITEM	AMOUNT
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Please tear off this stub and include with your payment.

Send payment to:

Philomath Chamber
PO Box 606
Philomath, OR 97370

or login and pay online at www.philomathchamber.org

Invoice #:

Description: Membership Dues

Date Due:

Amt. Due:

Enclosed: