

INFORMAL MINUTES

October 19, 2009

2:00 p.m.

Oval Office

PRESENT: Commissioners Leslie Lewis, Kathy George, and Mary P. Stern.

Staff: Laura Tschabold, John M. Gray, Jr., John Krawczyk, Silas Halloran-Steiner, Scott Maytubby, and Ken Friday.

Guests: Hannah Hoffman, News-Register.

* indicates item forwarded to formal agenda

Leslie called the meeting to order.

* Personnel - Pat presented personnel requests from various departments. See agenda for details.

H1N1 Flu - Pat gave an update on flu shot vaccines. John G stated that he has drafted a memorandum of understanding for YCEA to review that would allow supervisors to send employees home if they appear to have the flu and also to allow an FET deficit of up to 40 hours for flu cases. He said that the deficit would have to be offset before any additional FET could be used. He said that if an employee is sent home and then provides a doctor's note stating that he or she did not have the flu, the FET would be reimbursed.

Special Needs & Criminal Justice System Project - Silas Halloran-Steiner provided an update on the project timeline and discussed prevailing needs (see Exhibit A). He reviewed the results of the survey conducted in Phase 1, which had 187 respondents. He stated that the kickoff meeting would be held later in the week, after which smaller groups would meet to work on prevailing needs.

* Change Fund - Increase the Assessor's Office change fund to \$750 during the tax collection season.

Land Use - Ken Friday briefed the Board on three dockets scheduled for public hearing on October 28: PAZ-03-09 and Z-02-09, applicant Elizabeth Fettig, and PA-02-09, applicants Van Dyke Riverview Farms, LLC, and Tim Landauer. The commissioners agreed to do a site visit for PA-02-09 on October 23 at 9:00 a.m.

* Minutes - See agenda for formal session minutes to be approved.

B. O. 09-697 - April 13, 2009

B. O. 09-698 - May 18, 2009

B. O. 09-699 - June 1, 2009

B. O. 09-700 - June 29, 2009

B. O. 09-701 - July 6, 2009

MINUTES INFORMAL SESSION

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October 19, 2009

2:00 p.m.

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- B. O. 09-702** - July 20, 2009
- B. O. 09-703** - July 27, 2009
- B. O. 09-704** - August 17, 2009
- B. O. 09-705** - August 24, 2009
- B. O. 09-706** - September 21, 2009
- B. O. 09-707** - September 28, 2009

Kathy moved approval of the informal session minutes listed above. The motion passed unanimously.

- * Contracts/Grants - See agenda for details.
- * Ordinance - Consideration of adoption of Ordinance 844 authorizing Community Corrections to conduct criminal history background checks for persons seeking shelter provided by YCAP.
- * Committees - See agenda for details. John G expressed concern about the propriety of having the commissioners serve on the Board of Property Tax Appeals, but said that it would be good for them to take the training.
- * Policy - Consideration of adopting a county policy on access by media to executive sessions, as continued from October 14, 2009. John G stated that newspapers would be listed individually in the policy, but any radio station licensed by the FCC would be accepted as news media.

Courthouse Improvements - Laura presented two quotes from Randy Saunders of RSS Architecture, P.C.: one for \$16,416 plus up to \$2800 for reimbursable expenses for updating the courthouse facilities study, and one for \$101,011 plus up to \$3800 for reimbursable expenses for design of the courthouse HVAC system. She said that Brian Dunn would like to get the HVAC engineering done ahead of time so the project is ready to go when the funds are received. She stated that the federal funds should come in a few months, but the state funds won't be available until the spring. She added that the state funds are not guaranteed, so there would be some risk in expending the money prior to then. John K stated that if the Board decides to go ahead with the projects, the best source of funding would be the O&C Reserve Fund. After some discussion, Laura agreed to find out if Randy's quote includes everything necessary for the HVAC engineering, how long it would take to complete, and whether there is any deadline for using the funds.

County Governance Structure - Laura distributed handouts outlining three different concepts for a strong county administrator form of governance and a handout listing proposed roles for the county administrator and the commissioners (see Exhibit B). After discussing the options, the Board agreed to start with Option 2 with the following modifications: list the Fair, Cove Orchard Sewer Service District, and Extension Service District in a separate box under joint supervision by the Board and the County Administrator; remove the Admin Services box under Budget Director; and include Finance in the Admin Services box under the Assistant Administrator.

