

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
July 2, 2019
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**

- A. (2)(d) Labor Negotiations
- B. (2)(e) Real Property Transactions
- C. (2)(h) Consultation with Counsel

PLEDGE OF ALLEGIANCE

2. **CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person- scheduled to begin at 9:30 AM**

3. **DEPARTMENT HEADS**

- A. Request Approval of Contract with Patricia Bailey- Coos Health & Wellness (CHW)
- B. Request Approval of IGA with Coquille School District- CHW
- C. Request Approval of FLAP Agreement for Sitkum Lane Safety Features & Authorize Chair to Sign- Road
- D. Request Approval of FLAP Agreement for Weekly Creek Road Dust Abatement & Authorize Chair to Sign- Road
- E. Request Approval of ODOT Fund Exchange Agreement for 2019 Paving Project- Road
- F. Request Approval of Side Agreement with Teamsters #223- Road/HR
- G. Request Approval of TOPS Agreements/Resolution – Sheriff
- H. Request Approval to Purchase Copier- Sheriff
- I. Request Approval of Order Designating Newspaper for Annual Foreclosure List- Finance/Tax
- J. Request Approval of Contract with Helion Software Inc. & Adopt Sole Source Findings - Tax/Assessor
- K. Request Approval of Amendment to Letter of Agreement with Bay Area First Step- Community Corrections

4. **CONSENT CALENDAR- administrative matters not up for discussion**

A. Approval of Minutes

- Worksession- Operation Rebuild Hope- June 3, 2019
- Pay Equity Appeals- June 4, 2019
- Regular Board Meeting- June 18, 2019

B. Orders & Resolutions

- Resolution 19-06-109P, In the Matter of a Transfer of the Coos County Parks Department into the Public Works Department Effective July 1, 2019
- Resolution 19-06-111P, In the Matter of a Cost of Living Adjustment for Non-Union Employees on the Coos County Payroll Effective July 1, 2019
- Resolution 19-06-112P, In the Matter of a Contract Salary Adjustment for American Federation of State, County and Municipal Employees on the Coos County Payroll Effective July 1, 2019
- Resolution 19-06-113P, In the Matter of a Contract Salary Adjustment for Teamsters Local #223 Road Department Employees on the Coos County Payroll Effective July 1, 2019
- Resolution 19-06-114P, In the Matter of a Contract Adjustment for Teamsters Local #206 Solid Waste Department Employees on the Coos County Payroll Effective July 1, 2019

This agenda does not limit the ability of the Commissioners to consider additional subjects. The Board reserves the right to place a time limit on public testimony on any matter. The meeting place is handicapped accessible; if special accommodation is needed, please contact the office at least 24 prior to the meeting.

Resolution 19-06-115P, In the Matter of a Contract Salary Adjustment for Coos County Chapter of the Federation of Oregon Parole & Probation Officers on the Coos County Payroll Effective July 1, 2019
Resolution 19-06-116P, In the Matter of a Contract Salary Adjustment for Oregon Nurses Association Employees on the Coos County Payroll Effective July 1, 2019
Resolution 19-06-117P, In the Matter of a Cost of Living Adjustment for Elected Officials on the Coos County Payroll Effective July 1, 2019
Resolution 19-06-118P, In the Matter of a Contract Salary Adjustment for Coos Association of Deputy Sheriffs on the Coos County Payroll Effective July 1, 2019 and January 1, 2020
Resolution 19-06-119P, In the Matter of a Longevity Increase for Florence Pourtal-Stevens Effective July 1, 2019
Resolution 19-06-120P, in the Matter of Granting Salary Longevity Increase for Peter Cooley Effective July 1, 2019
Resolution 19-06-121P, In the Matter of a Reclassification for Tami Haagen to Paygrade 780 Due to Restructuring of the Parks Department into Public Works Effective July 1, 2019
Resolution 19-06-123P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective July 1, 2019

- C. Items Previously Approved (authorize Chair to sign where necessary)**
Contract with Ocean View Enterprises LLC- CHW- website information for Public Health
Contract with Alissa Pruess- CHW- MAC needs for homeless families
Contract with Gilda Montenegro-Fix- CHW- cultural agility training
Contract with Or Titan Fusion Center- CHW- emergency response access
Contract Amendment with PH Tech- CHW- 3rd party claims administration
Agreement with TheraCom- CHW- purchase of Nexplanon
Amendment #10 to IGA #153119- CHW- intoxicated driver program
Amendment #13 to IGA #154106- CHW- increased funding for School Based Health Center
Amendment #14 to IGA #154106- CHW- reproductive health community participation
Contracts with Access- Treasurer & Tax- processing electronic data into microfiche
Contract with Gold Coast Security- Maintenance- alarm monitoring
Contract with Gold Coast Security- Solid Waste- alarm monitoring
Contract Amendment with Stuchlik Law PLLC- Counsel- legal services

