

**Morrow County Board of Commissioners Emergency Meeting Minutes**  
**March 24, 2020**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present**

Chair Melissa Lindsay  
Darrell J. Green, Administrator  
Karmen Carlson, Human Resources Director  
Bobbi Childers, Clerk  
Glen Diehl, Justice of the Peace  
Mike Gorman, Assessor/Tax Collector  
Gayle Gutierrez, Treasurer  
Diane Kilkenny, Interim Public Health Director  
Kate Knop, Finance Director  
Roberta Lutcher, Executive Assistant

**Via Electronic Means**

Commissioner Don Russell

Commissioner Jim Doherty  
Stephanie Case, Interim Planning Director  
Ronda Fox, Finance Management Assistant  
Nichole High, Dispatcher, The Loop  
Eric Imes, Assistant Road Master  
Katie Imes, Coordinator, The Loop  
Christy Kenny, Juvenile Department Director  
Sheriff Ken Matlack  
Justin Nelson, County Counsel  
Sandi Pointer, Public Works Mgmt. Asst.  
Matt Scrivner, Public Works Director  
Richard Tovey, County Counsel

**Call to Order & Pledge of Allegiance:** 1:30 p.m.

**City & Citizen Comments:** None

**Open Agenda:** None

**COVID-19 Preparedness**

County Facilities – Courthouse, Transfer Stations, Parks

- Chair Lindsay said she and Mr. Nelson had a conversation with Roy Blaine, Trial Court Administrator (State Circuit Court, Sixth Judicial District), who agreed to locking the doors of the Courthouse. Circuit Court will post a sign on the doors indicating appointments only and they will have a drop-box available in the back entrance foyer.
- Transfer Stations – Mr. Scrivner proposed the following: Open the Transfer Stations on Saturdays; all items free of charge to minimize interaction with the public; General Maintenance will staff the Transfer Stations because the current part-time temporary employees are in high-risk categories.

*Commissioner Russell moved to allow dumping at the Transfer Stations on Saturdays, at no charge, until further decision by the Board of Commissioners. Commissioner Doherty seconded. Unanimous approval.*

- Parks – Mr. Scrivner proposed the following: Close the day-use areas at the OHV Park and Cutsforth Park beginning March 25<sup>th</sup> until further notice. He noted the scheduled opening day for Parks was May 7<sup>th</sup>.

*For discussion, Commissioner Doherty moved to follow Mr. Scrivner's recommendations and close the day-use areas at the OHV Park and Cutsforth Park until further notice. Commissioner Russell seconded. Discussion: Chair Lindsay asked what else will close to the public other than the restrooms. Mr. Scrivner replied the trails on the east half of the OHV Park, which are open year-round. Commissioner Russell expressed concern this could eliminate an option for people seeking recreation opportunities to alleviate stress. After additional discussion, Chair Lindsay*

asked Ms. Kilkenny for her view. She said any space where people use an open bathroom could be a concern. Vote: Unanimous approval.

- Fairground Arenas – Mr. Scrivner said the main Annex Building was currently closed but in reviewing the Governor’s Executive Order, it seemed all outdoor areas fall within the same guidelines as parks. Discussion.

*Commissioner Russell moved to close both the indoor and outdoor arenas at the Fairgrounds until further notice. Commissioner Doherty seconded. Discussion: Mr. Scrivner talked about how the areas will be posted, and current requests for facility usage at the Fairgrounds.*

*Commissioner Russell asked if there could be an opportunity to leave the outdoor arena open but close the indoor arena. He said the number of suicide calls in the Portland metropolitan area increased 40% this month over last month. He then offered a friendly amendment to close the indoor arena only at this time. Commissioner Doherty seconded the amendment. Vote: Unanimous approval.*

- Outdoor Arena

*Commissioner Doherty moved to leave it open currently and allow the Chair the discretion to close it should some unforeseen occurrence come forward through Public Works, or other. Commissioner Russell seconded. Unanimous approval.*

- RV Camping Spots at Fairgrounds - Chair Lindsay said with the construction projects in the County, the need for camping spots continues to grow. She said she feared people would find their own opportunities that would not be in the best interest of the County, and added this was already happening. Mr. Scrivner said the long-term rental agreements for the seven spaces at the Fairgrounds could include wording about maintaining social-distancing. Discussion.

*Commissioner Russell moved to leave the seven full hook-up campsites at the Fairgrounds open for campers, with social-distancing to be added to the contracts. Commissioner Doherty seconded. Unanimous approval.*

- Janitorial – Mr. Green said he distributed disinfectant spray and paper towels to County buildings for employees to frequently wipe down surfaces. He said cleaning by the janitorial service was bumped up by one day a week and he planned to monitor the situation closely and make additional changes if warranted.

#### Construction Projects within the County

The Commissioners have been, or will be shortly, in contact with the companies to determine the steps they will take with their crews regarding COVID-19.

#### County Employee Update

Mr. Green said the Government Command Center members met this morning and discussed different staffing scenarios to keep employees safe while continuing to provide services. He said the goal was to have something for the BOC to consider on Friday.

### County Meeting Protocols

BOC Meetings are being held at the Bartholomew Building only, until further notice. In-person audience members are limited to eight but participation is also available via phone conference or Zoom Meeting (links will be listed on the agendas, per Commissioner Russell's request).

### Common Messaging & County Website

Chair Lindsay said the Public Health Department and the Sheriff's Office Emergency Management team have been doing a great job putting forth a unified message from the County.

### Morrow County Government Command Center

Chair Lindsay recapped this morning's Government Command Center meeting – the group defined what the Command Center means, defined individual roles, created a flowchart of positions and duties for the team, how this group connects to the Emergency Operations Center group, and created a subcommittee to bring forward recommendations to the BOC.

Ms. Kilkenny repeated the information she provided at the Command Center meeting regarding the importance of flattening the curve of infections and the spread of Coronavirus. She said we're very close to breaking our healthcare system with the lack of equipment and people to provide care. When that happens, everyone will be impacted, even those without COVID-19, such as people with heart attacks, strokes, in a car accident, fires, etc. Flattening the curve will give the healthcare system and first responders time to catch up.

### **Good of the Order**

Commissioner Doherty said at the last meeting, Mr. Gorman brought our attention to the efforts by staff in the Health Department and its Director, Sheree Smith, after which they received an ovation. He said it breaks his heart to think about Ms. Smith, but it really was her finest hour. She's a team member and team player and this has been really tough. He said following Ms. Smith's incident, he talked to Mr. Green about ways to deal with stress. Commissioner Doherty advised everyone to take heed and do what is needed to continue forward in a healthy manner.

Chair Lindsay discussed a few of the options available to Department Directors – flexing time, social-distancing, etc. She reminded the Directors and Mr. Green to take care of themselves because this will be for the long haul. She stressed the need to periodically turn off cell phones and to take breaks.

**Adjourned:** 2:30 p.m.