

**REVISED AGENDA**  
**COOS COUNTY BOARD OF COMMISSIONERS**  
Owen Building Large Conference Room  
May 19, 2015  
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)(f) Records or Information Exempt from Public Inspection
  - D. (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/PUBLIC HEARINGS**

- A. Library Service District Budget Hearing
- B. 4H/Extension Service District Budget Hearing
- C. CCAT Service District Budget Hearing
- D. CCAT Supplemental Budget Hearing
  - 1) Request Approval to Purchase 2014 Bus
  - 2) Request Approval of Contract Renewal with Coos County
- E. Coos County Budget Hearing

4. **DEPARTMENT HEADS**

- A. Request Approval of Contract Renewal- CCAT
- B. Request Award of Contract for Installation of Network Cables- Coos Health & Wellness (CHW)
- C. Request Approval of Contract with NCM Media Network & Authorize Chair to Sign- CHW
- D. Request Approval of IGA Amendment for Household Hazardous Waste- Solid Waste
- E. Request Approval of Contract Amendment with THE House- Community Corrections
- F. Request Approval of Reclassification for Personal Property Appraiser- Assessor
- G. Request Approval of State IGA for Child Dependency Cases- District Attorney
- H. Request Approval of Contract Amendment with Conmed- Sheriff
- I. Request approval to Extend COPS Hiring Program Grant- Sheriff
- J. Request Approval to Purchase Network Switches- Information Technology (IT)
- K. Request Approval to Purchase DVR- IT
- L. Request Approval to Appoint Hearings Officer- Planning
- M. Request Approval of Contract for Strategic Planning & Adopt Sole Source Findings- BOC

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.

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

A. **Approval of Minutes**

Worksession- Marijuana Ordinance- February 12, 2015  
Regular Meeting Minutes- May 5, 2015

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

Transfer of Appropriation Within a Department- Sheriff/Criminal- equipment  
Transfer of Appropriation Within a Department- Sheriff/Criminal- Amergent Techs

C. **Orders & Resolutions**

Resolution 15-05-060P, In the Matter of Granting Salary Merit Step Increase for Eric Gleason Retroactive to April 1, 2015

Resolution 15-05-061P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective May 1, 2015

Resolution 15-05-062B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$6,600 Within the Land Corner Preservation Fund

Resolution 15-05-063B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$7,000 Within the Coos County Parks Fund

Resolution 15-05-064P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

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

Purchase of Tax Accounts 4840800, 4840500 & 4842301- Land Agent

Purchase of Envelopes for 2015/16 Tax Season- Treasurer/Tax

OACTC Data Exchange Program Agreement- Treasurer/Assessor

Liquor License Renewals for the Following: Sunset Market, Oceanside RV Park (2), Coquille Valley Elks #1935, Old General Store, Bridge Country Store, Wagon Wheel Grocery, Coquille Tackle & Smokes

E. **Software Licenses/Maintenance Agreements (authorize Chair to sign where necessary)**

Telephone System Maintenance Agreement with A3 Telecom- IT- \$27,882

6. **LATE AGENDA ITEMS**

A. Request Approval to Dissolve/Transfer Commission on Children & Families Fund- CHW

B. Request Approval to Increase Wage of Psychiatric Nurse Position- CHW

C. Request Approval to Declare 3 Vehicles as Surplus/Authorize Auctioning- CHW

D. Request Approval of Task Order #5 with David Evans & Associates- Road

E. Request Approval to Transfer Funds- Road

F. Request Approval of Job Description Update- Crime Victims Assistance

G. Request Acceptance of ATV Grant & Authorize Chair to Sign- Parks

7. **COMMISSIONERS REPORTS**

BOC only:  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

LATE

AGENDA ITEM COVERSHEET

Resolution 15-01-0148

Agenda Item Title: Request 022 CCF fund be dissolved and transfer funds to 021 MH fund

