



Board of Commissioners
Office: (541) 766-6800
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4500 SW Research Way
Corvallis, OR 97333
bentoncountyor.gov

AGENDA

BENTON COUNTY BOARD OF COMMISSIONERS' MEETING

Administrative Services

February 20th, 2025

8:30am

Kalapuya Building

4500 Research Way

Corvallis, OR

Join Zoom Meeting

<https://us06web.zoom.us/j/85290797425?pwd=k0rbh6RFz1VnbGWbQxuNtGRir8IncL.1>

Meeting ID: 852 9079 7425

Passcode: 360346

(Chair May Alter the Agenda)

1. Approval of Minutes – 2 minutes

1.1 October 2nd, 2024

2. Financial Services – 29 minutes

2.1 Budget Update

2.2 Audit Update

2.3 Payroll Process Review

2.4 Financial Reporting

3. Assessment – 29 minutes

3.1 Staffing Update

3.2 Project Updates

3.3 Appeals Updates

3.4 Budget Updates

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.

4. Information Technology – 29 minutes

4.1 Staffing Updates

4.2 Challenges and Achievements Since We Last Met

4.3 Moving Forward

5. Records & Elections – 29 minutes

5.1 Election Related Updates

5.2 Services and Budget Planning

5.3 Staff Accomplishments & Updates

6. Human Resources – 29 minutes

6.1 Ignite Wellness Program Presentation

6.2 Recruitment and Onboarding-Metrics and Updates

6.3 Department Updates

7. Other

7.1 Adoption of Order No. D2025-037, Granting Authority to Provide Banking Services, Designating Custodian of Funds, County Treasurer, and Investment Officer - 3 minutes

8. 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.”

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

In the Matter of Granting Authority to Provide)
Banking Services, Designating Custodian of)
Funds, County Treasurer and Investment Officer)

ORDER NO. D2025-037

WHEREAS, it is imperative that management of all banking services for Benton County and its sub-divisions continue on a functional day-to-day basis; and

Benton County (the County) currently has an agreement to provide primary banking services with Wells Fargo Bank; and

The County also maintains numerous bank accounts with numerous commercial banks in order to conduct its day-to-day financial business; and

Signatories must be approved for all accounts at financial institutions where the County conducts its business; and

The prior resolution requires updating due to changes in County personnel; and

The County has authorized the use of a facsimile signature for the Assistant County Administrator which provides signature access in the event of his absence or in case of an emergency; and

The facsimile signature of the Assistant County Administrator would be invalid in the event of his death which creates the need to have an alternate authorized signer on all bank accounts in the event of an emergency; and

The County is required to designate and appoint a “Custodial Officer” within the meaning of ORS 294.004; and

The County is required to designate a person to perform the duties of “County Treasurer” on a day-to-day basis as defined in ORS Chapter 208 and other statutes.

THEREFORE, BE IT HEREBY ORDERED, that on the effective date of this Order:

1. Rick Crager, currently Assistant County Administrator, is hereby appointed “Custodial Officer” within the meaning of ORS 294.004 and designated “County Treasurer” as identified in ORS 208.
2. Rick Crager is authorized to perform any of the duties associated with “Custodial Officer”, “County Treasurer” and “Investment Officer” as may be identified in Oregon Revised Statutes for Benton County and any of its sub-divisions such as County Service Districts.
3. Rick Crager has the authority to invest funds of Benton County, County Service Districts or any funds held in trust by Benton County in a manner designated by ORS 294.
4. Rick Crager has the authority to solicit quotations from commercial banks for new master banking agreements to provide primary banking services and to enter into such agreements on behalf of the County.

5. Rick Crager may create, change, establish or close any checking, savings, or investment account as may be required or deemed appropriate in the performance of the responsibilities as Custodial Officer and as County Treasurer under general state law.
6. Rick Crager and Debra Sessions, Deputy Director, Financial Services Department are hereby authorized to be valid signatories on any accounts established in the name of Benton County, any of its various departments, divisions or County Service Districts.
7. Those persons named in Attachment A are hereby authorized to be valid signatories on those accounts so designated in Attachment A, which signatures may be changed from time to time by authority of Rick Crager.
8. Rick Crager may, from time to time, change the authorized signature requirements on those accounts listed in Attachment A when employee responsibilities change which require an amendment to signature authorization.
9. Rick Crager has the authority to sign bank card application forms on behalf of the County in order to add, delete or otherwise change the number of persons, name of individuals or credit limits.
10. Rick Crager is granted the authority to use a facsimile signature on behalf of the County in accordance with ORS 294.120.
11. This order is effective upon adoption and supersedes all previous orders and resolutions on the same subject.

Adopted this 20th day of February, 2025.

BENTON COUNTY BOARD OF COMMISSIONERS

Nancy Wyse, Chair

Pat Malone, Vice Chair

Gabe Shepherd, Commissioner

Approved as to form:

Vance M. Croney, County Counsel

ATTACHMENT A – ORDER NO. D2025-037

BENTON COUNTY
AUTHORIZED SIGNATORIES AND BANK ACCOUNTS

<u>ACCOUNT NAME</u>	<u>AUTHORIZED SIGNATORIES</u>
<u>WELLS FARGO BANK</u>	
Benton County Payroll 4124325614	Rick Crager, Assistant County Administrator Debra Sessions, Deputy Director, Financial Services Department
Benton County General (AP) 4124325606	Rick Crager, Assistant County Administrator Debra Sessions, Deputy Director, Financial Services Department
Benton County Tax 4124325622	Rick Crager, Assistant County Administrator Debra Sessions, Deputy Director, Financial Services Department
Benton County, Health Insurance Account 4124325648	Rick Crager, Assistant County Administrator Debra Sessions, Deputy Director, Financial Services Department
Benton County, Credit Card Account 4124325630	Rick Crager, Assistant County Administrator Debra Sessions, Deputy Director, Financial Services Department
Benton County Inmate Checking 4124325655	Rick Crager, Assistant County Administrator Debra Sessions, Deputy Director, Financial Services Department (Corrections Facility staff to be added and deleted from time to time due to job assignment changes.)
<u>OREGON STATE CREDIT UNION</u>	
Benton County Oregon 0000397334	Rick Crager, Assistant County Administrator Debra Sessions, Deputy Director, Financial Services Department
<u>UMPQUA BANK</u>	
Benton County 0920002821	Rick Crager, Assistant County Administrator Debra Sessions, Deputy Director, Financial Services Department
Benton County 9864349064	Rick Crager, Assistant County Administrator Debra Sessions, Deputy Director, Financial Services Department