In discussing the proposed roles, Leslie stated that hiring of department heads should be done jointly by the county administrator and the commissioners. John K suggested making the county administrator a contract position, since that person would be acting as chief executive officer for about two-thirds of the organization. Pat reviewed salary information for administrators of comparable counties and agreed to look for more data on assistant administrators.

After further discussion, John K suggested having the new structure in place by January 1, 2010. Laura agreed to work with Pat to get the job descriptions written for the administrator and assistant administrator positions within the next two weeks. Mary noted that the HHS Director job description needs to be updated as well. The commissioners agreed to discuss the proposed changes with their liaison department heads and then to have a group discussion at the next Management Roundtable.

The meeting adjourned at 4:25 p.m.

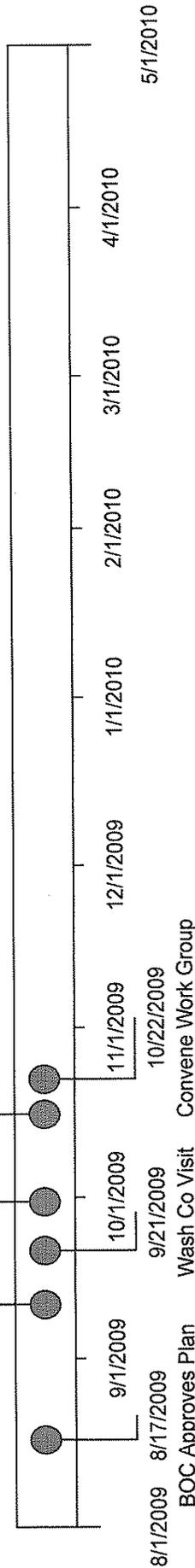
Anne Britt
Secretary

Special Needs and Criminal Justice System Project Timeline

Monday, October 19, 2009

Timeline Built Upon 9 Month Schedule

9/1/2009 Survey Started
 9/30/2009 Deschutes Co Visit
 10/16/2009 Interviews Completed



Phase 1: Preparation & Assessment

- Overall Project Plan Purpose & Objectives
- Timeline
 - total project length 6-12 mo's?
- Participants Identified
- Kick-off Meeting Set - Early Fall
- Methods:
 - Site Visits
 - Washington 9.21.09
 - Deschutes 9.30.09
 - 1:1 Interviews with Stakeholders
 - Internet Survey
 - Research/Literature Review
 - Data Collection
 - IMH - #'s served 7.1.08 to 6.30.09 General, ACT, trends?
 - CD - #'s served 7.1.08 to 6.30.09 trends, frequent jail utilization
 - DD - #'s in CJ system, trends, #'s served 7.1.08 to 6.30.09
 - Jail - prevalence DD/MH/TBI, trends, avg. length stay
 - YGCC - #'s cases & overall % MH/DD/CD, other?
 - CT/DA - #'s in MH Court, trends in aid & assist, other?
 - LE - trends, contacts, arrests, use of force incidents
 - PCC - #'s past 5 yrs, contacts, holds, % into respite care
 - Juvenile - #'s cases & overall % MH/DD/CD, other?
 - Family & Youth - #'s in CJ system, #'s served 7.1.08 to 6.30.09

Phase 2: Plan Buy In & Develop Actions

- Convene Initial Work Group, 10/22 (2 hrs)
- Summarize Data from Surveys & 1:1
- Preliminary Recommendations
- Develop Buy In re: Purpose
- Action Oriented Approach to Meeting
- Use Sequential Intercept as a Model
- Establish Smaller "Working" Groups

Phase 3: Working on System Improvements

- Small Work Groups (3-9 mo's?)
- Community Crisis Response Team (CCRT)
- Jail/Pri-Trial/Court/YGCCC?
- Juvenile System?
- Other?
- Focus = Process Improvement & Policy Dev.
- Possible Tools:
 - Technical Assistance (NIC) on specific, targeted issues (i.e. jail services)
 - Initial Written Report to BOC

Phase 4: Project Completion & Summary Recommendations

- Reconvene Initial Work Group Quarterly
- Review Program & Recommendations
- Project Termination & Completion Tasks
- Final Report to BOC & Work Group
 - Deliverables Clearly Identified
 - Accomplishments
 - Ongoing Action Items
- Add: Phase 5: Annual Review & Update
 - Ongoing Data Collection & Trends
 - Continuous Quality Improvement Principles
 - Thoughtful Response to Current Issues

Purpose & Goals

Purpose: Assess local criminal justice (CJ) system and how it interfaces with special needs populations (CD, DD, MH) in order to make recommendations and strengthen system initiatives.

