

**UNION COUNTY BOARD OF COMMISSIONERS**  
*Joseph Building Annex Conference Room*  
Regular Commission Meeting Minutes  
Wednesday, June 25, 2025

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Present: Commissioner Paul Anderes, Chair  
Commissioner R. Matthew Scarfo  
Commissioner Jake Seavert

Commissioner Anderes opened the meeting at 9:00 a.m. and the Pledge of Allegiance was given with all three Commissioners present.

**AGENDA REVIEW**

There were no additions to the agenda.

**PUBLIC HEARING: 4-H & Extension Service District Budget FY 2025-26**

Shelley Burgess, Administrative Officer, provided a brief staff report and Resolution 2025-10 to the Commissioners regarding the 4-H & Extension Service District budget for their consideration.

A summary of the 4-H & Extension Service District budget was approved for publication on June 4, 2025 and a public hearing was scheduled for June 25, 2025 at 9 am.

There have been no changes to the \$798,748 budget approved by the budget committee. Resolution 2025-10 will adopt the budget appropriate funds, levy ad valorem taxes and categorize taxes for the 2025-26 fiscal year.

**Public Comment**

Honour Bowen, 4-H Office Manager, thanked the Commissioners for their time and involvement in adopting the FY 2025-26 budget.

**Commissioner Scarfo made a motion to approve Resolution 2025-10; In the Matter of Adopting the 4-H & Extension District Budget as presented. Commissioner Seavert seconded.**

Commissioner Anderes thanked the Extension agents for the work they do in all areas, as they do not get as much credit with the focus being on the 4-H side of things.

**Motion carried unanimously.**

**PUBLIC HEARING: Solid Waste District Budget FY 2025-26**

Shelley Burgess, Administrative Officer, provided a brief staff report to the Commissioners regarding the Solid Waste District budget for their consideration.

A summary of the approved Solid Waste District budget was published on June 4, 2025 and a public hearing was scheduled for June 25, 2025.

There have been no changes to the total budget of \$1,003,570 approved by the budget committee. Resolution 2025-11 would adopt the budget and appropriate funds for fiscal year 2025-26. There are no property taxes levied by the district.

Public Comment

There were no public comments.

**Commissioner Seavert made a motion to approve Resolution 2025-11; In the Matter of Adopting the Solid Waste District Budget as presented. Commissioner Scarfo seconded.**

Commissioner Anderes is grateful for this budget as it assists smaller communities in their spring clean up day.

**Motion carried unanimously.**

PUBLIC HEARING: Union County Budget FY 2025-26

Shelley Burgess, Administrative Officer, provided a brief staff report and Resolution 2025-12 to the Commissioners regarding the Union County budget for their consideration.

A summary of the Union County Budget approved for publication on May 21, 2025 was published in the East Oregonian on June 11, 2025 and posted on the county website for a public hearing on June 25, 2025. Since the budget meeting, additional information has become available which indicates the need to make a few adjustments to the budget prior to final adoption.

Administrative Officer Burgess requested to make the following changes that fall within the allowable limit;

- Add revenue of \$180,000 to Reimbursable Expenses to allow for receipt of funds from our insurance carrier to make repairs cause by the arson fire in the Joseph Building.
  - \$150,000 to building repairs
  - \$30,000 to materials and services
- Add revenue of \$99,000 as an amendment to the IMPACT grant from the Oregon Criminal Justice Commission (CJC) extending funding for 6 months
  - Include \$49,000 for Contractual Services to allow extension of services
  - Add \$50,000 for IMPACT grant medications to be funded by the grant extension
- Reduce the revenue for the CJC MOUD grant to \$50,360 to adjust for funds already received
  - Reduce Medication MOUD to \$133,402 to accurately reflect funding available

Public Comment

There were no public comments.

Commissioner Scarfo asked for clarification on the motion. Administrative Officer Burgess indicated it should read as presented.

**Commissioner Scarfo made a motion to approve Resolution 2025-12; In the Matter of Adopting the Union County Budget as presented. Commissioner Seavert seconded.**

All three Commissioners thanked Administrative Officer Burgess and staff for their efforts in preparing the budget. Always runs very smoothly.

