



# CLATSOP COUNTY

## BOARD OF COMMISSIONERS AGENDA WORK SESSION VIRTUAL MEETING

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Wednesday, October 18, 2023

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### BOARD OF COMMISSIONERS:

Mark Kujala, Dist. 1 – Chair  
Courtney Bangs, Dist. 4 – Vice Chair  
John Toyooka, Dist. 2  
Pamela Wev, Dist. 3  
Lianne Thompson, Dist. 5

[commissioners@co.clatsop.or.us](mailto:commissioners@co.clatsop.or.us)

### CONTACT:

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Astoria, OR 97103  
Phone (503) 325-1000  
Fax (503) 325-8325

[www.co.clatsop.or.us](http://www.co.clatsop.or.us)

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### JOIN THE BOARD OF COMMISSIONERS VIRTUAL MEETINGS

Clatsop County Board of Commissioners host virtual meetings on Zoom

The Board remains committed to broad community engagement and transparency of government. To provide an opportunity for public testimony, the Board will host virtual meetings on Zoom.

Join the meeting from your computer, tablet or smartphone ([Zoom Link](#))

You can also dial in using your phone.

1-253-215-8782

Meeting ID: 856 9626 7133

Passcode: 953895

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### WORK SESSION: 10:15 AM

*Work Sessions are an opportunity for Board members to discuss issues informally with staff and invited guests. The Board encourages members of the public to attend Work Sessions and listen to the discussion, but there is generally no opportunity for public comment. Members of the public wishing to address the Board are welcome to do so during the Board's regularly scheduled meetings held twice monthly.*

### TOPICS:

1. County Manager Update {5 min}
- [2.](#) Extension Advisory Council – Review of Applicant {5 min} {Page 3}
- [3.](#) Clatsop Behavioral Healthcare's Semiannual Update {15 min} {Page 11}
- [4.](#) Election Process {15 min} {Page 24}

[5.](#) Proposed Methodology to Establish Limits on Short-Term Rental Units {30 min} {Page 25}

[6.](#) Strategic Plan Review {20 min} {Page 26}

## **ADJOURNMENT**

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As necessary Executive Session will be held in accordance with but not limited to: ORS 192.660 (2)(d) Labor Negotiations; ORS 192.660 (2)(e) Property Transactions; ORS 192.660 (2)(f) Records exempt from public inspection; ORS 192.660 (2)(h) Legal Counsel

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Agenda packets also available online at [www.co.clatsop.or.us](http://www.co.clatsop.or.us)

**This meeting is accessible to persons with disabilities or wish to attend but do not have computer access or cell phone access. Please call 325-1000 if you require special accommodations at least 48 hours prior to the meeting in order to participate.**

# Board of Commissioners Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

October 18, 2023

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**Topic:** Extension Advisory Council – Review of Applicant

**Presented By:** Amanda Gladics, Assoc. Professor of Practice, Coastal Fisheries  
Extension/OSU Clatsop County Extension Local Liaison  
Tammy Olds, OSU Clatsop Co. Office Manager

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**Informational Summary:** Request to review and approve applicant for the Clatsop County Extension Advisory Council.

We currently have seven members on the council, all whose terms began March 2022. Additional committee members were recruited to stagger terms. Article III, Section 3 of the current Bylaws state:

### **Article III – Membership**

**3.** The Advisory Council shall consist of no fewer than five nor more than fifteen members.

Bylaws approved Oct. 2022 attached as (**Exhibit A**).

A call for applicants was placed under ‘Committee Vacancies’ on the Clatsop County website and shared with our contacts in September 2023 as noted in (**Exhibit B**).

### **Extension Advisory Council Applicant**

<b>Name</b>	<b>Area of representation / occupation</b>
Jenny Pool Radway	Exec. Director Consejo Hispano

Complete application submitted as (**Exhibit C**).

### **Current Extension Advisory Council Members**

<b>Name</b>	<b>Area of representation / occupation</b>	<b>Term Expiration Date</b>
Patrick Corcoran	Sea Grant/Coastal Hazards Retired	04/30/2025
Ed Johnson	Ag/Livestock/Small Farms	04/30/2025

Kevin Leahy	CEDR/CCC Small Business Development Comm.	04/30/2025
John Nygaard	Forestry & Wood Products Industry /Attorney	04/30/2025
Melissa Padgett	4-H Association/Tongue Point Job Corps	04/30/2025
Chad Washington	Forestry/Lewis & Clark Timberlands	04/30/2025
Angi Wildt	Farmer's Markets/Sunset Empire Parks & Rec, Business Owner	04/30/2025

**Attachment List:**

- A. By-laws, approved Oct. 2022
- B. Call for applicants, announced on County Website and shared with our contact list, Sept. 2023
- C. Application – Jenny Pool Radway



## **BYLAWS**

### **Clatsop County Extension Advisory Council**

#### **ARTICLE I - NAME**

The name of this organization shall be the Clatsop County Extension Advisory Council.

#### **ARTICLE II - PURPOSE**

The purpose of this council is to provide advice in guiding Extension's educational programs with the goal of providing social, economic, and environmental benefits for Clatsop County, including but not limited to:

- Healthy communities and economies
- Resilient and productive forests and natural ecosystems
- Sustainable agriculture, food systems, and gardening
- Thriving youth, individuals and families

#### **ARTICLE III - MEMBERSHIP**

1. Members of Advisory Council will be selected for a three-year term. A member may serve only two consecutive terms.
2. The county Extension staff shall be non-voting ex-officio members of the council.
3. The Advisory Council shall consist of no fewer than five nor more than fifteen members.
4. Election of members to the Council shall be through a public application process. Vacancies shall be filled by the same process in consultation with the Regional Director and existing council membership.
5. After two consecutive absences without good cause shown for their absences, the council, by simple majority vote at any council meeting, may remove a member from the council.
6. Removal: Members may be immediately removed from the advisory council, should the Regional Director determine:
  - The member's actions may reflect poorly upon Extension, the University, or the

County.

- The member fails to display professionalism, dignity, courtesy, and appropriate behavior towards other members, Extension staff, or when presenting themselves to the community in their role as a member.
- When the member is routinely or continually disruptive to any Extension or Oregon State University activity or operation or their actions lack positive contributions to the advisory council mission.

