

**Minutes for the Board of Commissioners  
Multnomah County, Oregon  
Multnomah Building, Board Room 100  
501 SE Hawthorne Blvd., Portland, Oregon  
Thursday, July 21, 2011**

**REGULAR MEETING**

Chair Jeff Cogen convened the meeting at 9:35 a.m. with Vice-Chair Deborah Kafoury and Commissioners Loretta Smith and Diane McKeel present and Commissioner Judy Shiprack excused.

Also present were Jenny Morf, Deputy County Attorney, and Lynda Grow, Board Clerk.

**CONSENT AGENDA**

- C.2 Budget Modification DCJ-01 Reclasses a 1.00 FTE Finance Specialist 1 to a 1.00 FTE Finance Specialist 2 in the Business Services Finance.
- C.3 Budget Modification DCHS12-01 Reclassifying a Current Full-time Human Resources Analyst 2 Position to a HR Analyst 1 Position in the DCHS Human Resources Div., as Determined by the Class/Comp Unit of Central Human Resources.
- C.4 Budget Modification DCHS12-02 Reclassifying a Full-time Office Assistant Senior to an Administrative Assistant in Aging & Disability Services, as Determined by the Class/Comp Unit of Central Human Resources.
- C.5 Requesting Reappointment of Jennifer Cies, Max M. Miller, Jr., and Brian Rice to the Regional Arts and Culture Council Board of Directors.

Commissioner McKeel asked that C.1 be moved to the regular agenda. On motion made by Vice-Chair Kafoury and seconded by Commissioner McKeel, it was unanimously approved to move C.1 to the regular agenda.

Upon motion made by Vice-Chair Kafoury and seconded by Commissioner McKeel, items C.2 through C.5 of the consent calendar were unanimously approved.

**PUBLIC COMMENT**

Opportunity for Public Comment on non-agenda matters. Testimony limited to three minutes per person unless otherwise designated by the presiding officer.

Testimony was given and received for the record.

## **REGULAR AGENDA**

### **C.1 Budget Modification DCS-01 Reclassifying an Administrative Services Officer Position to an Administrative Analyst as Determined by the Class/Comp Unit of Central Human Resources. Presenter: Jerry Elliott, Business Manager, DCS.**

Commissioner McKeel moved and Vice-Chair Kafoury seconded approval of C.1.

Mr. Elliott requested that a substituted spreadsheet be considered for approval. Since reclassification is part of the span of control efforts, the salary savings should be returned to the General Fund instead of being retained by the department, as indicated in the original budget modification. The revised paperwork that was submitted and uploaded to the online board packet reflects the correct allocation.

Vice-Chair Kafoury made the motion and Commissioner McKeel seconded approval of considering a substitution.

Mr. Elliott responded to Board questions and comments.

The motion to consider the substitution was unanimously approved.

The amended Budget Modification DCS-01 was unanimously approved.

### **R.1 Appointment of Mark Jackson to the Multnomah County Library Advisory Board. Presenter: Lori Irish Bauman, Nominating Committee Chair, Library Advisory Board.**

Commissioner McKeel moved and Vice-Chair Kafoury seconded approval of R-1.

Ms. Bauman made introductions and opening remarks. She said his appointment will begin July 1, 2011 and end June 30, 2012. He will fill the remainder of Ethan Johnson's term. She described Mr. Jackson's activities in the community and how he was selected. Chair Cogen and the Commissioners welcomed and thanked Mr. Jackson for his willingness to serve on the Library Advisory Board. Mr. Jackson thanked the Board for this opportunity and talked about the importance of the library to the community.

The appointment was unanimously approved.

### **R.2 Approval of the Multnomah County and Multnomah County Corrections Deputies Association (MCCDA's) Agreement (Re-opener for 2010-2011). Presenters: Blaise M. Lamphier, Central HR/Labor Relations; Captain Rai Adgers, Sheriff's Office; Corrections Deputy Doug Hewitt, Exec VP of MCCDA.**

Commissioner McKeel moved and Vice-Chair Kafoury seconded approval of R-2.