Goals:

1. Prevent initial involvement of special needs persons in CJ system;
2. Reduce length of stay at Jail/Detention and ensure quality care while incarcerated, and
3. Decrease the rate of return to CJ system.

Objectives

- Gap-analysis of our current system
- Engage individuals in treatment quickly
- Minimize time spent moving through the CJ system
- Link persons to community treatment & recovery support services upon re-entry to community
- Outcome-based results
- Utilize outside knowledge or technical assistance
- Clear recommendations
- Define start and end date for the project
- Address areas of system improvement that cost money and others than don't require additional funds

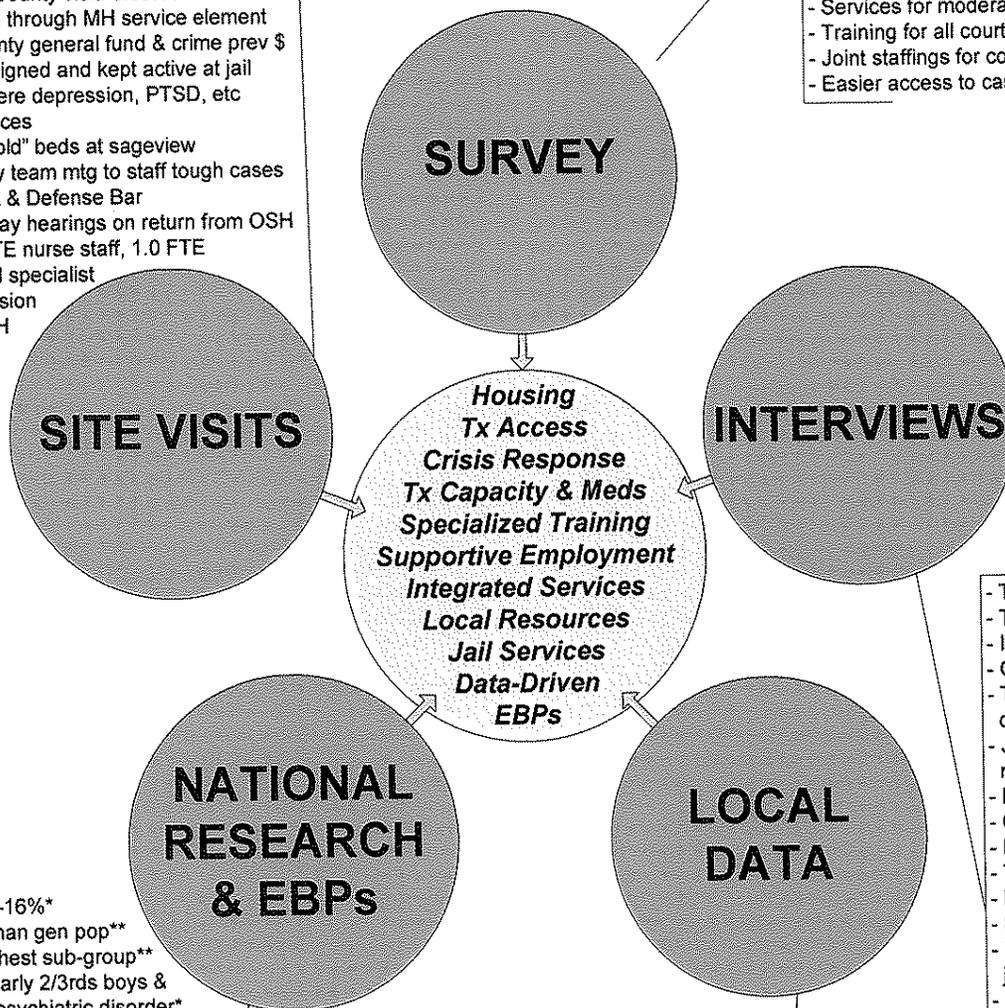
Guiding Questions

- What is our overall project vision & strategy?
- Who needs to have a seat at the table?
- What is the relationship to Tx and Sup, BOC?
- What are the key milestones we can expect?
- How will we know the project is a success?
- How do we define our "special needs" population?
- What data is missing in our local system?
- What is in place now and what should be?