## **ARTICLE IV - RESPONSIBILITIES**

Responsibilities of Advisory Council shall be to provide support activities in the following areas:

1. Recommend/suggest and develop methods of promoting (marketing) and advocating for Extension in Clatsop County, as well as campus-based expertise.
2. Participate in the County Extension budget processes, including providing input to the budget process as it relates to developing educational priorities, and advocating for the budget with county commissioners or key stakeholders.
3. Serve as sounding boards and needs assessments committees in local communities.
4. Identify resources and needs of the community which Extension could help develop and address.
5. Engage with the Extension Advisory Council to advocate for the needs of OSU Extension programs in Clatsop County.

## **ARTICLE V – MEETINGS**

Meetings will be held a minimum of two times a year or more frequently should the Regional Director, county Extension staff, and council so determine. The Administrative Office Manager and/or Local Liaison will organize and manage the meeting schedule.

## **ARTICLE VI - QUORUM**

Council members in attendance at any regular or called meeting shall constitute a quorum.

## **ARTICLE VII - AMENDMENTS**

By-laws may be amended by a majority vote of the members present at any regular or called meeting.

Revised June, 2022  
Approved Oct. 25, 2022

Agricultural Sciences, Natural Resources, Family and Community Health, 4-H Youth, Forestry, Natural Resources, Sea Grant and Open Campus programs. Oregon State University, United States Department of Agriculture and Oregon counties cooperating. The Extension Service offers its programs and materials equally to all people.



Search

## Committee Vacancies

*Please Note:*  
Upon appointment, member must sign the [Statement of Roles & Responsibilities](#) form in order to serve as a member to a council and/or committee.

**Applications are being accepted for the following boards and committees:**

Clatsop County Fair Board	+
Property Tax Appeals Board	+
4H & Extension Advisory Council	+

## Application Instructions

To apply for the Board of Property Tax Appeals (BoPTA) position, [complete this fillable application](#).

To apply for other positions, you can either:

- 1) Print the [PDF Application](#) and submit via mail to 800 Exchange St. Ste. 410, Astoria, OR 97103, or [email](#).
- 2) Complete this [Online Application](#).

## SUPPORTING DOCUMENTS

[Fillable PDF Committee Application](#) (130.18 KB)

[Statement of Roles and Responsibilities all Committees & Councils](#) (209.32 KB)

# Committee Vacancies Application: Submission #55

**Date**

Sat, 09/09/2023 - 00:00

**Applicant Information**

Jenny Pool Radway

P.O. Box 1029,

1373 Duane St.,

Astoria. 97103

[jenny@consejohispano.org](mailto:jenny@consejohispano.org)

503-325-4547

**Current Occupation**

Executive Director

**Past Occupation (if currently retired)**

N/A

**Years Resident of County**

4

**In which Commissioner District do you reside?**

2

**Committee, Board or Commission Applied For**

4H Extension Service

**Background (relevant education, training, experience, etc.)**

I have experience in program development, education, community organizing, and public advocacy. More importantly, I have knowledge of the issues and needs of the Latinx community and I have a commitment to improving the lives of the community members in the county.

You can find my professional and educational background on LinkedIn:

<https://www.linkedin.com/in/jenny-pool-radway-7432a118/>

**Describe your interest in serving on this Committee, Board or Commission:**

My interest in serving on the 4-H and Extension Service Advisory Council is for the following reasons:

- To support and contribute to the work being done by the 4H Extension Service team of helping youth learn life skills, connect with adults in meaningful ways and help the community thrive
- To share my knowledge, skills, expertise, and perspectives with the advisory council and help shape the direction and impact of the council
- To learn from other members of the council and the staff, as well as gain new insights and experiences
- To make a positive difference in the community

# Board of Commissioners Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

October 18, 2023

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<b>Topic:</b>	Clatsop Behavioral Healthcare's Semiannual Update
<b>Presented By:</b>	Amy Baker, Executive Director of Clatsop Behavioral Healthcare

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<b>Informational Summary:</b>	Clatsop Behavioral Healthcare (CBH) Executive Director Amy Baker will provide a semiannual update, reporting on the community mental health, addiction treatment, recovery and problem gambling services CBH provides to the residents of Clatsop County.
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### Attachment List

A. CBH Presentation Slides



# CBH Semi-Annual Review



AMY BAKER

Agenda Item #3.



CLATSOP  
BEHAVIORAL  
HEALTHCARE

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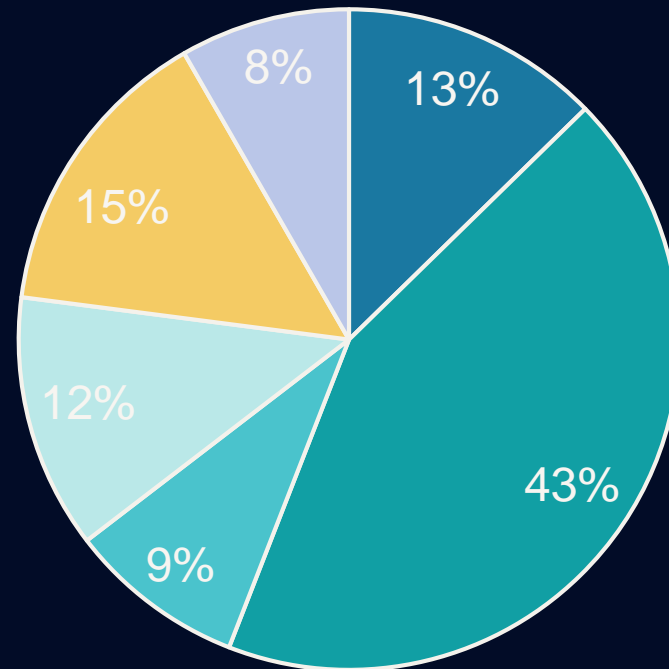
# Agenda

CBH Funding Streams  
Child and Family Services  
Substance Use Services  
Project Updates



