UMATILLA COUNTY BOARD OF COMMISSIONERS
WORK SESSION - MINUTES
Meeting of July 6, 2026
9:00 am, Room 130 **changed to Room 121** (due to flooding in the building), Umatilla County Courthouse
Pendleton, Oregon

** **

Commissioners Present: Chair Dan Dorran, Vice-Chair John Shafer and Commissioner Cindy Timmons

County Counsels: Doug Olsen, Nicholas Warner

Guests Present: Robert Pahl, Umatilla County Chief Financial Officer; Jason Jensen, Umatilla County CFO; Jennifer Blake, HR Director; Bob Waldher, Umatilla County Community Development Director, Megan Davchevski, Planning Manager; Joe Fiumara, Public Health Director, Alisha Lundgren, Assistant PH Director;

Video link or Calling in: None

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CALL TO ORDER: Chair Dorran called the meeting to order at 9:04 am. He reminded all that the meeting is a public forum and there is a call-in option provided. The meeting is being video and audio recorded and minutes will be taken.

<u>Pledge of Allegiance</u> - led by Chair Dorran.

<u>Additions to Agenda</u> – Chair Dorran requested Contract Renewals and Recycling be added to the agenda.

<u>Business Items</u>

1. <u>Outdoor Gatherings</u> – Presented by Megan Davchevski and Bob Waldher, Planning Department. There has been a recent increase in the number of "gatherings" that have been forwarded to the Commissioners for approval during a public meeting. Legal Counsel has advised that this may not be necessary. Outdoor Mass Gatherings (OMG's) are defined in ORS 433.763 as an outdoor gathering that involves more than 3,000 persons or continues for more than 120 hours in a 3-month period, Umatilla County requires OMGs to obtain a Conditional Use Permit. Staff is asking the Board to review the memo and draft "gathering" application. Staff are requesting guidance on how the Board would like gatherings (not meeting the definition of an OMG) processed, and if the Board would like to see additional information provided in the application materials, or notices of the public meeting to be sent out.

   The Board cannot mandate neighbor consent for events, but it can require that notice be sent to properties within 750 feet before the request is heard by the Board, ensuring neighbors have an opportunity to provide feedback.

   Megan is proposing to establish a new application, a Gathering License Application, which would have a fee attached to it. The application would include a parking and traffic control plan. The draft application includes a public safety plan and a health and medical plan applicable to events less than 3,000, Megan questions whether the Board would like this included for smaller gatherings.

Commissioner Timmons sought input from Joe and Alisha from Public Health. Joe reports that Public Health is not currently involved in this process, which differs from other counties in the State. The State did recently send out a survey to collect information on how mass gatherings are handled in each county, those results have not been shared yet.

It was discussed whether a minimum threshold should be set. The suggestion was that a 500 person minimum or any commercial event should require use of the application and Board approval. Another suggestion was made to add a box or checklist for the applicant to sign or initial confirming that they received clearance through Public Health, the Sheriff's Office and/or any other agencies if necessary. After further drafting, staff will return for further review by the Board.

2. Recycle - Presented by Chair Dorran. There is a community in McKay, just outside the UGB, that would like recycling service at the residences. He recommended they put together a group and make a proposal to Pendleton Sanitary who would need to create boundaries and establish a rate. The Board of Commissioners would then be able to vote on the presented information. Joe predicts that there will be many issues with contamination.

   Pendleton customers did not receive educational information with their cans. Bob advised that a good deal of education and training should occur. Waste Connections/Pendleton Sanitary has hired a marketing staff member to increase public education around recycle. Additionally, through the Opportunity to Recycle Program, Community Development will have a booth with Waste Connections at the County Fair to provide public awareness/education.

3. Nurse Practitioner - Presented by Alisha Lundgren, Public Health. The Hermiston Student Health Center opened in November 2024 staffed with a 0.8 FTE Nurse Practitioner (NP). As the center has been operating over the last year we have found that there has been increased interest and utilization of services. This center frequently serves students across the school district. Many of these prefer to come in for appointments prior to the start or after the end of the school day. The NP proposed the idea of increasing the hours of this position to 9 hours per day to ensure meeting the needs of the students at HSHC. This results in an increase in FTE from 0.8 to 0.9 FTE over the school year. The increased costs have been proposed to Hermiston School District and they have approved the new budget for FY27. The Center provides sports physicals. The change in FTE, to be effective August 1, 2026, would only apply to the NP, not the admin position. This will be added to the BOC agenda.