Mr. Lamphier provided the introductions and said this agreement covers the County's Corrections Deputies and Sergeants known as MCCDA. He reviewed the terms of the labor agreement, which includes approval of a COLA freeze and contract extension through June 30, 2017. The collective bargaining agreement is extended through June 30, 2014 and

includes a limited reopener on wages and classification; health and welfare; and, two other Articles. This agreement, ratified by the MCCDA membership on July 7, 2011, is now subject to ratification by the Board. He reviewed the highlights of the agreement and expected savings to the County.

Mr. Hewitt and Capt. Adgers voiced their thanks for everyone's willingness to collaborate on this agreement.

The Board commended the presenters for achieving this agreement.

The Agreement between Multnomah County and Multnomah County Corrections Deputies Association (MCCDA) was unanimously approved.

**R.3 Notice of Intent (NOI) for 2011 Emergency Management Performance Grant. Presenter: Joe Partridge, Office of Emergency Management.**

Commissioner McKeel moved and Vice-Chair Kafoury seconded approval of R-3.

Mr. Partridge requested the Board's approval to apply for this Grant by submitting the County's Emergency Management work plan. These are 50% match funds estimated at approximately \$318,000; final amounts are determined when allocations are made. Additional general funds are not required for this application. This grant provides for the development of an all-hazard emergency management capability to promote preparedness, mitigation, response and recovery. He responded to Board questions and comments.

The NOI was unanimously approved.

**R.4 Notice of Intent (NOI) to Apply for \$487,095 State Homeland Security Grant Funds. Presenter: Joe Partridge.**

Commissioner McKeel moved and Vice-Chair Kafoury seconded approval of R-4.

Mr. Partridge requested the Board's approval to apply for the \$487,095 SHSP grant. This provides resources to help achieve program objectives, communications, law enforcement equipment, support Citizen Corps, and other resources for jurisdictions within the County. Funds will be awarded for a 24 month period starting December 1, 2010 and do not require a match from the County. He responded to Board questions and comments.

The NOI was unanimously approved.

**R.5 Informational Board Briefing on Procurement Card Audit. Presenters: Steve March & Mark Ulanowicz, Auditor's Office & Mark Campbell, Finance & Risk Management.**

Dr. March introduced the presenters and gave the overview on the use of procurement cards ("p-cards"). The objective of the audit was to determine if opportunities exist to expand the use of p-cards; whether existing controls are sufficient to warrant an expansion; and, whether opportunities exist to incorporate continuous monitoring and data analysis to improve controls.

Mr. Ulanowicz reviewed the recommendations for expanded p-card use. This form of electronic payment offers tangible benefits, including: improved payment efficiency, increased convenience for staff, more sustainable ways of doing business, rebates from card issuers, and improved insight into purchasing behavior through data collection. It reduces administrative costs of processing purchases and payments; saves staff time; and improves relationships with vendors, because they are paid faster. Bank of America manages the p-cards and provides a system called WORKS, which interfaces with parts of the County's financial system. The audit was conducted in accordance with generally accepted government auditing standards.

Mr. Ulanowicz said factors preventing expanded p-card use include the inability to make payments on contracts with vendors for goods and services. He discussed ways these challenges can be overcome. He reviewed the system control audit results, and what practices are in place and effective for its process controls. Recommendations are based on the fact that existing controls are operating well enough to warrant the expansion of p-card usage to improve administrative efficiency. They recommend considering p-cards as part of the County's overall purchasing strategy, instead of just a payment method; expanding ways to use p-card data; keeping controls simple; and improving communications.

Mr. Campbell said the County can potentially achieve higher rebates by reducing the total number of cards; combining some travel and purchase cards, and replacing them with a single card with fewer restrictions and a slightly higher limit; and, eliminating cards that are not being used. Control could be improved by increasing routine monitoring processes using existing reports and data analysis; instituting a reoccurring audit processes to evaluate compliance with program policies and requirements; working with the bank to redesign the face of p-cards so they stand out clearly as belonging to Multnomah County; and, requiring online or other training updates for all.