# CBH Revenue Sources

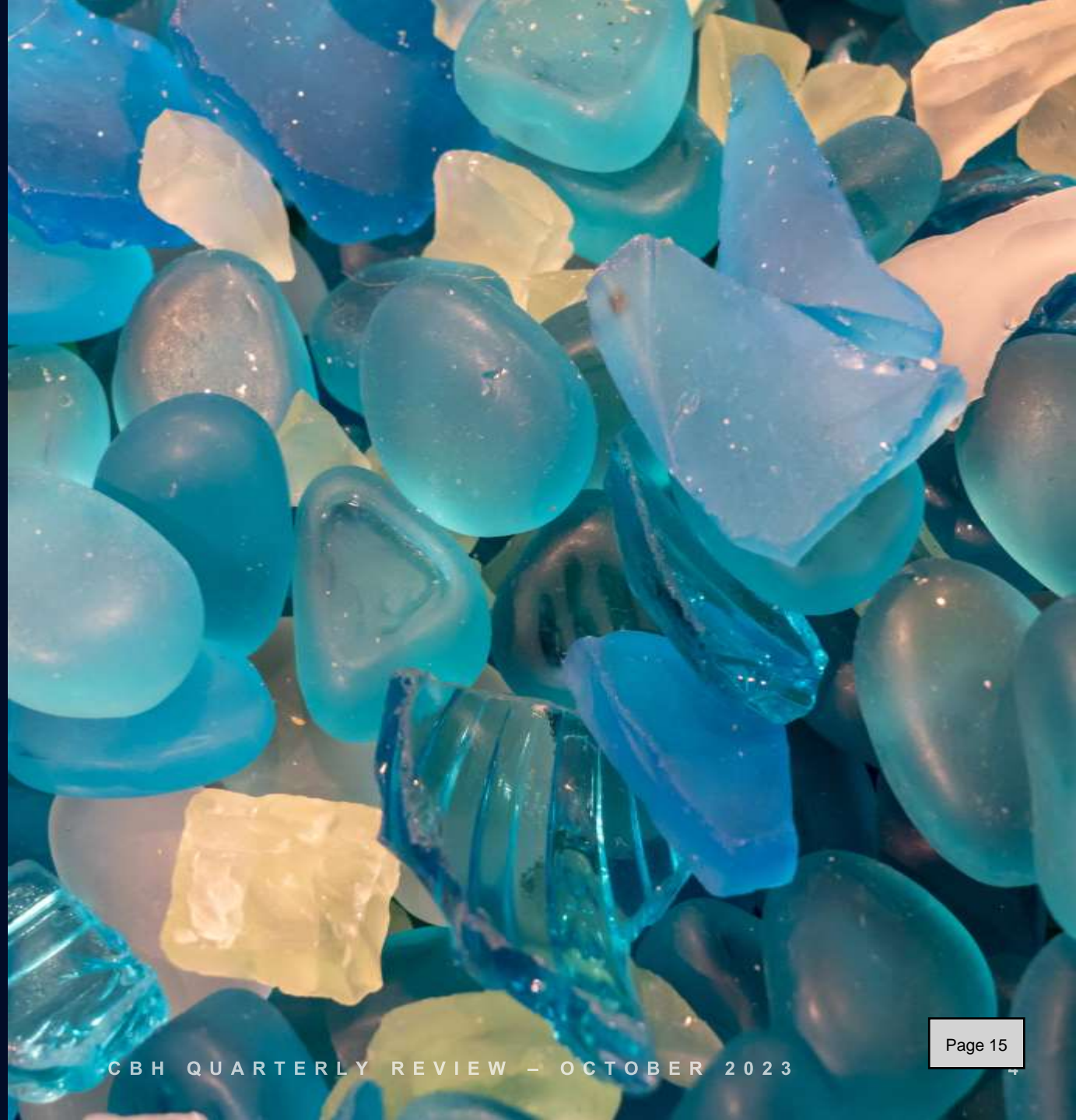
Revenue



■ State General Fund ■ CPCCO ■ Developmental Dis ■ NCCRC ■ Contracts ■ Other

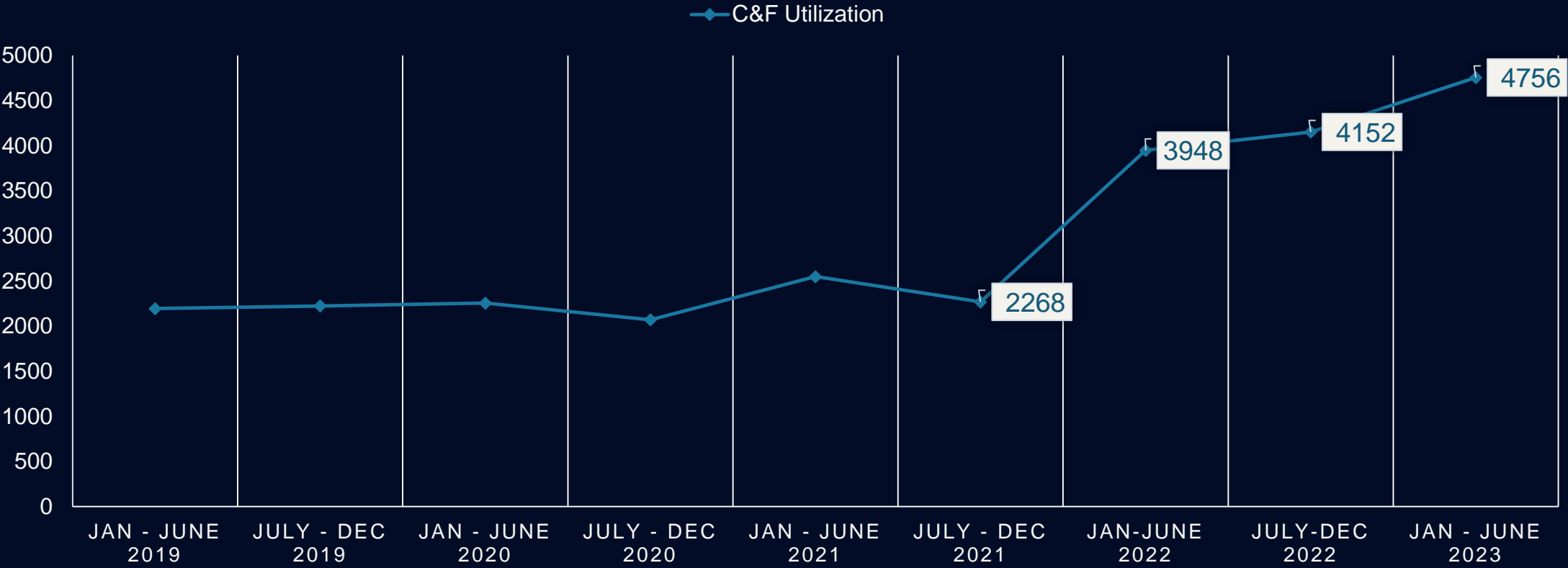
# Child & Family Trends in Clatsop County