Department: Health & Human Services

Requested Agenda Date: ~~02/03/2015~~ 5/19/15

Contact Person: Ginger Swan

Phone/Ext.: 541-751-2547

Background and description of need or problem: Many of the functions of the Commission on Children and Families System have been transferred to the Health Education Division of the Health & Human Services Department. These functions will carry on under the reorganized structure of the Health & Human Services Department to continue the grassroots projects the Commission formerly facilitated such as: Community Trainings, Early Learning and Youth Development work, providing coordination and/or funds for prevention events such as Youth Summit, Teen Idol, Teenopoly; participation in community events such as National Night Out, Family Fun Day, community Health Fairs and other children and families opportunities in Coos County.

Funding Source: n/a

Requested Action: Dissolve 022 CCF fund & transfer balance to 021 MH fund

General Fund

Approve Resolution 15-01-0148

Date: 01/15/2015

Signature of Dept. Head: Ginger Swan

By Carrie McIlm

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: B \_\_\_\_\_

Human Resources: \_\_\_\_\_

BOC forwards signed Contract/Grant to: n/a

6A

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS

3 STATE OF OREGON

4  
5 In the Matter of Dissolving the ) RESOLUTION  
6 Commission on Children & ) 15-01-014B  
7 Families Fund )

8 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a  
9 meeting held May 19, 2015, and whereas the Commission on Children & Families Fund  
10 Fund was created to receive grants from the Oregon Commission on Children and  
11 Families, a State agency; and

12 WHEREAS, the functions of the Commission have transferred to the Behavioral  
13 Health Department in the Mental Health Fund and the Commission on Children &  
14 Families Fund is no longer needed; and

15 NOW, THEREFORE, BE IT RESOLVED that the Commission on Children &  
16 Families Fund be dissolved and that the balance be transferred to the General Fund in  
17 accordance with ORS 294.353.  
18

19 DATE THIS \_\_\_\_\_ day of May 2015.

20  
21 BOARD OF COMMISSIONERS

22  
23  
24 \_\_\_\_\_  
Commissioner

Commissioner

Commissioner

25  
26  
27 Prepared by:

*Davis*  
28 Budget Office

BOC only:  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

**LATE AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Proposal to increase wage of Psychiatric Nurse position  
**Department:** Coos Health & Wellness **Requested Agenda Date:** 05/19/2015  
**Contact Person:** Ginger Swan **Phone/Ext.:** 541-751-2547

**Background and description of need or problem:** We have been attempting to recruit and fill a Psychiatric Nurse position and have not had any success. Because of this we would like to increase the wage to bring it more in line with other entities. The current pay grade is 441, wage \$4,364-\$4,917 and we would like to increase it to pay grade 442, wage \$4,983-\$6,002. There is money in the budget for this increase.

No County General Funds will be used for this contract.

**Funding Source:** 021-1302-444.10-01

**Requested Action:** Approve increasing the wage for the Psychiatric Nurse position

Date: 05/13/2015 Signature of Dept. Head: *Ginger Swan*

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: *z*

Human Resources: *[Signature]*

BOC forwards signed Contract/Grant to: n/a

*6B*

# Coos Health & Wellness

Together, Inspiring Healthier Communities



To: Coos County Board of Commissioners

From: David Geels, Director of Behavioral Services

Re: Proposal to increase wage of Psychiatric Nurse position from pay grade 441 to 442 in order to be able to recruit and fill current vacancy

We have been attempting to recruit and fill a vital Psychiatric Nurse position with no success. We have received only one qualified application to date but were unable to hire this individual due to an inability to match or even come close to the applicant's current salary. This lack of applicants caused us to research current prevailing wages, thus demonstrating that our wage for this position is severely undervalued and is likely a major factor in our inability to recruit and fill. By moving the position up to pay grade 442 we are moving the wages more in line with current market average and will be in a better position to attract talented individuals to our department.