Commissioner Smith asked if the depth of the audit shows that additional FTEs are needed to perform these tasks. Dr. March responded that no additional FTEs are needed, but specialized software is required to facilitate a data match between Bank of America and the County's SAP system. That cost would be offset by gains in efficiency and productivity.

The Board thanked the presenters for their report.

**R.6 First Reading and Briefing to Consider an Ordinance Amending Commissioner District Boundaries in Compliance with Multnomah County Home Rule Charter. Presenters: Steve March and Shannon Grzybowski, Auditor's Office.**

Commissioner McKeel moved and Vice-Chair Kafoury seconded approval of R-6.

Introductions and opening remarks were made by Dr. March. He said today's briefing is to consider approving an Ordinance that amends the Commissioners' District boundaries in compliance with Multnomah County Home Rule Charter and ORS 188.010. The Charter requires the Auditor to determine the population distribution among the Commissioners' Districts in the year the census is released and recommend a plan to redraw District lines if the population of any District is more than 103% of any other District. District 4 was 12.29% larger than District 2; with these recommendations, the largest District will now be 101.074%

more than the smallest. They were assisted by the GIS Program, County Attorney's office, and Elections.

Ms. Grzybowski explained the changes and their impacts on each District. She reviewed the methodology used, redistricting guidelines applied, and characteristics of existing Districts. Exhibit 5 displays the proposed Districts. The eastern boundary of District 1 is moved west from 33rd to 28<sup>th</sup> Avenue between Stark and Hawthorne; this change added population to District 3. To increase the population of District 2, they propose expanding its boundary along I-84 toward the City of Gresham. This change shifts District 4's western boundary. She reviewed the populations of the proposed Districts, keeping the Districts contiguous; utilizing existing geographic boundaries; and representation of language and/or ethnic minorities. She responded to Board questions and comments.

Dr. March emphasized that this was not a contentious process; none of the Commissioners asked for anything special, or political, either in 1991, or this time. This was a non-political, non-partisan redistricting plan. He thanked all the Commissioners for their support.

The Board thanked them for the report and acknowledged the non-contentious nature of this process.

The Ordinance was approved for first reading, and the second reading is scheduled for August 4, 2011.

**R.7 ODOT Intergovernmental Agreement (IGA) for Westside Corridor Project - Cooperative Improvement and Abandonment AGREEMENT for SW Canyon Court, Amendment No. 1. Presenter: Brian Vincent, P.E., County Engineer & Bridge Manager, LUT.**

Commissioner McKeel moved and Vice-Chair Kafoury seconded approval of R-7.

Mr. Vincent requested approval of Amendment No. 1 to the SW Canyon Court Cooperative Improvement and Abandonment Agreement for the IGA between the City of Portland, Multnomah County, and the Oregon Department of Transportation. In 1996, some roads were transferred to the City by annexation, which is not addressed in the original IGA. The proposed amendment will acknowledge the County/City road maintenance agreement. There is no fiscal impact as a result of approving this IGA. He responded to Board questions and comments.

The IGA was unanimously approved.

**R.8 Resolution Authorizing Issuance of a Permit to Close the Hawthorne Bridge for the PDX Bridge Festival (Aug.5-9, 2011). Presenter: Brian Vincent.**

Commissioner McKeel moved and Vice-Chair Kafoury seconded approval of R-8.

Mr. Vincent asked the Board to consider authorizing a Resolution issuing a permit to close the Hawthorne Bridge to vehicle and river traffic for the PDX Bridge Festival annual Brunch on the Bridge community event on Saturday, August 6, 2011 and permitting alcohol service at the

event. The applicant will obtain all needed approvals and permits for this event. He responded to Board questions and comments.

Resolution No. 2011-091 was unanimously adopted.

**BOARD COMMENT**

BC.1 Opportunity as time allows, for the Commissioners to provide comment on non-agenda items.

Comments pertaining to non-agenda items were made by the Board and noted in the record.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:51 a.m.

Submitted by:  
Lynda J. Grow, Board Clerk and  
Marina Baker, Assistant Board Clerk  
Board of County Commissioners  
Multnomah County