- Increased Acuity and Distress since the Pandemic
- CBH served 1248 unique children and youth between August 2019 – August 2023
- Services have increased by 200% from 2020/2021 to 2022/2023



# Child & Family Team Service Utilization

## UNITS OF SERVICE



# Unique Child & Family Team Clients Served

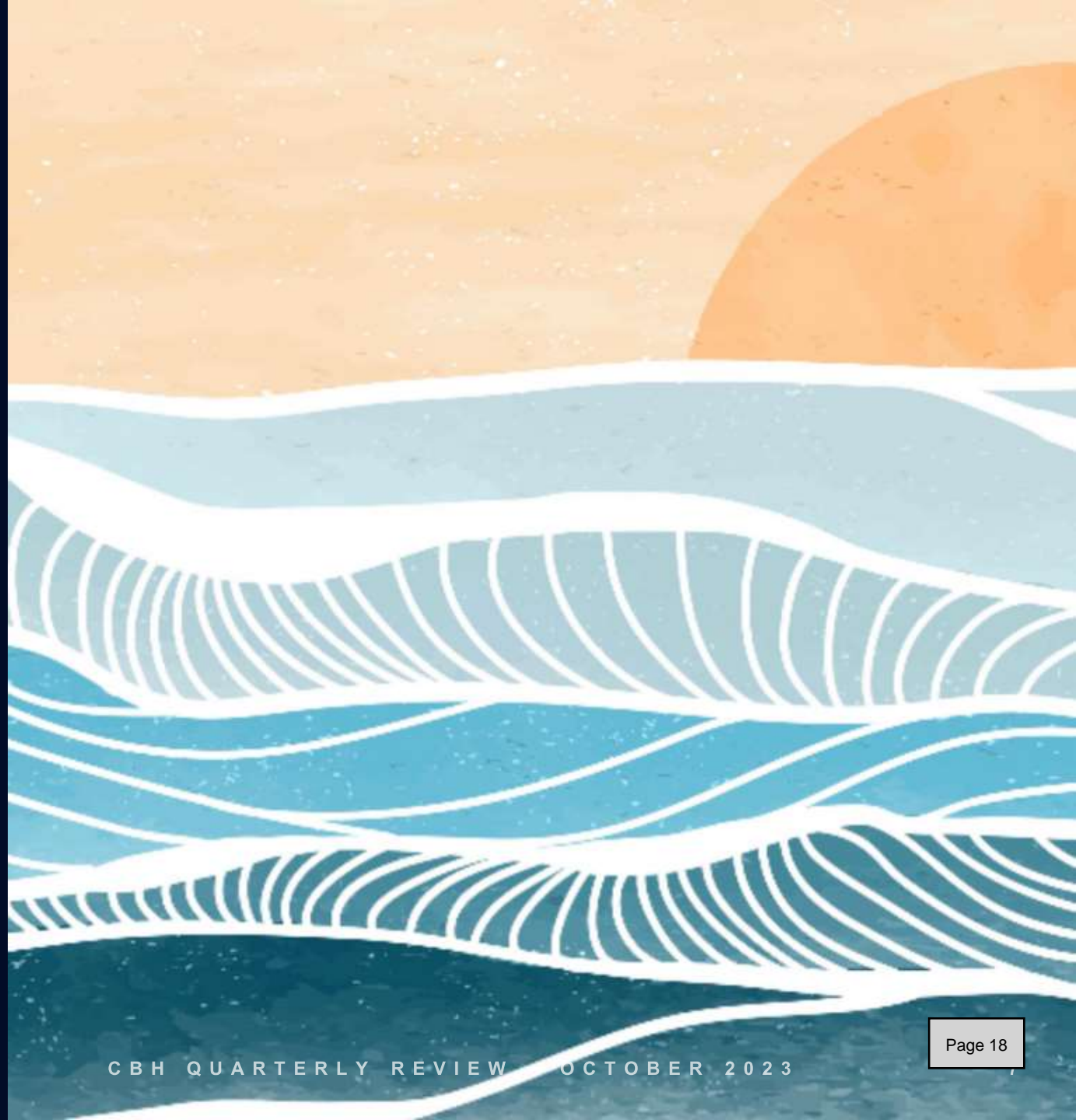




# Substance Use Disorder Trends in Clatsop County

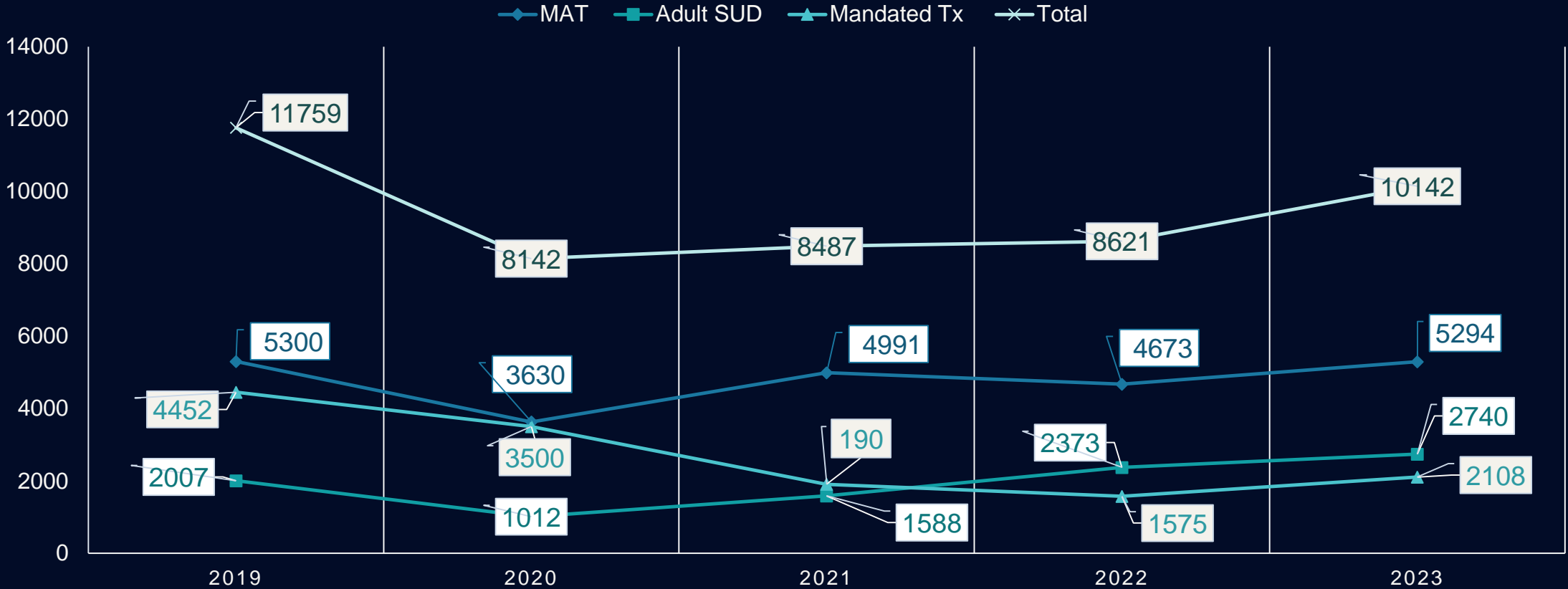
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- Significant drop in SUD correlates with the Pandemic
- Significant drop in mandated correlates with jail/Covid policy and Measure 110
- Increase in Adult SUD relates to increased staff from M110 funding.
- Fentanyl and Xylazine impact on the community