**YC Prevailing Needs
October 19, 2009**

- Washington County visit: 9.21.09
- Early Case Resolution (ECR)
 - Champions to lead changes
 - Wide variety of housing options
 - MH PO = specialization of skills & training
 - Forensic Assertive Community Treatment (FACT)
 - Mobile crisis response staffed 24/7
 - Special needs committee meets regularly (bimonthly)
 - Overall community corrections revenue is 55% grant & aid, 18% general fund, 19% LE levy, 8% feed/misc
 - 1.0 FTE MH liaison in the jail (also county GF)
 - PHS – prison health services provides health & psych
 - 38 medical cells, 60 in the special needs pod (SNP)
 - SNP created to keep vulnerable populations safer & increase positive outcomes re: violence, meds admin
- Deschutes County visit: 9.30.09
- Bridge program funded through MH service element P120, OHP billing, county general fund & crime prev \$
 - ROI for all disciplines signed and kept active at jail
 - MH court can take severe depression, PTSD, etc
 - 24/7 mobile crisis services
 - Local acute beds, 4 "hold" beds at sageview
 - MDT – multidisciplinary team mtg to staff tough cases
 - PSRB training for DDA & Defense Bar
 - On aid & assist, next day hearings on return from OSH
 - 228 bed jail has 5.0 FTE nurse staff, 1.0 FTE PMHNP & 1.0 FTE MH specialist
 - Screening upon admission
 - 12-17% gen pop w/ MH

- Access to psychiatric evaluation & meds
- Services for moderate MH – not just SPMI
- Integrated A&D & MH services
- Specialized housing w/ supports
- Emergency or "crisis" beds
- Local mobile 24 hr MH crisis response
- CIT for law enforcement
- Med mgt & case mgt in jail/detention
- Quick aid & assist
- Increased communication in all agencies
- MH, A&D & risk assessment pre-adjudication
- Parole & probation specialization
- Services for moderate MH – not just SPMI
- Training for all court staff (DDA, Def, Pre-trial)
- Joint staffings for community partners
- Easier access to case worker



- Treatment capacity & access
- Treatment eligibility (mod MH)
- Integrated services
- Quicker court processes
- Training needed across disciplines
- Jail/Detention programs & medical staff
- Local crisis response
- Crisis housing & supports
- Early ID of MH in jail
- TBI cases very tough
- Rigid legal system
- Supportive employment
- Early intervention in juvenile system
- Residential placements for difficult juveniles
- Prosocial activities for juveniles
- Remove info sharing obstacles
- Collect & analyze data
- Security resources at WVMC
- Cross-discipline case staffing
- Juvenile to adult transition

- Jail prevalence MH: 7-16%*
- Rates 3-6 x's higher than gen pop**
- Women w/MH are highest sub-group**
- Juvenile detention: nearly 2/3rds boys & 3/4ths girls have one psychiatric disorder*
- Co-occurring disorders 2x's as likely for community supervision revocation***
- Sequential Intercept Model (SIM): focus on systems issues
- Research-driven practices
- Data analysis needed
- Collaboration from stakeholders
- Early intervention to keep out of CJ system
- Professional specialization & training (for example, parole and probation)
- Forensic ACT model goal to prevent CJ entry
- Supportive employment & housing
- CIT for LE & reduce stigma/misperception
- Risk, need & responsivity: target dynamic risk
- Community-based tx & recovery models work
- Integrated MH & A&D services & meds
- Engage family & natural supports

