

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
December 5, 2017
8:30 A.M.

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

- A. (2)(d) Labor Negotiations
- B. (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. **PUBLIC HEARING**

- A. Road Name Petition RN-17-002 "Trasker Lane"- Planning

4. **DEPARTMENT HEADS**

- A. Request Approval of Rate Adjustments for Certain Garbage Haulers- Solid Waste/County Counsel
- B. Request Approval to Declare Vehicles as Surplus Equipment- Solid Waste
- C. Request Approval of Amendment #1 to ODOT Fund Exchange Agreement- Road
- D. Request Approval to Purchase 2 Used Light Plants- Road
- E. Request Approval to Purchase 2 Police Interceptor Vehicles & Adopt Sole Source Findings- Sheriff
- F. Request Approval to Purchase Unmanned Aerial Vehicle (UAV)- Sheriff
- G. Request Approval of Resolution Increasing Spending Authority- Crime Victims Assistance (CVA)
- H. Request Approval of Order in Appeal Case AP-17-004- Planning
- I. Request Approval of Contract for Janitorial Services at Satellite Offices- County Counsel
- J. Request Approval of Collective Bargaining Agreement with Prosecuting Attorney's- County Counsel
- K. Request Approval of 2018 Paid Holiday List- Human Resources
- L. Request Approval of Assistant County Counsel Job Description- County Counsel
- M. Request Approval of Declaration of Cooperation for Gorse Project & Authorize Chair to Sign- BOC

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

A. **Approval of Minutes**

- Worksession- Parks Issues- October 23, 2017
- Executive Session (2)(d)(2)(f) & SAIF Worksession- October 30, 2107
- Regular Meeting Minutes- November 21, 2017

B. **Orders & Resolutions**

- Order 17-11-065C, In the Matter of Reappointing Members to the Pacific Riviera Unit #3 Special Road District
- Order 17-11-066C, In the Matter of Reappointing Jim Davis to the Woods Road District
- Order 17-11-067C, In the Matter of Appointing Laurie Nordahl to the Coos County Library Service District Board

C. **Items Previously Approved (authorize Chair to sign where necessary)**

- Precommercial Thinning Contract PCT-1-17 with IB Reforestation- Forestry

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.

6. LATE AGENDA ITEMS
 - A. Request Approval of Job Description, Reclassifying WIC Coordinator & Posting Position- CHW
 - B. Request Approval to Purchase Additional Varonis Licenses & Adopt Sole Source Findings- Information Technology (IT)
7. COMMISSIONERS REPORTS

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Reclassify WIC Coordinator, approve updated position description and posting

Department: Coos Health & Wellness

Requested Agenda Date: 12/5/2017

Contact Person: Ginger Swan

Phone/Ext.: 541-751-2547

Background and description of need or problem: Request Board of Commissioners approve the attached revised job description for the position of WIC Coordinator and reclassify the position back to pay grade 814. In 2016, the Board reclassified the position as paygrade 828 to be in compliance with the US Department of Labor's Final Overtime Rule. The revised job description removes nutrition training duties that can be fulfilled by a contracted dietician. Also request Board approval to advertise and fill the position through a five day in-house posting.

Funding Source: 005-1100-441.1-01

Requested Action: Approve WIC Coordinator reclassification, position description and posting

Date: 11/30/2017

Signature of Dept. Head: *Ginger Swan* *CSW*

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's office: *dd*

Treasurer: _____

Human Resources: *CB/s/dd*

BOC forwards signed Contract/Grant to: n/a

LA

COOS COUNTY JOB ANNOUNCEMENT

WIC Coordinator

Coos Health & Wellness - Public Health Division

\$3,203 - \$3,991 per month

DEPARTMENT: COOS HEALTH & WELLNESS

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED**.

Apply to: Coos County Human Resources Department, Courthouse

By mail: 250 N. Baxter
Coquille, OR 97423

By fax: (541) 396-1018

By email: humanresources@co.coos.or.us

CLOSING DATE: Closes Wednesday, October 25, 2017 at 5:00 pm

****Equal Opportunity Employer****

Posted: Courthouse North Bend Annex
Email all Coos County Employees

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 250 N. Baxter, Coquille, OR 97423. (541) 396-7581