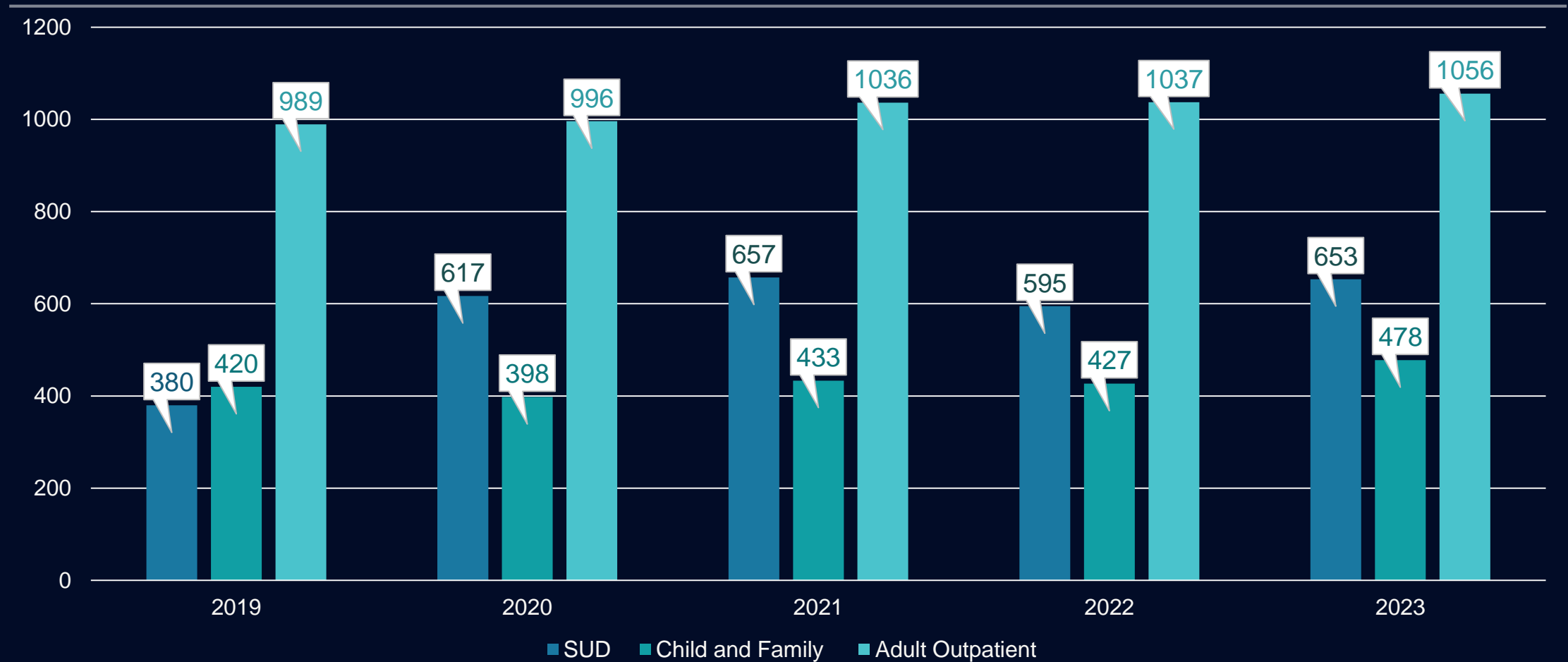


# All SUD Programs Service Utilization

## HOURS OF SERVICE

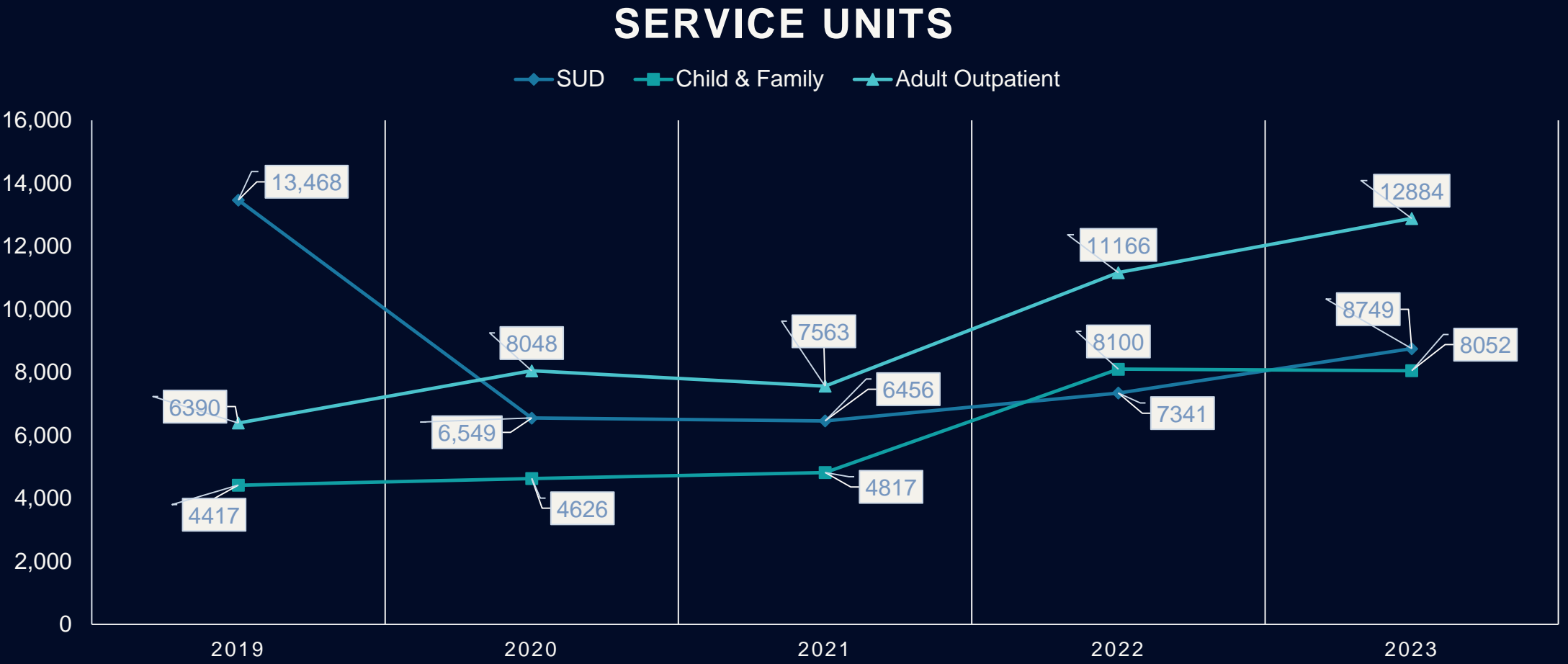


# Unique Outpatient Clients Served





# Outpatient Programs Service Utilization



# Project Updates and Challenges

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## PROJECT UPDATES

- Marine Drive Housing
- Red Lion Housing
- Primary Care

## CHALLENGES

- Workforce
- Lack of SUD Residential
- Administrative Burden

# Thank you

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Amy Baker

[amyb@clatsopbh.org](mailto:amyb@clatsopbh.org)

Shyra Merila

[shyram@clatsopbh.org](mailto:shyram@clatsopbh.org)



# Board of Commissioners Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

October 18, 2023

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**Topic:** Election Process  
**Presented By:** Tracie Krevanko, County Clerk

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**Informational Summary:** Provide update on the November 7, 2023 election process.

### Attachment List

# Board of Commissioners Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

October 18, 2023

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<b>Topic:</b>	Proposed Methodology to Establish Limits on Short-Term Rental Units
<b>Presented By:</b>	Gail Henrikson, Community Development Director

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**Informational  
Summary:**

In June 2022, your Board directed staff to develop a framework, including a process and schedule, for instituting limitations on the number of short-term rental units within unincorporated Clatsop County.

On August 3, 2022, staff presented your Board with a proposal to establish a 4% cap on short-term rentals by zone. At that time, your Board postponed further discussion on this issue, due to the pending referendum filed by residents to repeal Ordinance 22-05. That referendum was defeated in the May 2023 election and Ordinance 22-05 is now in effect.

While your Board did not provide specific direction to staff regarding preferred geographic locations or limitation levels, it is understood from previous Board direction that tourism is an integral component of the economy of Clatsop County and that quality of life issues should be balanced against property rights and the economic impact of visitors to unincorporated areas.

Staff will present to and discuss with your Board options for geographical and numerical limitations for short-term rentals within Clatsop County during this work session item.

### Attachment List

# Board of Commissioners Clatsop County

## WORK SESSION AGENDA ITEM SUMMARY

October 18, 2023

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**Topic:** Strategic Plan Review  