- PCC call out data shows increase:
2007/2008 total = 249
2008/2009 total = 275
- Juvenile P&P 7/07 - 6/09 top 3 risks:
Friends out of school (53%)
Friends break laws (42%)
Academic failure (41%)
- Juvenile P&P MH & A&D top 3 risks:
Difficulty sleeping or eating (17%)
Depressed or withdrawn (13%)
Substance abuse (12%)
- Adult P&P med/high risk (10/09):
90% of cases w/ A&D abuse issues
47% of these cases currently in tx
27% of cases w/ MH needs
56% of these cases currently in tx
16% of cases w/ co-occurring issues

Exhibit A 3/3

*BJA: Mental Health Courts: a Primer for Policy Makers & Practitioners, 2008
 **Council of State Governments Justice Center: Estimate on Prevalence of Adults with Serious Mental Illnesses in Jail, 2009
 ***Council of State Governments Justice Center: Improving Outcomes for People with Mental Illnesses under Community Supervision, 2009

- 1 - Administrative Services
 - Personnel
 - Budget
 - Finance
 - I.S., Telecom, G.I.S.
 - Facilities
 - Emergency Management
- 2 - Community Services
 - Comm on Children & Families
 - Transit
 - Veterans
 - Fair
 - Emergency Management
 - Law Library