**Motion carried unanimously.**

**PUBLIC COMMENT**

There were no public comments.

**ELECTED OFFICIAL, DEPARTMENT HEAD & EMPLOYEE COMMENTS**

**Emergency Operations Plan**

Nick Vora, Emergency Manager, provided a brief staff report to the Commissioners regarding the Emergency Operations Plan update for their information.

Union County's Emergency Operations Plan has been revised to meet current FEMA compliance standards and fulfill requirements under the Emergency Management Performance Grant (EMPG). The update includes structural improvements, policy refinements, and operational clarifications. A few key changes are; alignment with FEMA's Comprehensive Preparedness Guide, revised Lines of Succession, the addition of Emergency Management spending authority during an emergency, and a new Letter of Promulgation.

**Commissioner Seavert made a motion to approve the signing of the Letter of Promulgation as presented. Commissioner Scarfo seconded.**

Commissioner Seavert thanked Emergency Manager Vora and Annette Powers for their hard work in updating the document. The county is very fortunate to have them both.

**Motion carried unanimously.**

**2025-2027 County Financial Assistance Agreement**

Barb Seatter, CHD Director of Behavioral Health, provided a brief staff report to the Commissioners for their information.

The Oregon Health Authority Behavioral Health Division and Association of Community Health Programs have collaborated to revise the County Financial Assistance Agreement (CFAA). Several key changes are;

- Moving from a 2-year to a 6-year agreement with funding continued to be allocated on a biennial basis
- Replacing service elements with core service areas allowing more flexibility
- Levering the local plan and budget to allocate CFAA funds as needed
- Consolidating reporting requirements

Commissioner Seavert asked if the current plan would only need minor revising. Barb Seatter indicated that the current plan in place is not considered the “local plan”. There are a number of requirements for it, and hasn’t been revised in many years. CHD is performing under the previous CFAA’s to serve these populations.

Barb explained that following much work and discussion, OHA decided to extend the current CFAA for six months to allow further details to be worked out, which will include a local plan.

Commissioner Anderes is grateful that AOC Director, Gina Nikkels has been engaged. This is a very important topic for her and has been working on it diligently at the national level. He also thanked Barb and Commissioner Scarfo as well for their efforts.

Administrative Officer Burgess asked for Commissioner approval for signature authority on the CFAA extension once it is received through DocuSign.

**Commissioner Scarfo made a motion to authorize Administrative Officer Burgess authority to sign the CFAA Extension once received. Commissioner Seavert seconded.**

For clarification, Barb Seatter mentioned there is a program called the CHOICE model which was funding that went through GOHBI EOCCO to CHD. The state has been working on direct contracts to the counties for the funding which is supposed to roll into the new CFAA. Because the extension is happening, the state should be sending a special contract for that CHOICE funding. She requested Administrative Officer Burgess be authorized to sign that as well.

**Commissioner Scarfo amended his motion to include the Choice Agreement. Commissioner Seavert seconded. Motion carried unanimously.**

Resolution 2025-14: Dissolution of Eastern Oregon Human Services Consortium

Barb Seatter, CHD Director of Behavioral Health, provided a brief staff report to the Commissioners for their information.

The Eastern Oregon Human Services Consortium (EOHSC) was established by agreement in 1988 by and between thirteen counties under the authority of ORS 190.003 to 190.110. It was founded for the purpose of connecting OHP members to services not traditionally covered by Oregon Health Plan insurance. Over the years, the funding has changed and the consortium was not being utilized. The members of the consortium agreed to dissolve the non-profit and requires approval from the Commissioners.

**Commissioner Scarfo made a motion to approve Resolution 2025-14; In the Matter of a Resolution Approving the Dissolution of the Eastern Oregon Human Services Consortium (EOHSC). Commissioner Seavert seconded.**

Barb Seatter indicated that there is currently one million dollars in funding that will be divided between the consortium counties once it is dissolved. Administrative Officer Burgess would like to address it as unanticipated funds when more information is available.

