

A G E N D A
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
December 3, 2013
9:30 A.M.

PLEDGE OF ALLEGIANCE

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

2. **DEPARTMENT HEADS**
 - A. Discussion re: Mosquito Control of Bandon Marsh National Wildlife Refuge- Health & Human Services (HHS)
 - B. Request Approval to Create Electronic Health Record Technician Position, Advertise/Post & Fill- HHS
 - C. Department Status Report- Road
 - D. Request Approval to Increase Business Personal Property Position to Full Time- Assessor
 - E. Request Approval of Final Pipeline Easements- Pipeline/BOC
 - F. Request Approval of Utility Permit & Authorize County Forester to Sign- County Counsel
 - G. Request Approval of Resolution Amending Chapter 1 & Enacting Chapter 2 of County Rules- County Counsel

3. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
Transfer of Appropriation Within a Department- Sheriff- K9 expenses
PBS Engineering Invoices (4)- Pipeline- total of \$6,709.73

4. **LATE AGENDA ITEMS**

5. **COMMISSIONERS REPORTS**

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.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Discuss mosquito control of Bandon Marsh National Wildlife Refuge

Department: Health & Human Services

Requested Agenda Date: 12/03/2013

Contact Person: Ginger Swan

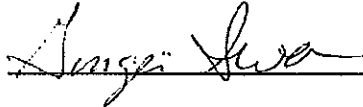
Phone/Ext.: 541-751-2547

Background and description of need or problem:

Funding Source: n/a

Requested Action: Discussion

Date: 11/26/2013

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 filling?

Departments Affected:

Counsel: JS

Treasurer: N/A

Human Resources: N/A

BOC forwards signed Contract/Grant to: n/a

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Create Electronic Health Record Technician position and advertise and post until filled.

Department: Health & Human Services

Requested Agenda Date: 12/03/2013

Contact Person: Ginger Swan

Phone/Ext.: 541-751-2547

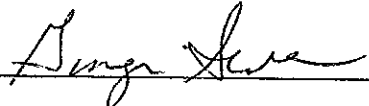
Background and description of need or problem: The department needs to create a new Electronic Health Record Technician position. This position will be a member of the AFSCME union. This position will provide direction in the ongoing development and implementation of Behavioral Electronic Health Record like processes and needs; maintain accuracy and consistency with Electronic Health Records; How-To documentation; and training of new personnel in the use of the EHR. The pay grade for this position is 413. We are also asking for approval to post and advertise until filled this position. The new position description is attached.

No County General Funds will be used for this contract.

Funding Source: 021-1300-441-10.01

Requested Action: Approve new EHR Technician position and post and advertise until filled.

Date: 11/26/2013

Signature of Dept. Head: 

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Departments Affected:

