BOARD OF COMMISSIONERS MEETING MINUTES
October 25, 2011

BEFORE THE BOARD OF COMMISSIONERS
County of Lake County
State of Oregon

WORK SESSION

The Lake County Board of Commissioners met in Work Session on Tuesday, October 25, 2011 at 9:00 a.m. The following members were present: Chairman Dan Shoun, Vice Chair Commissioner Brad Winters and Commissioner Ken Kestner. Also present: Administrative Assistant Denise Thorsted.

Additions: CC&F Funding Recommendation
Oregon Health Authority Signature Authorization
Deletions: None

As individuals from WH Pacific (engineering group contracted with for the Lake County Airport improvement planning) were present, Commissioner Kestner asked for Property and Lands Manager Bob Pardee to provide a brief introduction. Sarah Lucas and Rainse Anderson were introduced and gave a brief overview of the meeting to take place with the Airport Advisory Board in Memorial Hall from 6:00 – 8:00 this evening. Mr. Pardee confirmed that an invitation to the Town of Lakeview had been extended for this meeting.

9:00 a.m. – Mental Health Department, Director Jack Breazeal

Budget Update:
Vicki Feigner from Mental Health joined for this discussion. Mr. Breazeal confirmed that this was a follow up to a previous meeting’s discussion.

Mr. Breazeal discussed the purchase of the Mental Health building and the potential upcoming purchase of Electronic Medical Records equipment. Per Mr. Breazeal, the budget for Mental Health was continuously reviewed with Treasurer Ann Crumrine and there were no significant budget issues at this time.

Discussion followed on the impacts to the budget by loss of clients and funding. Mr. Breazeal stated that the Drug and Alcohol program was beginning to rebound from counseling issues that had occurred prior and efforts being made to change that image were having a positive effect.

Past Site Reviews, certifications and budget line items for Mental Health were also discussed. Training was currently taking place that would allow for Lake County to provide supervision for the Batters Intervention Program (domestic violence). This would eliminate the necessity for clients to travel to Klamath Falls for services.
Electronic Medical Records (EMR) Update:

Mr. Breazeal provided clarification on a reporting issue that had not been discussed during previous meetings. New reporting requirements were stipulating that specific electronic formats were to be used. Lake County Mental Health would need to be in compliance by January 1, 2012 in order to receive Greater Oregon Behavioral Health (GOHBI) payments. Discussion continued.

Mr. Breazeal provided potential options for this matter. An EMR was not required by the State at this time, but would be in the near future. The State of Oregon offered a fee software program, but it was very limited in the service it provided. Mr. Breazeal felt that there was more to consider than simply the cost: functionality, productivity and accuracy also needed to be considered. Mr. Breazeal felt that as a change had to be made, it would be best to only make that change once. Discussion continued on the abilities the EMR would have in terms of billings, insurance forms and record retention.

Mr. Breazeal provided information on EMR equipment he had researched and recommended the purchase of equipment provided by Credible. GOHBI compatibility was discussed. Mr. Breazeal stated that he expected this EMR to be fully operational within four months. Incentives for this purchase were discussed. The County would receive a $20,000 reimbursement the first year and $7,000 each year following through 2014.

Credible was currently being used in a number of Oregon counties with positive reviews provided. This was an Oregon company and also offered “workable” forms meeting necessary requirements. There was an annual fee of $15,000 for installation and servicing. Mr. Breazeal agreed to obtain the complete breakdown for this charge. Credible would be responsible for any legal updates that would be necessary in the future. Training needed was discussed.

Mr. Breazeal was instructed to verify with Legal Counsel on the potential requirement of a Request for Proposal for this purchase or if the County could simply choose. Verification on additional costs for technical support was also needed. Mr. Breazeal did not foresee the need to update current computers for this change as they were estimated as being two years old and this was web-based software.

Mr. Breazeal agreed to gather the additional information requested and return with a formal recommendation on this matter.

Mental Health Advisory Board Member Recommendations:

Mr. Breazeal presented the recommendations from the Advisory Board for appointment of Kiki Parker-Rose (Adult Probation/Parole) and Paul Friesen (Ministerial Association) to the Lake County Mental Health Advisory Board as two member’s terms had expired. Commissioner Winters asked if there would be any conflict of interest for Mrs. Parker-Rose to sit on this Board. Discussion followed.