DESCRIPTION OF POSITION

Revision Date: October 2017

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|----|--|
| 1. | Classification Title: WIC Coordinator |
| 2. | Working Title: WIC Coordinator |
| 3. | Department: Coos Health & Wellness Public Health Division |
| 4. | <p>Pay Grade: 814</p> <p>Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____</p> <p>Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____</p> <p>Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
| 5. | <p>What is the purpose of this position?</p> <p>The WIC Coordinator is responsible for ensuring that the local agency follows federal regulations and state policies, and meets expected program outcomes. The position coordinates the Coos County WIC Program, including clinical, educational, support and benefit services; performs WIC certification procedures and nutritional counseling with a small caseload; supervises WIC program staff.</p> |
| 6. | <p>Essential functions of position.</p> <p>30% Program Management and oversight</p> <ul style="list-style-type: none"> ▪ Primary contact between the State WIC program and the local agency ▪ Manages all aspects of the WIC Program operations and assures compliance to applicable federal, state, and local rules and regulations including nutrition education activities, annual nutrition service plan, breastfeeding support and promotion and benefit distribution. ▪ Supervises the clinic operations especially scheduling and coordinating ▪ Manages the Farm Direct Nutrition Program including benefit distribution and reporting. ▪ Manages the operations of the WIC satellite clinics and work with the Public Health Administrator to regularly assess the needs for new satellite clinics to ensure equitable access to the WIC services. ▪ Manages the WIC participants' caseload and the related quality improvement project ▪ Monitors WIC grant funds and expenses in collaboration with the Business Operations Manager and Public Health Administrator ▪ Ensures program integrity and compliance e.g. writes local WIC procedures based on USDA rules and regulations, performs regular audits of activities, prepare and be the point of contact for the WIC biennial review process ▪ Prepares and implements the annual WIC Nutrition Education Plan and WIC Program Evaluation. ▪ Supervises the WIC staff; completes annual performance evaluations of WIC program staff, and is responsible for quality assurance in the WIC program ▪ Coordinates with the Registered Dietician to ensure high risk participants are seen and that the staff trainings are supervised and up to date. <p>60% Direct Services</p> <ul style="list-style-type: none"> ▪ Provides client services in the WIC program: <ul style="list-style-type: none"> ○ Determines client eligibility; performs health/nutritional assessments and provides individual nutrition counseling; develops nutrition plans, especially for those identified as high risk for nutrition problems. ○ Determines and coordinates use of non-bid formulas and medical formulas with medical doctors. ○ Provides follow-up nutritional counseling for WIC participants with special needs. <p>5% Community Engagement</p> <ul style="list-style-type: none"> ▪ Promotes WIC services, and addresses barriers and challenges of service delivery to target population. ▪ Develops outreach strategies and oversees outreach efforts ▪ Networks with community organizations and partners |

DESCRIPTION OF POSITION

- Works to build and facilitate coalitions that support WIC programs; serves on various committees and task forces concerned with hunger, nutrition, breastfeeding, and healthy families, and represents WIC to the community.
- Works with vendors, as needed, as required by USDA regulations.

5% CHW/Public Health Leadership

- Attends various in-house meetings and serves on committees, as assigned.
- Other duties as assigned.

7. Supervision

1. This position is supervised by the Public Health Administrator.
2. This position supervises the WIC staff.

8. List other duties assigned to this position.

- Works in other programs, as assigned.
- Attends various in-house meetings and serves on committees, as assigned.
- Participates in the Public Health Accreditation efforts (preparation, application, documentation development, selection, review and submission, site review etc.)
- Embraces the performance management system, QI and Workforce development efforts.
- Will participate in any Emergency Preparedness activities as required
- May need to be part of the Coos Health & Wellness Incident Command Structure
- Other duties, as assigned.

9. Working conditions of position.

Usual schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m. Work involves travel throughout the county to deliver WIC satellite clinics. Position requires some physical exertion, including operations of a motor vehicle and carrying equipment from the vehicle to the office or community agency. In addition, during certification and follow-up clinics, lifting and carrying infants and young children up to 30 pounds may be necessary. Quarterly out of county travel will require overnight stay. Work may involve potential exposure to blood products, cleaning materials and loud noises. Position also requires sufficient visual acuity to read scales, measuring boards, and hemocue machines.

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

To successfully perform this job, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

Ability to develop and manage programs through assessment, planning, implementation, evaluation, quality improvement and assurance.

Knowledge of nutritional principles and practices applicable to women, infants and children.

See attachment for soft skills and Public Health Core Competencies needed to successfully perform this job.

Education and/or experience:

A bachelor's degree is required for this position. A degree with a focus on nutrition, health education, dietetics or other health-related field is preferred, but candidates with a bachelor's degree in other fields and relevant transferable experience will be considered. 6 months experience in a position with supervisory responsibility is preferred.

Must be able to maintain professional, positive interaction with participants, CHW clients, and other constituents on the phone and in person, within appropriate boundaries. Must have ability to use tact and judgment in dealing with staff, the public, and with executives and officials from other entities. Must have ability to effectively train other employees. Regular and consistent attendance is required.

Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct and confidentiality privacy laws. Must be

DESCRIPTION OF POSITION

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.

11. Is operation of motor vehicle required? Yes No

12. List equipment, tools, machines used in performance of duties.
Hemoglobin photometer, scales, measuring boards, automobile, photo copier, fax machine, multiple line telephone, printer and computer/laptop.

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA COVERSHEET

Agenda Item Title: Request Approval of Purchase Additional Varonis Licenses

Department: Information Technology **Requested Agenda Date:** 12/18/17

Contact Person: Daris Bouthillier **Phone/Ext.:** 7739

Background and description of need or problem: This is to request authorization to purchase additional Varonis software licensing. The Varonis programs enables IT to track activity on our Windows servers and it satisfies a CJIS requirement for logging and reviewing activity on the network. With the original software purchase, we received 1 year free; that year is expiring and we need to purchase the licensing to continue using the software. Varonis is sole source, they do not sell direct; they designate a vendor, in this case CDW-G from whom we can purchase the licensing.

Funding Source: 001-4002-419.35-06 Software License Fees

Requested Action: Approve of purchase of additional Varonis Licenses from CDW-G in the amount of \$6,500.00, through the NJPA 100614 CDW Technology catalog and adopt sole source financing.

Date: 11/30/17


Signature of Dept. Head: 

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- 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:  _____

TREASURER: _____

HUMAN RESOURCES:  _____

BOC forwards signed Contract/Grant to: 

Commissioners Initials to Place on Agenda ONLY: _____



Sole Source Findings for Varonis Software from CDW-G:

Pursuant to ORS 279B.075(2)(d) – The determination of a sole source must be based on written findings that may include: Other findings that support the conclusion that the goods or services are available from only once source.

Varonis does not sell direct. They line you up with a single vendor and you must buy from that vendor, in this case, CDW-G.