**Motion carried unanimously.**

Commissioner Scarfo asked Barb to provide an update on the funding for Respite Detox. Barb indicated the good news is the Governor's budget for residential services for the state passed out of Ways and Means. It was a \$90 million ask in the beginning of the session and passed with \$65 million. Next is a plan to prioritize the funding. The eastern Oregon counties are chosen based on a priority of the governor. Union County is 2<sup>nd</sup> on the list for a residential treatment program with 16-beds for alcohol, drug and mental health residential treatment.

**CONSENT AGENDA**

Commissioner Scarfo moved approval of the consent agenda which included June 4, 5, 11 & 17, 2025 claims journals and the May 7 & 21 and June 4, 2025 regular Commission and 4-H Budget meeting minutes as presented. Commissioner Seavert seconded. Motion carried unanimously.

**ADMINISTRATIVE MATTERS**

**Court Order 2025-14: In the Matter of Appointment to the 4-H & Extension Service District Advisory Committee**

Shelley Burgess, Administrative Officer, presented Court Order 2025-14 to the Commissioners for their consideration.

Committee member Cherrie Swisher, serving as an Elgin representative, has resigned from this committee leaving an unexpired term. An application was received from Tracy Christopher expressing an interest in serving and has been recommended by the 4-H & Extension Service District.

Her term will expire on December 31, 2026.

**Commissioner Scarfo made a motion to approve Court Order 2025-14; In the Matter of Appointment to the 4-H & Extension Service District as presented. Commissioner Seavert seconded.**

The Commissioners thanked Cherrie Swisher and Tracy Christopher for their dedication to this committee.

**Motion carried unanimously.**

**Union County 4-H & Extension Service District Lease Agreement – CTUIR**

Shelley Burgess, Administrative Officer, presented the CTUIR Lease Agreement to the Commissioners for their consideration.

This is an amendment to the current lease agreement. There was a tenant along side of CTUIR that recently vacated and CTUIR is interested in renting the space. This amendment allows them to do that and continues the existing lease back to June 1, 2025.

**Commissioner Seavert made a motion to approve the CTUIR Lease Agreement as presented. Commissioner Scarfo seconded. Motion carried unanimously.**

Resolution 2025-13: Transfer of Appropriated Funds

Shelley Burgess, Administrative Officer, presented Resolution 2025-13 to the Commissioners for consideration.

This is a resolution that is completed at the end of the fiscal year that transfers appropriations in the current 2024-25 budget to ensure all of the departments and funds operate within the authorized appropriations. She is not moving funding, only appropriations.

Administrative Officer Burgess read out loud the appropriations for the record.

**Commissioner Scarfo made a motion to approve Resolution 2025-13; Transferring of Appropriated Funds as presented. Commissioner Seavert seconded. Motion carried unanimously.**

**GOOD OF THE ORDER**

Commissioner Scarfo reported that the Waste Water project funding for the Union County Fairgrounds made the list from Ways and Means for the \$2.5 million.

Commissioner Seavert is headed to county college one last time this week. He is grateful for the opportunity to learn and meet new Commissioners from other counties.

Commissioner Anderes shared his condolences to the Sheriff's office and family of Daniel Johnson, he was able to attend the memorial service.

Administrative Officer Burgess provided an update on a topic that was brought up earlier this month. The Department of Homeland Security released a list of sanctuary jurisdictions and Union County was listed. National Association of Counties brought this to the county's attention, which brought Administrative Officer Burgess to discover the Department of Homeland Security is supposed to send formal notification to the designated sanctuary jurisdiction urging revision to policies to align with the administration immigration enforcement priorities. There was an email address provided to inquire about the list, which Administrative Officer Burgess did on June 4, 2025. As of now, the list has been removed. Once notification has been received, she will update the Commissioners.

**NEXT MEETING DATE**

The next special Commission meeting is scheduled for Wednesday, July 2, 2025 at 9 am.

**ADJOURNMENT**

Commissioner Anderes adjourned the meeting at 9:52 am.

Respectfully submitted,



Allison Moore  
Senior Department Specialist