Our current Psychiatric RN position starts at \$4364 per month and at step 5 tops out at \$4917. On average, similar positions in Salem are \$5633 per month, in Eugene they average \$6060. A currently posted position at Oregon State Hospital has a range of \$5354-7072/month. Starting positions at Peace Health and St. Charles Medical start at a minimum of \$33.00/hr (\$5720/month) up to over \$50/hour. Relative to the Salem average our starting salary is near the bottom 5% of the bell curve and our top step is still within the bottom 20% of the average. This is likely why we are seeing little response to our advertising.

If we move the position under pay grade 442 it would start at \$4983/month, step 3 is at \$5468 and step 5 is \$6002. While this increase would not make the salary hugely attractive to potential applicants it would at least allow us to compete on an even playing field with other entities engaged in the recruiting process.

Overall, the impact on the CHW budget with this change would remain minimal. We currently have 1 full time RN position and in terms of future need we would likely never need more than 1 additional RN position.

Thank you for your consideration.

|   |
|---|
| BOC only:<br>Consent Agenda _____<br>Regular Agenda _____ |
|---|

**LATE AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Declaring 3 vehicles as surplus property and approval to auction them

**Department:** Coos Health & Wellness

**Requested Agenda Date:** 05/19/2015

**Contact Person:** Ginger Swan

**Phone/Ext.:** 541-751-2547

**Background and description of need or problem:** The department has 3 vehicles that we would like declared surplus property and approval to have them auctioned. The vehicles are:

- 1998 Ford Contour
- 1995 Ford E150 Van
- 1998 Ford Escort

**Funding Source:** n/a

**Requested Action:** Approve 3 vehicles as surplus property and approve *TO HAVE THEM AUCTIONED*

**Date:** 05/13/2015

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

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:** *JS*

**Treasurer:** *B*

**Human Resources:** *N/A*

**BOC forwards signed Contract/Grant to:** n/a

*bc*

BOC only:  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

LATE AGENDA ITEM COVERSHEET

**Agenda Item Title:** Task order #5; David Evans & Associates, Contract Amendment to Charleston Safe Bikeway and future projects for Sitkum Ln MP 21 Slide Mitigation.

**Department:** Road **Requested Agenda Date:** 5-19-15

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

**Background and description of need or problem:** Road Department needs to repair a slide on Sitkum Ln at MP 21, David Evans will be assisting the County with plan production, specifications, and construction cost estimates.

**Funding Source:** STP 003-2703-431-33.06

**Requested Action:** Approve additional Task order with DEA for Engineering and Services in relation to Sitkum Ln MP 21 Slide Mitigation, NTE \$71,000

**Date:** 5-11-15 **Signature of Dept. Head:** John Rowe

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: JS

TREASURER: B

HUMAN RESOURCES: n/a

BOC forwards signed Contract/Grant to: ROAD DEPT.

Commissioners Initials to Place on Agenda ONLY: \_\_\_\_\_

led



**CONTRACT / GRANT SUMMARY FORM**

Clerk's File C&A No.: \_\_\_\_\_ (complete after filed with Clerk) Internal Contract/Agreement or Grant No.: 11-20-12CA#300

Name/Agency Name and Address: David Evans & Associates, Inc., 530 Center St, NE, Suite 505, Salem, OR 97301

Contact Person: Shon Heern Phone No. 503-302-8132

Amount of Contract/Grant Award: \$ additional \$71,000.00

Payment Terms: Upon completion & Invoice (state lump sum or amount and time of payments)

Start Date: Upon signing End Date: September 2015

County Department and Employee Responsible for Performance: Road Department, John Rowe, Roadmaster

Description: Task order #5 Sitkum Lane MP 21 Slide Mitigation - Amendment to Charleston Safe Bikeway & Future projects contract.