**Presented By:** Don Bohn, County Manager and Amanda Rapinchuk,  
Management/Policy Analyst

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**Informational  
Summary:**

Clatsop County's annual strategic planning process is the structure through which the Board:

1. Examines the County's progress implementing current priorities,
2. Considers what needs to be prioritized for the upcoming fiscal year (FY 24-25), and
3. Updates the Strategic Plan accordingly

Strategic Planning Survey (Oct. 4 – 11)

A strategic planning survey went out to the Board of County Commissioners, County management staff, and representatives from a wide range of other local stakeholder groups. The purpose of this survey was to gather feedback on 1) external factors that will impact the County's ability to deliver services and 2) Strategic Plan priorities for FY 24-25.

County staff are currently analyzing the results and will compile a report summarizing survey responses. The Board is scheduled to discuss the results of the survey at the first Strategic Planning Work Session scheduled for Wednesday, November 8, 2023.

Strategic Plan Review (Oct. 18)

For today's presentation, staff will provide an overview of the County's Strategic Plan, our current progress, and the upcoming strategic planning process.

**Attachment List**

- A. Presentation Slides





# CLATSOP COUNTY STRATEGIC PLAN REVIEW

Don Bohn, County Manager  
Amanda Rapinchuk, Management/Policy Analyst

Date:  
October 18, 2023





# AGENDA

- Strategic Plan Overview
- Our Current Progress
- What's Next





# STRATEGIC PLAN OVERVIEW

## What is a Strategic Plan?

- Our roadmap
- Defines our vision, mission, and guiding values
- Guides coordinated efforts of elected officials and County staff





# STRATEGIC PLAN OVERVIEW

## Why have one?

- Match priorities with resources
- Adapt to community's changing needs
- Be transparent and accountable





# STRATEGIC PLAN 2021

Table of Contents	
<b>1) INTRODUCTION.....</b>	
Why create the Strategic Plan?	
How to read it	
<b>2) FOUNDATION FOR ACTION.....</b>	
Our Vision	
The Mission	
Guiding Values	
<b>3) SITUATION ASSESSMENT.....</b>	
Current factors shaping service delivery	
Successes and opportunities for growth	
<b>4) COUNTY PRIORITIES AND ACTIONS.....</b>	
Identifying priorities	
Turning priorities into action	
Governance	
Infrastructure	
Economic Development	
Environmental Quality	
Social Services	
Next steps	
<b>5) FOR MORE INFORMATION.....</b>	
Overview of the planning process	
Vision, Mission, and Values	
Situation Assessment	
Focus Areas and Actions	



# VISION

In a world of change and uncertainty, people trust Clatsop County to provide public services and facilities in an effective, efficient, and equitable manner.