5. LATE AGENDA ITEMS

- A. Request Approval of OHSU Contract & Ratify Director's Signature- CHW
B. Request Approval of Job Description/Reclass for CHW Network Administrator Position- CHW
C. Request Approval of ODOT Agreement #33368 Seven Devils Paving Project- Road
D. Request Approval of Contract Amendment with ADAPT- Community Corrections

6. COMMISSIONERS REPORTS

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Oregon Health Sciences University 1015198-5 & 6

Department: Coos Health & Wellness

Requested Agenda Date: 07/02/19

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6778

Background and description of need or problem: \$3,831 allocated to provision of direct services to children/families with special health needs (CaCoon home visiting). \$10,727 allocated to systems work, developing & implementing shared plans of care for children with special health needs. \$12,000 allocated that improves cross-systems care coordination for children & youth with special health needs (Regional Approach for Child Health- ReACH).

No County General Funds will be used for this contract.

Funding Source:

Requested Action:

Ratify CHW Director's signature and approve contract with OHSU #01598.

Date: 06/25/19

Signature of Dept. Head: _____



If this is a Human Resources issue, forward to the Treasurer who will forward it to Human Resources. For all other matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

If this is a contract or grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the contract signed first by the vendor (except state/federal grants or contracts)?
- If insurance is required, is the insurance certificate attached?
- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

Departments Affected:

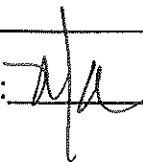
Counsel: _____

Cottan Tottland

Treasurer: _____

BA for MS

Human Resources: _____



BOC forwards signed Contract/Grant to: 1 to CHW, Debby Reed
1 to Clerk's Office for filing

SA

CC only:	
Consent Agenda	
Regular Agenda	

AGENDA ITEM COVERSHEET

Agenda Item Title: Request Board of Commissioners to approve reclassification of the paygrade and job title for the CHW Network Administrator Position

Department: Coos Health & Wellness **Requested Agenda Date:** 7/2/2019

Contact Person: Mike Rowley **Phone/Ext.:** 541-266-6778

Background and description of need or problem: Coos Health & Wellness would like to designate Steve Ryan as the HIPAA Security Officer and is therefore requesting Board approval to reclassify the paygrade and job title for the Network Administrator position, and for the Board to approve the attached revised job description. The new title would be Network Administrator & HIPAA Security Officer, and would move from paygrade 747 to paygrade 787 to reflect the added HIPAA responsibilities to the position. Also request Board approval to reclassify Steven Ryan to the new position title and paygrade effective July 1, 2019.

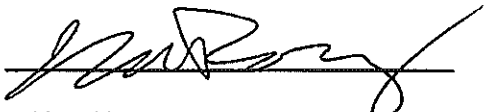
We would like to start Steven Ryan at step 3 of paygrade 787; resolution attached. This reclassification would be effective July 1, 2019 and has been budgeted for in the 2019/2020 Coos Health & Wellness budget.

Funding Source: 021-1300-441.10-01

Requested Action: Board to approve the reclassification of Steven Ryan to the Network Administrator & HIPAA Security Officer position, effective July 1, 2019.

Date: 6/25/2019

Signature of Dept. Head:



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Departments Affected:

COUNSEL: NT

TREASURER: 131 for MS

HUMAN RESOURCES: CB. SEE ATTACHED RESOLUTION

SB

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of a Reclassification) R E S O L U T I O N
of the Network Administrator Position) 19-06-122 P
4 At Coos Health & Wellness Effective)
July 1, 2019)

5 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular
6 meeting held July 2, 2019; and

7 WHEREAS, Steven Ryan is currently classified as the Network Administrator
8 for Coos Health & Wellness, Pay Grade 747, Step 6 with a salary of five
9 thousand six hundred and forty eight dollars (\$5,648) a month; and

10 WHEREAS The Board of Commissioners having approved on the regular agenda
11 this date to amend the position of Network Administrator to the new title of
12 Network Administrator & HIPAA Security Officer, and to reclassify the position
13 under paygrade 787 to reflect the extra HIPAA responsibilities being added to
14 the position;

15 THEREFORE BE IT RESOLVED reclassifying Steven Ryan as the Network
16 Administrator & HIPAA Security Officer under paygrade 787, step 3, effective
17 July 1, 2019 as follows:

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>COOS HEALTH & WELLNESS - HEALTH - 021-1300-441.10-01</u>					
Ryan, Steven	Network Administrator & HIPAA Sec. Officer	787	--	3	\$5,700