**FINANCIAL INFORMATION**

| STATE % | OTHER % | FEDERAL %<br>(CFDA # Required) | Catalog of Federal Domestic Asst.<br>*(CFDA) Number |
|---------|---------|--------------------------------|---|
|         |         |                                |   |

\*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: \$ up to \$50,000

Previous Date:

Original Date: 11-2012

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 \$5000
- Under \$50,000 for Quotes
- Under \$150,000 & Approval from Board for Quotes
- Sole Source
- Contract with Public Agency
- Equipment Maintenance
- Office Supplies
- Used Vehicles
- State Purchasing
- Other \_\_\_\_\_

Public Improvement - If Not Using Bid, Mark Exemption:

- Under \$5000
- Under \$50,000 for Quotes
- Under \$100,000 & Not a Transportation Project for Quotes
- Alternative Contracting Method Approved by Board
- Other \_\_\_\_\_

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: JS

BOC only  
Consent Agenda  
Regular Agenda

*LATE* AGENDA ITEM COVERSHEET

Agenda Item Title: Request to transfer \$50,000 from our Capital Projects-Contracted Services line item to our Road - Contracted Services line item. *Resolution 15-05-065B*

Department: Road Dept. Requested Agenda Date: 5-19-15

Contact Person: John Rowe Phone/Ext.: 7665

Background and description of need or problem: Additional contracted services required for S Coos River Tidegate project.

Funding Source: 003-2703-431-36-01 Capital Projects - Contracted Services

Requested Action: Accept the transfer of \$50,000.00 into our Road-Contracted Services line item. *Appr Approve Resolution 15-05-065B*

Date: 5-14-15 Signature of Dept. Head: *[Signature] For John Rowe*

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: *h* \_\_\_\_\_

HUMAN RESOURCES: \_\_\_\_\_

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: \_\_\_\_\_

*6E*

1 BOARD OF COMMISSIONERS  
2 COUNTY OF COOS  
3 STATE OF OREGON

4 In the Matter of a Transfer of Expenditure )  
5 Appropriations in the Amount of \$50,000 ) RESOLUTION  
6 Within the Public Works Fund ) 15-05-065B

7 NOW BEFORE THE BOARD OF COMMISSIONERS sitting for the transaction of  
8 County business at a meeting on May 19, 2015, is the matter of a transfer of appropriations in  
9 the amount of \$50,000,

10 WHEREAS, the reason, need and purpose of the request for transfer of expenditure  
11 appropriations is for the Coos River tide gates;

12 WHEREAS, a transfer of expenditure appropriations would be allowable according to  
13 O.R.S. 294.463 as expenditures were not anticipated during the preparation of the current  
14 fiscal year's budget;

15 NOW, THEREFORE, BE IT RESOLVED that the transfer of appropriations be approved  
16 and be transferred between the departments and amount as shown below:

17 PUBLIC WORKS FUND .

18 From:  
19 2703 – Road Department-Capital Projects Division  
20 Materials & Services  
21 431.36-01 Contracted Services \$ 50,000

22 To:  
23 2700 – Road Department-Road Maintenance Division  
24 Materials & Services  
25 431.36-01 Contracted Services \$ 50,000

26 Dated this \_\_\_\_\_ day of May 2015.

27 BOARD OF COMMISSIONERS

28 \_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Prepared by:

Barton  
Budget Office

BOC only:  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

*LATE* AGENDA ITEM COVERSHEET

Agenda Item Title: Job description update

Department: Crime Victim Assistance

Requested Agenda Date: 5/19/15

Contact Person: Maureen Knudsen

Phone/Ext.: 7548

Background and description of need or problem: Changes have been made to the old job description for the Director position. Need Board approval of the new description.