4. PH Nursing Supervisor - Presented by Alisha Lundgren, Public Health. UCo Health has been awarded Rural Health Transformation program element funding from OHA with an approved project plan and budget to support the expanding of the NFP team to include a Public Health Nursing Supervisor. This expansion project was discussed at BOC work session on May 18th (see slides presented to the Board). This position would be funded with braided funding from this program element, Targeted Case Management (TCM) billing (as this position would carry a caseload of clients) and possible Incentive Funding from Changent. The department is projecting a potential increase to the general fund in the 55100 Home Visit budget after the grant period ends which includes additional match dollars for TCM reimbursement. There is currently an open application period with Changent (National service office for NFP) that allows for sites that are adding additional home visiting FTE that Changent will match 1/3 of funding. The site needs to demonstrate that they have a 3 year commitment with secured funding for the remaining 2/3 match. A draft/sample letter is included that would be needed in order to apply for this funding source.

Overall this would use general fund dollars up to $40,000. With positive feedback from MIECHV, it is thought that the dollars from the general fund will be even lower than estimated, but that number is difficult to project. The 3 year commitment is required in the application for Changent funds, 3 years is the typical length of time a client is in the program. A cost rate study could lead to an increase in the billing rate for TCM creating more revenue. Additionally, with the generation of this position the caseload will increase from 32 cases to 39 also producing more revenue. Transitioning to NFPx program allows mothers to enroll throughout any pregnancy, in the NFP program they had to be enrolled before 28 weeks and it had to be their first pregnancy.

Commissioner Dorran expressed concern with a 3 year commitment. Finding a provider to fill the position could be difficult with the position only being guaranteed for 3 years. Joe adds that if it is posted for as a 1 year commitment he is doubtful the position would be filled at all. Presented to the Board is a worst case scenario of general fund dollars required. The NFP program has been in place since 2014.

There was discussion about hiring a contract nurse for the position, there was speculation that outsourcing for the position would not be successful. A 3 year commitment raises concerns in the event that state funds are cut, the County would have to take over full funding. The fear is having to return Public Health to State control. Funding for Public Health is very sporadic, constantly changing from year to year with increases and cuts. When creating the budget, Public Health forecasts worst case scenarios. Joe's wish is for this to be on the agenda for the next BOC meeting. This will be added to the BOC agenda.

5. <u>Contract Extensions</u> – Presented by Chair Dorran. He is seeking to create a policy to define which contract extensions should require BOC approval. For example, contracts over $1,000,000 or with a proposed increase of more than 2%, or whatever limits the Board decides, should require full Board approval. Jennifer assumed that all contracts were reviewed by Counsel and then signed by the Board. She suggested that contract approval amounts reflect existing purchasing threshold limits for the corresponding department head, if it is over their signing limit it should require Board approval. Robert added many annual contracts come through as annual renewals. Doug clarified that all contracts are reviewed by legal counsel and have a commissioner signature, not necessarily full Board approval.

6. <u>Software Extensions</u> – Presented by Chair Dorran. When considering the purchase of new software, would it be feasible to implement an annual process to request software purchases or upgrades, similar to personnel reclassifications/new positions and anticipated maintenance request processes? This way they would be included in the adopted budget. Nick encouraged consideration of out of cycle scenarios like State level, widespread changes to software and how that could be included in a policy. Commissioner Timmons will discuss this with Dan Lonai. There was also discussion about the possibility of multiple departments having different licenses or contracts for the same programs, i.e. Word or Adobe, consolidating those licenses/contracts to one Umatilla County account would be ideal. It was suggested to include gas cards and credit cards in a consolidation process. Jason brought up financial impacts of AI integration as it becomes more prevalent and whether increases in software purchases could potentially be offset by reduced FTE.

7. <u>Reports</u>

Dan – He will be in Salem tomorrow.

Jennifer – Nothing

Jason – Nothing

Robert – He will be gone Tuesday through Thursday.

The flood today was due to deteriorating equipment. A small leak began over the extended holiday weekend and grew.

The fire near Adams is 4,000 acres and 12% contained.

Kelsey – Any suggestions for coverage of Coffee Hour this Thursday? None. Kelsey will notify the radio station.

Should the BOC meeting for September 16 be rescheduled, due to Round-Up? The meeting will remain unchanged.

Nick – Nothing

Doug – He will be gone the 15th – 28th of July. He will work the first week of August, and his last official day will be August 7th.

Meeting adjourned by Chair Dorran at 10:38 am.

Kelsey Bailey

Executive Secretary – Board of Commissioners