Counsel: JS _____

Treasurer: N/A _____

Human Resources:  _____

BOC forwards signed Contract/Grant to: n/a



DESCRIPTION OF POSITION

Revision Date: 05/29/2013

1.	Classification Title: EHR Technician
2.	Working Title: EHR Technician
3.	Department: Mental Health
4.	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 type="checkbox"/> No <input checked="" type="checkbox"/> Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? To provide expertise and direction in the ongoing development and implementation of Behavioral Electronic Health Records with a focus on clinical requirements by working closely with various clinical groups to assess their current processes and needs; maintain accuracy and consistency with Electronic Health Records; How-To documentation; and training of new personnel in the use of the EHR.
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ol style="list-style-type: none">1. Work in integrated manner with EHR Administrator, programming and support staff in maintaining and developing EHR.2. Work with clinicians to assess clinical needs/requirements and develop EHR processes to meet needs/requirements.3. Develop/recommend new reports/data systems - from inception to completion using SQL and Crystal.4. Recommend consolidation and improvement of existing EHR processes, forms and reports.5. Data review and correction to help maintain consistent and accurate data in EHR database.6. Liaison with clinicians and managers to improve current and create new reports, forms, structured notes, etc..7. Testing of new developments; troubleshoot basic problems in the EHR.8. Install EHR software on client machines.9. Training of new clinicians in the use of EHR software.10. Development of instructional material (How To documents) for clinicians - technical and clinical.11. Development of new structured notes to further reduce use of forms and promote fully electronic health records.
7.	List the minor duties assigned to this position. <ol style="list-style-type: none">1. Data entry, user support, and client customer service as needed.2. Participates in staff meetings, attends regional and county meetings as assigned.3. Other duties as assigned by Supervisor or Director.
8.	Working conditions of position. Typical office setting, normally 8:00am - 5:00pm, Mon-Fri. Travel within the county and state may be required for training or meetings. Requires ability to push, pull, lift, and/or carry up to 40 pounds.
9.	List required special skills, licenses, certificates, etc. Must have ability and experience needed to install, maintain and troubleshoot EHR software. Must have a strong background working with computers and various computer programs. A working knowledge of

DESCRIPTION OF POSITION

Microsoft SQL, Crystal Reporting, Microsoft Office Professional (all programs) and web browsers a plus.

Must be able to read and accurately interpret and implement documents such as technical manuals, safety rules, operating and maintenance instructions, and procedure manuals. Must be able to apply common sense understanding to accurately carry out instructions furnished in written, oral, or diagram form. Must have demonstrated experience to deal with problems involving several concrete variables and determining solutions for standardized situations.

Must be able to speak effectively before groups of customers or Department staff. Must be able to communicate effectively orally and in writing. Must be able to complete accurate reports and correspondence with short timelines. Must have ability to effectively train other employees.

Requires ability to work quickly and accurately under pressure and with short timelines. Must have ability to use initiative and judgment to carry out tasks and responsibilities with limited instruction and/or guidance. Must have excellent time-management skills and be able to work independently with minimal supervision. Must be able to maintain professional, positive interaction, tact, and judgment in dealing with Department and county staff and other professional contacts.

Must be able to accept supervision and adhere to County and Department policies. Must comply with rules of conduct and confidentiality privacy laws. Must be able to establish and maintain effective and harmonious working relationships with other employees, county staff, and outside entities. Must maintain a positive attitude and represent the Department and the County in a positive manner in the community. Regular and consistent attendance is required.

10. Is operation of motor vehicle required? Yes No

11. List equipment, tools, machines used in performance of duties.
PC, copy machine, fax machine, phone, PC cameras, audio/visual equipment

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Road Dept. Status Report

Department: Road Dept.

Requested Agenda Date: 12-3-13

Contact Person: John Rowe

Phone/Ext.: 7665

Background and description of need or problem: Commissioner Sweet requested we give a presentation with pictures about the road department and what we have been doing this past year.

Funding Source: N/A

Requested Action: N/A

Date: 11/25/13

Signature of Dept. Head: John Rowe

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Departments Affected:

COUNSEL: _____

TREASURER: _____

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____

AC

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Increase Assessor Personal Property position from 0.5 FTE to 1.0 FTE
Department: Assessor's Office **Requested Agenda Date:** ~~January 01, 2014~~ Dec. 3, 2013
Contact Person: Steve Jansen **Phone/Ext.:** (541) 396-7901

Background and description of need or problem: When the previous 1.0 FTE Business Personal Property (BPP) Appraiser retired earlier this FY, she was replaced with an entry-level employee at 0.5 FTE. We underestimated the magnitude of problems existing within the BPP function, and the resulting amount of time to straighten out those known problem areas. The job simply cannot be done as a part-time position. We request the position be increased to a full-time (1.0 FTE) employee. Per HR, the estimated budget increase will be \$8,893.

Funding Source: 001-1000-415.10-01

Requested Action: Approve increase the Assessor's Office Business Personal Property position from 0.5 FTE to 1.0 FTE.