OPTION 1

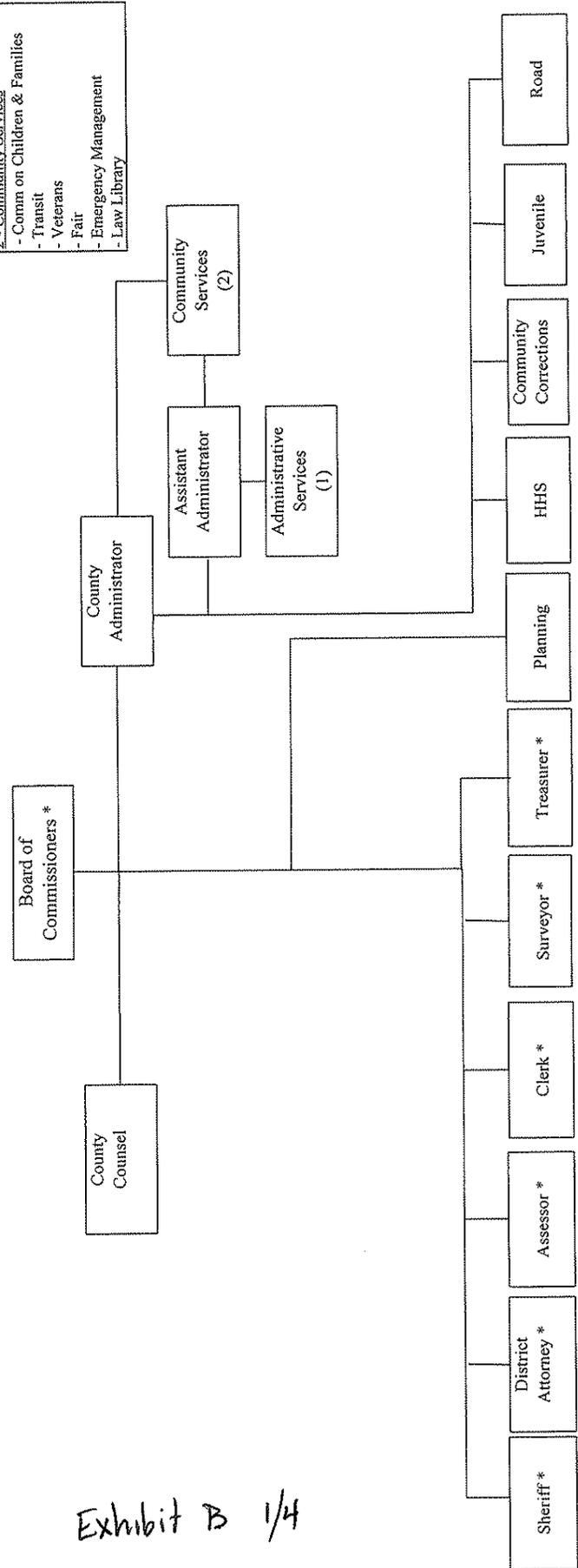


Exhibit B 1/4

* Denotes elected official

OPTION 2

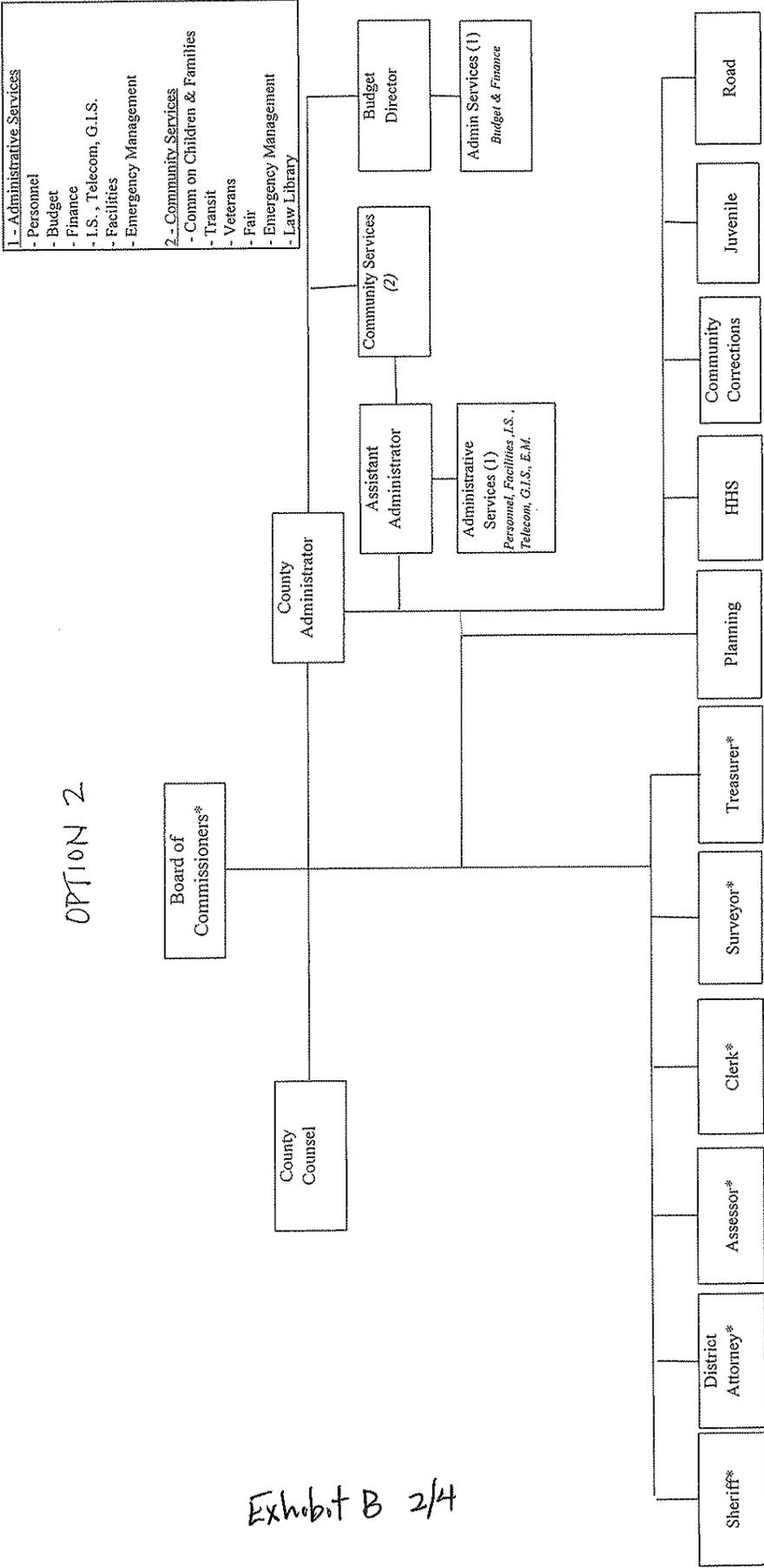


Exhibit B 2/4

* Denotes elected official

OPTION 3

- 1 - Administrative Services
 - Personnel
 - Budget
 - Finance
 - I.S., Telecom, G.I.S.
 - Facilities
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- 2 - Community Services
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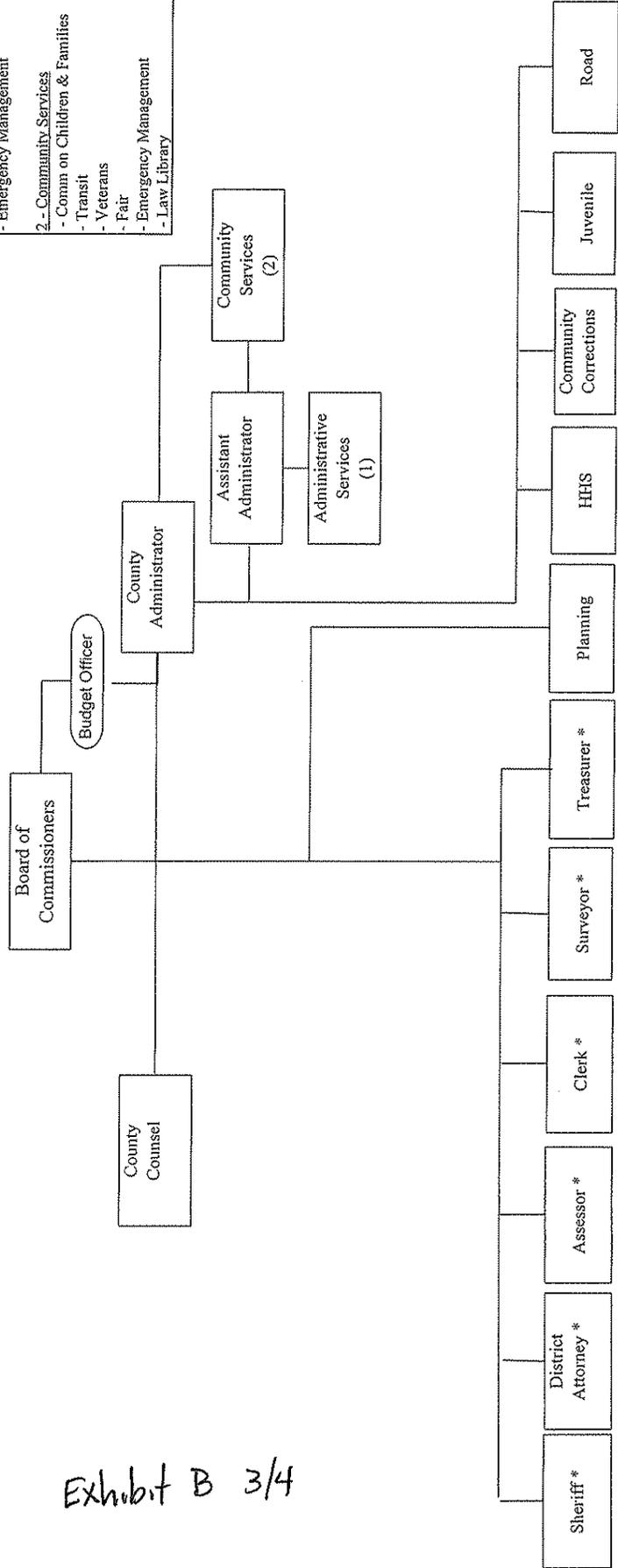


Exhibit B 3/4

Strong County Administrator Form of Governance Discussion Points

Board-appointed County Administrator

- Directs and supervises the administration of all county departments that are under the general control of the Board
- Supervises non-elected department heads
- Handles annual evaluations, disciplinary and corrective actions
- Responsible for preparation of annual budget
- Provides administrative and management oversight
- Implements the decisions, policies, ordinances and resolutions adopted by the Board of Commissioners
- Liaison between Board and departments
- Coordinates activities of the county departments for the Board
- Coordinates business affairs of the county by installation and enforcement of administrative procedures
- Conducts day to day business operation
- Serves at the pleasure of the Board

County Commissioners

- Political, public policy leadership
- Policy setting
- Legislative authority
- Budget adoption
- Appoint & supervise county administrator
- Maintain liaison relationships with departments, as desired
- Advisory committee relationships remain, as desired
- Supervise county counsel, who would oversee discipline of county administrator if necessary
- Hire department heads

Benefits:

Increased operational accountability and efficiency

Roles of administration and policy development distinguished

Effective and confidential personnel management

Administrative continuity and authority

Clear, professional accountability

Efficient management