

REVISED A G E N D A
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
May 1, 2012
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. **GOVERNING BODIES**

- A. CCAT- Request Approval of Engagement Letter for Audit Services
- B. 4H/Extension Service District- Request Approval of Engagement Letter for Audit Services
- C. Library Service District- Request Approval of Engagement Letter for Audit Services

4. **DEPARTMENT HEADS**

- A. Request Approval of Engagement Letter for Audit Services- Treasurer
- B. Request Approval of Engagement Letter for Financial Assurance Test- Treasurer
- C. Request Approval of Contract Amendment for Audit Services- Treasurer
- D. Request Approval of Court Security Expenditure Plan- State Courts
- E. Request Delegation of Signing Authority to Administrator for Ready to Smile IGA's- Public Health
- F. Request Approval of Fee Waiver for Brush Collection Event- Solid Waste
- G. Request Approval of Fee Waiver for Metal Collection Event- Solid Waste
- H. Request Approval of Resolution 12-04-042B, Transfer of Funds- Road
- I. Land Sale Results & Request Direction on Unsold Parcels- Land Agent
- J. Request Approval of Software Upgrades- Community Corrections
- K. Request Approval to Lease Postage Machine- Community Corrections
- L. Request Approval to Post & Fill Cartographer II Position- Assessor
- M. Request Approval to Purchase Replacement Computers- District Attorney
- N. Request Approval of Memorandum Of Understanding with Public Health- Commission on Children & Families (CCF)
- O. Request Approval of Elevator Testing Contract- Maintenance
- P. Request Approval of Jail Admin Area Re-Cabling Project Contract- Information Technology (IT)
- Q. Request Approval of SCINT Area Re-Cabling Project Contract- IT
- R. Request Approval of Operation & Guaranty Agreement for Food Bank- BOC/Counsel

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.

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

A. **Approval of Minutes**

Worksession- Land Sale- January 11, 2012

Worksession with DEQ- January 23, 2012

Worksession- Solid Waste Issues- March 14, 2012

Regular Meeting Minutes- April 17, 2012

Worksession- Acceptance of CAFFA Grant Application- April 20, 2012

B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfers of Funds Within the Budget**

Transfer of Appropriations Within a Department- IT- equipment purchases

SOCC Community Partnership Invoice- \$6,000- CCF

C. **Resolutions & Orders**

Resolution 12-04-041C, In the Matter of Coos County Parks and Tioga Sports Park Grant Application

D. **Ratification of Items Previously Approved**

Declaration of Surplus Vehicle & Adding to Auction List- Surveyor

Liquor License Application for Glasgow Market (change of ownership)

Purchase of Windows Pro 7 Software Upgrades- Community Corrections

F. **Ratification of Administrator's Signature on IGA #135555-7- Public Health**

6. **LATE AGENDA ITEMS**

A. Request Award of Thinning Contract- Forestry

B. Request Approval of Transfer of Funds- Sheriff

C. Request Approval of Modification #2 to Law Enforcement Agreement- Sheriff

D. Request Approval to Post & Fill Director Position- Community Corrections

7. **COMMISSIONERS REPORTS**

BOC only
Consent Agenda
Regular Agenda

AGENDA ITEM COVERSHEET

Agenda Item Title: Award of Contract PCT-1-12

Department: Forestry

Requested Agenda Date: 5/1/12

Contact Person: Lance Morgan

Phone/Ext.: 452

Background and description of need or problem: Competitive quotes were received on 4/26/12 for 205 acres of Precommercial Thinning on County Forest Lands. Attached are the results.

Funding Source: 103-9000-461.36-21 Reforestation

Requested Action: Award Contract No. PCT-1-12 to the low bidder, Professional Reforestation of Oregon at the quoted price of \$115.39 per acre.

Date: 4-27-2012

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:  _____

TREASURER: _____

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: OK per Bob
Per attached email -

WA

RESULTS OF QUOTE OPENING HELD 4-26-12, CONTRACT NO. PCT-1-12

Contractor: Professional Reforestation of Oregon, Inc.

555 Lockhart Ave.

Coos Bay, OR 97420

Quoted price per acre: \$115.39

Contractor: Rye Tree Service, Inc.

9551 N. Fork Siuslaw Rd.

Florence, OR 97439

Quoted price per acre: \$115.50

Contractor: _____

Quoted price per acre: \$ _____

Contractor: _____

Quoted price per acre: \$ _____

TRANSFER OF APPROPRIATION WITHIN DEPARTMENT

APPROPRIATION TRANSFER REQUEST MUST BE MADE IN WHOLE DOLLAR AMOUNTS

Dept Name: Sheriff's Office - PSAP

Fund No: 116 Dept/Division No: 1606

FROM:

ACTIVITY	ELEM	OBJ	PROJ NO.	LINE ITEM NAME	AMOUNT
421	60	01		Equipment	1,033.00
					1,033.00

TO:

ACTIVITY	ELEM	OBJ	PROJ NO.	LINE ITEM NAME	AMOUNT
421	22	01		Other Expense	1,033.00
					1,033.00

Specific reason for transfer: _____ Not enough budgeted.