# MISSION

Clatsop County will:

- Identify the broad services it understands community members want and are willing to support
- Provide those services effectively, efficiently, equitably, within budget, and in partnership with other public, non-profit, and private sector service providers



# GUIDING VALUES

- Engagement and Collaboration
- Effectiveness and Efficiency
- Equity
- Transparency and Accountability

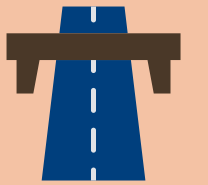
# STRATEGIC PLAN FOCUS AREAS



Governance



Infrastructure



Economic Development



Environmental Quality

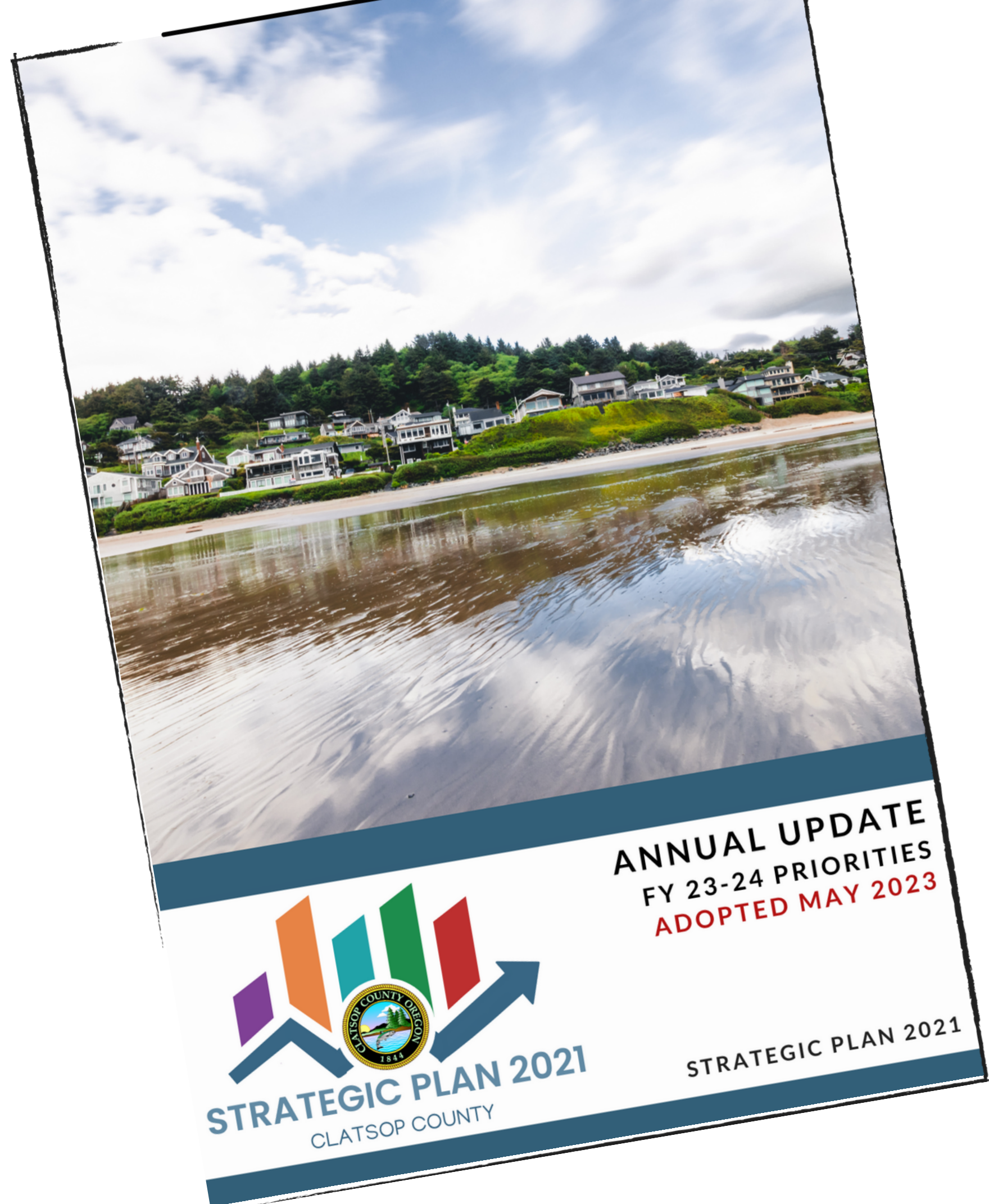


Social Services



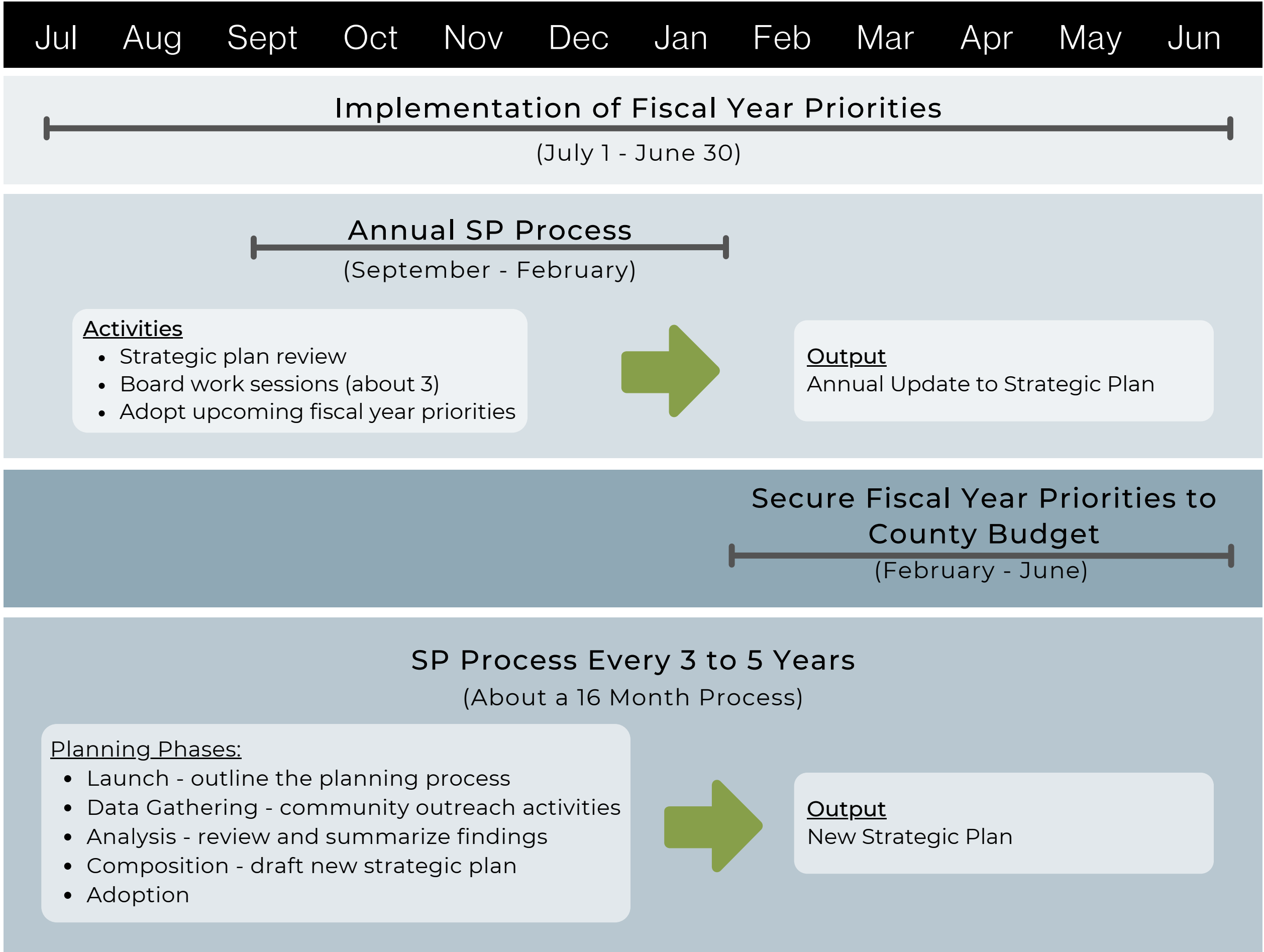


# STRATEGIC PLAN 2021





# STRATEGIC PLANNING PROCESS





# SUCCESSES

## FY 21-22 Priorities

- Created Strategic Planning Process
- Expanded Communications Team & Website Redesign
- Identified Potential Properties for County Surplus Land
- **Created Housing Dashboard**
- Developed a Broadband Strategy
- Created Child Care Strategy Work Group
- **Provided Financial Support for Navigation Center System & Mobile Crisis Services**







# SUCCESSES

## FY 21-22 Priorities Cont.

- Established “Leave No Trace” Tourism Program
- Conducted a Feasibility & Space Assessment of County Offices & Old Jail
- Developed a Marketing Plan & Conducted a Wetlands Analysis for North Coast Business Park
- Supported Arts Council of Clatsop County’s Transition to Non-profit Status
- Partnered in AOC’s Water Knowledge Exchange Forum
- Reviewed Board Rules
- Adopted Solid Waste Franchise Ordinance





# SUCCESSSES

## FY 22-23 Priorities

- Restructured & Expanded County-wide Internal Communications
- Updated Annual Budget Planning Communications
- Conducted Fiscal Impact of Tourism Analysis (ECONW)
- Established Retention & Expansion Child Care Grant Program
- **Project Turnkey 2.0 - Acquired Columbia Inn**





# SUCCESSES

## FY 22-23 Priorities Cont.

- **Made Available County Surplus Property/Land Inventory**
  - Titles Transferred to Seaside
- Conducted Anaerobic Biodigester Feasibility Study
- Developed Space Feasibility Plan
- Conducted Community Survey
- Updated Fairgrounds Memorandum of Understanding
- Conducted Study for County-wide Consolidation of 9-1-1 Communications







# IN PROGRESS

## FY 23-24 Priorities

- Drafting County Sustainability Framework, Principles, & Objectives