22 BE IT FURTHER RESOLVED that Steven Ryan's anniversary date shall be
23 amended to July 1 of each year.

24 DATED THIS _____ day of _____, 2019.

25 BOARD OF COMMISSIONERS

26
27 _____
Commissioner Commissioner Commissioner

DESCRIPTION OF POSITION

Revision Date: 7/2/2019

1.	Classification Title: Network Administrator & HIPAA Security Officer		
2.	Working Title: Network Administrator & HIPAA Security Officer		
3.	Department: Health & Human Services		
4.	Paygrade: 787		
	Position Is:	Full Time <input checked="" type="checkbox"/>	Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/>
		Seasonal <input type="checkbox"/>	Other _____
	Excluded from Bargaining Unit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Eligible for Overtime?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5.	<p>What is the purpose of this position? Under general direction designs, supports, maintains, and evaluates computer networking and telecommunication systems; installs, configures, and maintains both physical and virtual computer servers; maintains employee network and e-mail accounts; supervises PC Systems staff. Performs other related duties and responsibilities as required. Designated as the HIPAA Security Officer for CHW responsible for HIPAA security and breach prevention/detection in accordance to CHW HIPAA compliance program.</p>		
6.	<p>Essential functions of position. (Reason position exists is to perform these functions.) This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification. List duties that must be performed to accomplish the purpose of the position.</p> <p>Network Administration/Server Support:</p> <ul style="list-style-type: none"> Oversees the day-to-day operation of computer networks including hardware/software support, training, and special projects; plans, designs & implements data connectivity for local area network (LAN) and wide area network (WAN) systems; assists in coordinating special projects including network related wiring plans, LAN/WAN hardware/software purchases, and system installation, backup, maintenance & problem solving; assists in providing network and remote connectivity hardware/software support; maintains LAN user documentation including hardware/software applications, support logs and other related information; Researches and recommends network and server hardware and software; assists in installing, designing, configuring, and maintaining system hardware and software; analyzes and troubleshoots the network logs and tracks the nature and resolution of problems; monitors usage to ensure security of data and access privileges; installs, supports and maintains both physical and virtual network servers and appliances; Installs, maintains, and troubleshoots the Storage Area Network (SAN); Establishes and maintains user accounts, profiles, file sharing, access privileges and security; performs daily server tape backups; researches, analyzes, monitors, troubleshoots and resolves server or data network problems; develops, maintains & implements network support, and archiving procedures; researches and evaluates new technologies related to computer networking; Assists in planning, coordinating and consulting with vendors and clients for hardware/software purchases, product services and support; recommends and specifies the purchase of related products and services; keeps current regarding new hardware/software products for system enhancements; assists and provides support to the Coordinator, WAN/LAN, and other technology staff as requested including performing scheduled network tasks, updating anti-virus definition files, monitoring network servers, and providing internet and intranet user support, and specialized training. <p>HIPAA Security Officer:</p> <ul style="list-style-type: none"> Develops and implements CHW's Security Rule Policies and Procedures. Responsible for the continuous management of technical systems in order to maintain the confidentiality, integrity and availability of all CHW information systems. Responsible for staying up to date with HIPAA 		

DESCRIPTION OF POSITION

regulations and guidance as far as HIPAA security is concerned.

E-Mail/Internet/Systems Support:

- Establishes and maintains user e-mail accounts; provides e-mail training and software support; provides e-mail documentation and updates user manual as needed; manages anti-spam and anti-virus servers; researches and troubleshoots e-mail problems by reviewing mail logs, records, and network configurations; provides solutions to customer identified problems.

Telecommunications Support:

- Plans, recommends and assists in the design of telecommunications systems; researches and recommends telecommunications equipment; coordinates the ordering and installation of telecommunications and data systems equipment and cabling; researches, analyzes, troubleshoots and resolves telecommunications related problems; develops and implements telecommunications operational procedures; installs telecommunications equipment and provides support for new/emerging telecommunications - related technology.

7. List the minor duties assigned to this position.

1. Other duties as assigned
2. Attend staff meetings as directed

8. Working conditions of position.

Typical office setting, normally 8:00am - 5:00pm, Mon-Fri with the ability and willingness to work additional hours during the week and/or weekend if required. Requires ability to push, pull, lift, stoop, and/or carry up to 40 pounds. Must be able to climb up and down ladders and/or step stools.

Possession of a valid Oregon driver's license; ability and willingness to travel on work assignments.

9. Supervision.

Provides supervision of the PC Systems staff to include prioritizing individual projects, evaluating performance, delegating new projects, load balancing tasks as necessary to ensure efficient workflow and timely completion of assignments.

Directly responsible to the Health and Human Services Director.

10. List required special skills, licenses, certificates, etc.

Must have the following training & experience, knowledge of, skill and ability to:

Education:

Any combination of education and training equivalent to possession of a bachelor's degree in computer science, information engineering or other related areas; such education should be at a level which demonstrates the ability to perform duties comparable to those listed herein.