Laiganni 02/26/12
 Department Head Date

 Human Resources (if needed) Date

 Commissioner Date

Consent Calendar Date : _____ Date Posted _____

Payroll transfers must be authorized by Human Resources before routing to Commissioners

LB

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: U.S. Department of Agriculture, Siuslaw National Forest, Grant #: 10-LE-11061200-018 – Modification #2

Department: Sheriff's Office

Requested Agenda Date: 5/1/12

Contact Person: Corporal Rodney Roberts

Phone/Ext.: 494

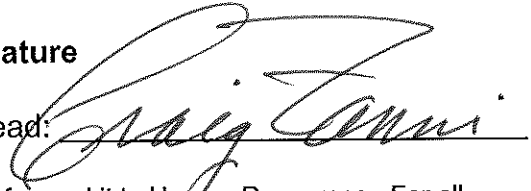
Background and description of need or problem: This is the Modification No. 2 of a 5 year agreement to the Coop Law Enforcement Agreement No. 10-LE-11061200-018. This is for FY 2012-13 and will be effective as of the last date signed thru April 30, 2013. The amount of the modification is \$6,000.00 plus previous year carry-over which is yet to be determined.

Funding Source: USDA-Siuslaw National Forest Grant # 10-LE-11061200-018

Requested Action: Board Review, approval and Signature

Date:

Signature of Dept. Head:



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Departments Affected:

COUNSEL: _____

TREASURER: _____

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to: Jackie McDaniel, Sheriff's Office

Commissioners Initials to Place on Agenda ONLY: _____



BOG only
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Approval to Post and Fill Director for Community Corrections

Department: Human Resources

Requested Agenda Date: 05/01/2012

Contact Person: Mike Lehman

Phone/Ext.: 249

Background and description of need or problem: Roy Wright will retire as of June 30, 2012. Requesting approval to advertise and fill the vacant Director position.

Funding Source: 011-2400-423.10-01

Requested Action: Approval to advertise and fill the vacant Director position.

Date: Department 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: 

Ad/Post until May 30, 2012

COMMUNITY CORRECTIONS - DIRECTOR POSITION CLASSIFICATION

GENERAL STATEMENT OF DUTIES:

Responsible for administration, coordination, and delivery of Community Corrections services in Coos County. The Director directs delivery of these services by conceptualizing, developing, and implementing policies, procedures, and program priorities consistent with policy established by the Board of Commissioners, Courts, Local Public Safety Coordinating Council, State Legislature, Parole Board, Sentencing Guidelines Board, State of Alcohol and Drug, and other government agencies. The Director determines the most effective utilization of resources in order to carry out agency goals and objectives for providing services to the citizens of Coos County, criminal justice community, and criminal offenders.

SUPERVISION RECEIVED:

The Director of Community Corrections works under the supervision of the Board of Commissioners.

SUPERVISION EXERCISED:

The Director of Community Corrections is responsible for direct supervision of Business Operations Manager and A&D Program Manager. Will have the responsibility to see that appropriate supervision is provided to all Department staff directly or through delegation. The employee in this position will set an example by conduct in regards to work ethic, cooperation, and harmony among staff and with Department's partners.

EXAMPLES OF PRINCIPAL DUTIES:

An employee in this classification will perform any or all of the following duties through direct actions or delegation. However, these examples do not include all the specific task which an employee may be expected to perform.

1. Establish and maintain effective programs to manage offenders involved with the Department.
2. Direct development of new programs, ensures that all programs are coordinated countywide and consistent with established policies and procedures.
3. Sets priorities for the Department after assessing competing demands and the availability of human, fiscal, and equipment needed.
4. Leads and facilitates local planning, development and coordination of programs, engages in long-range planning with the Board of Commissioners, Local Public Safety Coordinating Council, Local Alcohol & Drug Planning Committee, Judges and other groups necessary to meet future needs and coordinate with various components of the criminal justice system in dealing with emerging and future trends.
5. Drafts, review, and/or implements local and statewide Department rules, policies, and procedures, as needed. Develops and maintains a two (2) year Community Corrections Plan and submits required annual reports.

6. Responsible to see that contracts, intergovernmental agreements, letters of agreement, and other legal agreements are properly negotiated, developed, and administered.
7. Assess the quality of programs or services provided by collecting and reviewing evaluation data. Confers with reporting staff, reviews information, and consults with staff to determine what improvements are needed.
8. Represents the Department in the community by addressing news media, community, and professional groups on Department programs and policies; prepares reports; maintains liaison with representatives of other agencies and the public; and resolves interagency disputes.
9. Establishes and maintains local sanction processes and programs pursuant to statutes, administrative rules, local resources, and interagency agreements.
10. Responsible for preparation, monitoring, and reporting of Department's budget and ensuring that program delivery occurs within approved amounts.
11. Responsible for personnel management in the areas of hiring, performance, grievance resolution, disciplinary action, termination, supervision, and compliance with applicable laws and guidelines.
12. Responsible for program oversight of a licensed drug and alcohol treatment program.
13. Other administrative and/or offender related duties as assigned.

REQUIREMENTS, KNOWLEDGE, SKILL, AND ABILITY:

Ability to lead staff in a correctional program setting; interpret and apply rules, policies, procedures, and statutes to the decision-making process as it applies to the criminal justice system; develop and implement programs and policies in order to increase Department's effectiveness. Must have knowledge of the criminal justice system and how the Department fits into the overall corrections efforts.

SPECIAL REQUIREMENTS:

A criminal and driving check will be made and evidenced of adverse conduct may be grounds for disqualification. Must respond to emergencies on non-duty hours when available. Must obtain, and maintain, DPSST certification at the supervisory and/or management level within two years of hiring. For new employees, a background investigation and drug test must be successfully passed prior to obtaining the position.

EXPERIENCE AND TRAINING:

Three years of professional counseling experience dealing with clientele in a social services or rehabilitative setting, preferably in a criminal justice setting, and a Bachelor's degree, in a behavioral science is preferred. Appropriate experience in the criminal justice field may be substituted for any or all of the above. Responsible experience in the interpretation and application of statutes and policies in a criminal justice or social service setting. Experience in providing direction and evaluation of staff.