Date: _____ Signature of Dept. Head: Steve Jansen

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Departments Affected:

COUNSEL: CSV

TREASURER: Per Assessor staff - add'l cost will be covered within dept. budget. B

HUMAN RESOURCES: [Signature]

BOC forwards signed Contract/Grant to: N/A

Commissioners Initials to Place on Agenda ONLY: _____

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BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request Approval of Final Easements

Department: BOC/Pipeline

Requested Agenda Date: 12/3/13

Contact Person: John Sweet

Phone/Ext.: 7541

Background and description of need or problem: Paul Slater, PBS Engineering, will be here to explain the easements, and he will be asking for direction on moving forward with another on Catching Creek.

Funding Source: pipeline

Requested Action: Request approval of easements as presented by Paul Slater, and give direction for proceeding with the Catching Creek easement.

Date: _____ **Signature of Dept. Head:** _____

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Paul Slater is to drop off easements ASAP

JE

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Utility Permit

Department: BOC / Counsel

Requested Agenda Date: 11/26/13

Contact Person: Josh Soper

Phone/Ext.: 7690

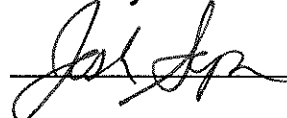
Background and description of need or problem: Coos-Curry Electric installed underground cable and junction cabinets in the BLM maintained road that runs through Coos County Forest land. As Coos County holds title to that land, approval and issuance of a utility permit is necessary for Coos-Curry Electric to maintain the underground installation.

Funding Source: N/A

Requested Action: Review and approve of utility permit for County Forester to sign.

Date: 11/13/2013

Signature of Dept. Head: _____



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Departments Affected:

COUNSEL: _____



TREASURER: _____

N/A



BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Amending Chapter 1 and Enacting Chapter 2 of the Coos County Rules

Department: Counsel

Requested Agenda Date: 12/3/13

Contact Person: Josh Soper

Phone/Ext.: 7690

Background and description of need or problem: These amendments and new rules primarily stem from the recommendations of the Interdepartmental Work Groups Committee as modified by the Board of Commissioners during a number of subsequent work sessions. They represent the first phase of implementation of those recommendations, which involves setting forth the rules relating to interdepartmental work groups, commissioner liaisons, and the authority of department heads and elected officials with regard to personnel matters. In addition, the amendments to Chapter 1 incorporate a requirement that a person requesting Board consideration of an item not on the agenda provide five copies of a completed Agenda Item Coversheet.

Funding Source: N/A

Requested Action: Adopt Resolution 13-11-143L

Date: 11/27/13

Signature of Dept. Head: *Josh Soper*

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Departments Affected:

COUNSEL: JS

TREASURER: N/A

HUMAN RESOURCES: N/A

No Exhibit A Attached

JS

BOARD OF COMMISSIONERS

COUNTY OF COOS

STATE OF OREGON

In the Matter of Amending the Coos County Rules)	RESOLUTION AMENDING
)	COOS COUNTY RULES
)	13-11-143L
)	

NOW BEFORE THE Board of Commissioners sitting for the transaction of County business on the 3rd day of December, 2013, is the matter of amending the Coos County Rules;

WHEREAS, the Board of Commissioners wishes to amend Chapter 1 of the Coos County Rules to put in place rules regarding interdepartmental work groups and commissioner liaisons, to impose additional requirements for consideration of items not on the agenda, and to make other amendments; and

WHEREAS, the Board of Commissioners wishes to enact a new Chapter 2 of the Coos County Rules to set forth the authority of department heads and elected officials with regard to personnel matters;

NOW, THEREFORE, IT IS HEREBY ORDERED that the Coos County Rules shall be amended as set forth in Exhibit "A" attached and incorporated herein by this reference.

Dated this _____ day of December, 2013.

BOARD OF COMMISSIONERS

Approved as to form:


Office of Legal Counsel

Chair

Commissioner

Commissioner