Training and Experience:

Experience in all areas of local and wide area networks management and administration including system configuration, setup, troubleshooting, planning, designing, implementation, and user support; experience installing and supporting VMware, Linux, Novell and Microsoft server technologies; experience supporting telecommunications equipment.

Knowledge of:

Working knowledge of local and wide area networks (LAN/WAN), Internet, e-mail systems, telecommunications and data communications; standard operating systems, software packages, and software utilities; proper records maintenance and storage for local and distributed environments.

Skill and Ability to:

Plan, design, and maintain data networks and servers; provide technical support to users; administer day-to-day operation of networks and servers; implement LAN/WAN maintenance and management procedures; communicate effectively in both oral and written form; explain technical concepts in non-technical terms to clients and staff; read, interpret and apply technical instructions; keep current by reading, interpreting, and applying information on technological changes and updates; prepare clear and concise written communications; research technical manuals and guides to respond to user questions; prioritize requests, organize, schedule, and coordinate a variety of activities and projects; ability to learn

DESCRIPTION OF POSITION

new software and hardware packages; adapt to changes in technology; work independently and as a team member; establish and maintain cooperative working relationships with all those contacted during the course of work.

Prefer experience with Cisco IOS and building and maintaining a firewall rules and access list.

Must be able to accept supervision and adhere to County and Department policies. Must be able to establish and maintain harmonious working relationships with other employees, maintain a positive attitude, and represent the County and the Department in the community in a positive manner. Regular and consistent attendance is required.

Must be able to pass a CJIS background check.

11. Is operation of motor vehicle required? Yes No

12. List equipment, tools, machines used in performance of duties.

Computer, copy machine, fax machine and basic hand tools.

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Local Agency Agreement #33368 for Seven Devils Rd: Whiskey Run Ln – Seven Devils Wayside Paving Project.

Department: Road Dept. **Requested Agenda Date:** 7-2-19

Contact Person: John Rowe **Phone/Ext.:** 7665

Background and description of need or problem: This agreement is with the County and ODOT for the Seven Devils Rd: Whiskey Run Ln – Seven Devils Wayside Paving Project. Project includes a two (2) inch asphalt overlay on Seven Devils Rd from MP 2.85 to MP 4.5. This project was selected as a part of the High Priority Project program. This project is in the 2018-2021 Statewide Transportation Improvement Program (STIP), (Key #21464). Agreement total is \$533,269 and the County will provide 10.27% match for the project.

Funding Source: 003-2703-431.36-01 Contracted Services

Requested Action: Approve & Sign the Local Agency Agreement #33368 for the Seven Devils Wayside Paving Project.

Date: 6-26-19 **Signature of Dept. Head:** John Rowe

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 - If insurance is required, is the insurance certificate attached?
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Departments Affected: _____
COUNSEL: NT

TREASURER: KY for MS

HUMAN RESOURCES: wa

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CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filed with Clerk)

Contract/Agreement/Grant No.: _____

Name/Agency Name and Address: ADAPT, 621 West Madrone, Roseburg, OR 97470

Contact Person: Gregory Bringham, PHD

Phone No. 541-672-2691

Amount of Contract/Grant Award: \$ 104,700

Payment Terms: Monthly (state lump sum or amount and time of payments)

Start Date: 07/01/2019 End Date: 06/30/2020

County Department and Employee Responsible for Performance: Mike Crim, Director, or Kelly Church

Description: Provides A&D Treatment for Clients at Community Corrections and in the Coos County Jail.

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number
100			

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

- 10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
- 11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have it's own summary form.

- New Renewal Modification
 Previous Amount: \$ Original Amount: \$
 Previous Date: Original Date:
- Automatic Renewal? Yes No Staff Requirements: New Existing Subcontract
 Will unemployment cost be incurred? Yes No

PUBLIC CONTRACTING INFORMATION

Method of Selection:

- Bid None
 Quote Other _____
 Proposal

Type of Contract:

- New (complete sections below)
 Renewal (no need to complete sections below)
 Modification (no need to complete sections below)

Type of Contract:

Goods and Services - If Not Using Bid or Proposal, Mark Exemption:

- Under \$10,000 Equipment Maintenance
- Under \$50,000 for Quotes Office Supplies
- Under \$150,000 & Approval from Board for Quotes Used Vehicles
- Sole Source State Purchasing
- Contract with Public Agency Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

- Under \$5,000 Alternative Contracting Method Approved by Board
- Under \$50,000 for Quotes Other _____
- Under \$100,000 & Not a Transportation Project for Quotes

Personal Services Contract - If Not Using Proposal, Mark Exemption:

- Under \$50,000
- Under \$150,000 & Approval from Board

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800? Yes No

Certificate of insurance required? Yes No

Form of contract: Oral Written (attach the written contract)

Date Approved by BOC: _____

Reviewed by Counsel: _____