Decision on this topic was to be scheduled for the November 2, 2011 Regular Session meeting.
**Moral Reconciliation Therapy Contract:**

Mr. Breazeal explained that this contract had expired June 30, 2011. In the contract provided there was a decrease to services provided in the amount of $600 per month. Legal Counsel had reviewed with no issues found.

**Commissioner Winters moved to approve the Moral Reconciliation Therapy Agreement for contract services between Lake County and Lake County Mental Health. Commissioner Kestner second. Motion carried.**

**Other Information:**

Mr. Breazeal was asked to confirm how the transition to his new position as director from counselor was going. He had been able to not take on new clients and discussed transitioning of clients.

**Other Business:**

**Airport Development Discussion:**

Mr. Pardee confirmed that this was continuing discussion regarding commercial development of the Lake County Airport.

Mr. Pardee was scheduled to meet with Road Master Rick DuMillieu on October 26th to assess the needs for this project moving forward. Mr. Pardee had provided an estimate during previous discussions in the area of $55,000 for the development of a building site (not to include utilities or water).

Mr. Pardee also discussed the potential for funding dollars for commercial development and agreed to continue to gather information regarding this upgrade. The short term goal was to not wait until there was a fully executed plan, but to define what budget could be put into place in order to begin marketing for new business opportunities. Discussion followed on other considerations such as job retention and economic development and the need to develop a commercial lease.

This topic to be added to the November 1, 2011 Work Session for further discussion.

**Meeting Minutes:**

**Commissioner Shoun moved to approve the May 25, 2010 meeting minutes with corrections. Commissioner Kestner second. Motion carried.**

**Commissioner Shoun moved to approve the April 7, 2010 meeting minutes with corrections. Commissioner Kestner second. Motion carried.**

**Commissioner Shoun moved to approve the April 21, 2010 meeting minutes with corrections. Commissioner Kestner second. Commissioner Kestner abstained. Motion carried.**

**Commissioner Shoun moved to approve the October 18, 2011 meeting minutes as presented. Commissioner Kestner second. Motion carried.**
Commissioner Shoun moved to approve the October 19, 2011 meeting minutes as presented. Commissioner Kestner second. Motion carried.

Recess: 10:24
Resume: 10:33

**Department Updates:**

*Lake County Assessor:*

**Resignation:**

Lake County Assessor Phil Israel confirmed his intention to resign from his elected position for personal reasons as of December 1, 2011.

The Board expressed their appreciation for the service Mr. Israel had provided to Lake County for the years 1995 -2011 as Assessor.

Discussion followed on additional notifications such as to the State of Oregon regarding this resignation. Mr. Israel confirmed that he would be available on a part-time basis during the transition period or until the next election took place.

Commissioner Kestner moved to approve the resignation of Lake County Assessor Phil Israel effective December 1, 2011. Commissioner Winters second.

Discussion: The Board asked that this be noted with great sadness and much appreciation for time of service.

Motion carried.

**Appointment discussion:**

Commissioner Shoun had verified with County Clerk Stacie Geaney that this position would come up for election for a new four year term in the primary election this coming spring 2012, but that it would be necessary to appoint an Assessor until that time.

Mr. Israel was asked if he had a recommendation to fill this position until elections. Mr. Israel state that Chief Appraiser Larry Reeder had expressed interest and willingness and was "proud" to recommend him for this position. Mr. Reeder stated that he had been working with Mr. Israel the past few years by shadowing and learning while also filling the role of Chief Appraiser. Mr. Reeder stated that with the training he had received, Mr. Israel’s availability on a part-time basis and his contacts in other counties he could fill the position confidently.

Appointment options and qualifications were discussed. Mr. Israel confirmed that this person was required to be a Certified Appraiser with the State of Oregon and a resident of Lake County.

Further discussion on this topic was scheduled for the November 1, 2011 Work Session with possible decision for the November 2, 2011 Regular Session.

**Charter Communications Refund Reserve Account:**

Mr. Israel provided a brief history on this topic stating the Lake County was among many other counties faced with the over assessment on taxes for Charter Communications for the year 2009 by the Department of Revenue. An appeal had been on going by Charter (and others). This meant that there was a potential for a significant refund due to Charter.
A reserve fund had been recommended and approved in order to avoid any disruption to tax cash flow for the County. Multnomah County had developed the “Multnomah County Commissioner Order” for a deferred billing credit that would allow for a refund to be made without any refund interest, any taxes already received or reducing the billing appropriately for current taxes owed.