- Established a Governance Model for County-wide Integration of 9-1-1 Communications
- Drafting Request for State Funds for Astoria-Megler Bridge Feasibility Study (Transportation Safety Improvements)
- Provided FY 23-24 Contribution for Retention & Expansion Child Care Grant Program
- Drafted Community & Stakeholder Engagement Plan for Board Review





# IN PROGRESS

FY 23-24  
Priorities  
Cont.

- **Coordinating Rural Broadband Expansion with Local Provider**
- **Project Turnkey 2.0 - Finalizing Renovations & Emergency Shelter Operations Plan**
- **Implementing Space Feasibility Plan**
- **Developing Policy for Categorizing County Surplus Property/Land & Updating Inventory**
- **Developed and Securing Funding for Community-based MAC Group Plan**
- **Drafting Rules and Rates for Solid Waste Franchise Ordinance**











# ANNUAL STRATEGIC PLANNING PROCESS

## Our Progress



### October

- ✓ Board, Staff, & Stakeholder Survey (Oct 4)
  - Suggestions for FY 24-25 priorities
- ✓ Strategic Plan Review (Oct 18)
  - Staff present on upcoming strategic planning process

### November

- **Work Session #1 (Nov 8)**
  - Board discusses survey results and narrows list of priorities, resulting in preliminary priorities

### December

- **Work Session #2 (Dec 13)**
  - Board solidifies FY 24-25 priorities and assigns their level of importance (Tier 1, 2, or 3)
- **Board Survey (Dec 15)**
  - Suggestions for actions that will be assigned to FY 24-25 priorities



# ANNUAL STRATEGIC PLANNING PROCESS

## Our Progress Cont.

### January

- Work Session #3 (Jan 24)
  - Board solidifies actions that will be assigned to FY 24-25 priorities

### February

- Adoption of FY 24-25 Priorities (Feb 28)
  - Board reviews proposed Annual Update to Strategic Plan 2021 (FY 24-25 priorities) and considers adoption
- Secure FY 24-25 Priorities to Fiscal Year Budget (Feb-Jun)
  - During the budget planning process, the Board works with the Budget Planning Committee to secure FY 24-25 priorities to County's FY 24-25 budget

### June

- Adoption of County's FY 24-25 Budget (TBD)

### July

- Implementation of Adopted FY 24-25 Budget & Strategic Plan Priorities





# QUESTIONS?



**STRATEGIC PLAN 2021**

CLATSOP COUNTY

Agenda Item #6.

Don Bohn, County Manager  
Amanda Rapinchuk, Management/Policy Analyst

Date:  
October 18, 2023

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