Mr. Israel confirmed the request before the Board at this time was to dissolve the Refund Reserve Account for Charter and return those funds to the Unsegregated Tax Account and move forward as designated by House Bill 2569. Discussion followed on the continuing litigation on this matter.

Decision on this topic was scheduled for the November 2, 2011 Regular Session meeting.

**Additions:**

**CC&F Funding Recommendations:**

Ronne Lindsay explained that the recommendation presented was to balance out the Great Start funding that had been received and not expended during the initial Request for Proposal process. Scoring for this distribution was discussed and provided as follows:

- Adel-Plush Pre-School: $2,000 (Total amount requested)
- Paisley Pre-School: $2,000 (Total amount requested)
- Teachable Moments: $487.50 (split amount)
- Great Start: $487.50 (split amount)

Mrs. Lindsay confirmed that these were the only requests received. As contracts were in need of being sent out, Mrs. Lindsay stated that approval was needed at this time.

**Commissioner Winters moved to approve the CC&F Advisory Board fund recommendations as presented. Commissioner Shoun second. Motion carried.**

Mrs. Lindsay also asked the Board about the required signature on the Quarterly Request for Funds. The Board confirmed Mrs. Lindsay should continue with the normal process.

**Oregon Health Authority Signature Authorization:**

Mr. Breazeal confirmed that he already responded to the email received from April Barrett with the State of Oregon and informed her that the Board of Commissioners had signing authority on all Amendments.

**Liaison Updates:**

Commissioner Winters stated that it would be prudent to review the direction Lake County Mental Health headed with the potential purchase of EMR equipment. There was still an opportunity to go out for a Request for Proposal (RFP) and to include in the contract EMR service.

With the recent purchase of the Mental Health facility, Commissioner Winters was interested in remaining as a County ran program, but felt it maybe time to make a decision on this matter. Discussion followed on potential evaluations and Advisory Board’s role moving forward.
Commissioner Shoun confirmed that he and Road Master Rick DuMilleu were to meet with School District #7 Superintendent Sean Gallagher and others to view playground pavement in need of being replaced at A.D. Hay and Fremont Schools.

Commissioner Kestner asked for an update on the Highway 140/Camas Creek progress. Commissioner Winters confirmed that this process was still “stalemate within the Forest Service”. Discussion followed.

Commissioner Kestner provided information on the recent Association of Oregon Counties Sage Grouse and Land Use Plan (Goal 5 specifically) meeting held in Burns October 20th. Seven counties were involved in the issue of Sage Grouse and the determination of this meeting was that each needed to take an active role in keeping the Sage Grouse from being listed. Discussion had followed on strategy to be taken. Additional discussion was to occur during the upcoming AOC Annual conference.

Commissioner Kestner confirmed that he, as well as Commissioner Shoun had attended the Rural Post Office meeting held in Fort Rock October 17th. This meeting was felt to have been informative and productive. Discussion followed on upcoming post office meetings.

Oregon Community Foundation was scheduled to be in Lakeview November 2nd for a Town Hall meeting at the Lake County Senior Center from 3:00 pm to 5:00 pm. This meeting would focus on grant opportunities available through this foundation.

Commissioner Shoun discussed an email received pertaining to the (forest) Collaborative Landscape Restoration Project Proposal for our area ranked #1. The Secretary of Agriculture was to now review proposals and determine whether or not he agreed with the rankings provided. If approved, the proposal would be the #1 funded project for Region #6.

Commissioner Winters confirmed that the SCOEDD/SCOACT meeting was scheduled for November 4th in Lakeview. Upcoming Regional Solutions Team meetings were also discussed.

Representatives Bill Gerrard, Mike McLane and Cliff Bentz were scheduled to be in Lakeview on November 10th to discuss the State’s redistricting that was taking place. Discussion followed.

Commissioner Shoun was scheduled to attend a Wildland Fire Leadership Counsel meeting November 8th and November 9th. He was also to update the Board regarding the potential combining of dispatch centers for the Forest Service.

Commissioner Kestner confirmed that he was also continuing work for improvement of aviation communication coverage in the “dead zone” for communication between the ground at the Lake County Airport and planes below 7000 feet by having a Remote Communication Outlets placed in the area. Discussion followed.

There being nothing further to come before the Lake County Board of Commissioners, the meeting adjourned at 11:50 a.m.
Respectfully Submitted,

Denise Thorsted
Administrative Assistant

Board Approval,

Dan Shoun
Chairman

Bradley J. Winters
Vice Chairman

Ken Kestner
Commissioner