Funding Source: VOCA/CFA funds

Requested Action: Approve new job description

Date: 5/18/15

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: \_\_\_\_\_



## DESCRIPTION OF POSITION

Revision Date: May 12, 2015

|    |  |
|----|--|
| 1. | Current Classification Title: Crime Victim Assistance Director   |
| 2. | Working Title: Director  |
| 3. | Department: Crime Victim Assistance  |
| 4. | Pay Grade & Range: 752<br>Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/><br>Seasonal <input type="checkbox"/> Other<br>Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/><br>Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| 5. | What is the purpose of this position?<br>Coordinate and direct those services required by the Department of Justice to maintain a comprehensive victim/witness program. Work will include program direction and supervision of staff, budget preparation, developing proposals for potential grant funding, maintaining and exercising accounting controls over adopted budget, grants and fiscal procedures relating to the CVA department, ensuring compliance with existing grants and providing advocacy and direct services to victims of crime.  |
| 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. <ul style="list-style-type: none"><li>▪ Write grants to support the Crime Victim Assistance program; monitor and report on ongoing grants; seek additional funding or resources as appropriate.</li><li>▪ Prepare statistical reports as required for funding and evaluate effectiveness of program; provide program information to the District Attorney.</li><li>▪ Perform program administration functions such as preparing and submitting budgets, vouchers and timesheets. Maintain department administrative practices consistent with county policies.</li><li>▪ Ensure program is providing core services to all crime victims as required by Oregon statutes.</li><li>▪ Provide informational needs of victims (i.e., case status, restitution, Victim Impact Statement, Crime Victim Compensation information and assistance completing forms).</li><li>▪ Assist in establishing a relationship of trust between the District Attorney and the victim/witness during the court process by scheduling conferences and attending them with the victim and the District Attorney handling the case.</li><li>▪ Respond in crisis situations to the emotional needs of victims, including assisting in obtaining needed services for victims from other agencies.</li><li>▪ Prepare victims and witnesses for court and, when necessary, accompany them. Provide follow-up support to crime victims beyond sentencing.</li><li>▪ Maintain and strengthen effective working relationships with coworkers, law enforcement agencies, local non-profit advocacy programs and other service agencies to seek new ways to serve crime victims in the community.</li><li>▪ Attend required professional conferences and training sessions.</li><li>▪ Regular and consistent attendance is required.</li></ul> |
| 7. | Supervision. <ul style="list-style-type: none"><li>• This position is supervised by the Coos County District Attorney.</li><li>• This position does supervise volunteer workers.</li></ul>   |
| 8. | Working conditions of position.<br>Typical office setting located in the Courthouse in Coquille. Usual hours 8-5, Monday - Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Travel within the county may be required. Odd hours and emergency call outs are possible. Emotional challenging work.  |

## DESCRIPTION OF POSITION

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

- A four-year college degree and 3 years employment in a victim service agency providing both successful grant writing or grant compliance experience and advocacy services; or a combination of education and experience providing equivalent knowledge including basic knowledge of the processes of the criminal justice system and Oregon Victim Rights Statutes sufficient to successfully perform the essential duties of the job.
- Knowledge and understanding of the problems confronting victims of crime. Understanding of the criminal justice system and community resources. Knowledge of pertinent laws and regulations. Ability to respond to a crisis situation in a calm manner. Ability to relate to people of all ages and professions in a positive, non-judgmental manner. Ability to set aside personal bias, prejudice and fears to effectively communicate with, and respond to, a diverse population of victims.
- Must be able to learn/utilize computer systems including use of newer office technologies. Must have good time-management skills; ability to prioritize tasks in a fast-paced environment.
- Ability to supervise personnel and work effectively with co-workers. Knowledge of agency administration and program management principles. Proficient in budget development and implementation of programs and policies. Ability to write, manage and administer grants and/or contracts.
- Ability to work independently. Excellent verbal, written, interpersonal and organizational skills.
- Must pass a criminal history background check.
- Will need to meet the current State Victim Assistance Academy training requirements.

10. Is operation of motor vehicle required?      Yes         No  

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

Skilled in use of current computer and software technology, telephone, copy machine, fax and other general office machines such as a personal computer. Must be familiar with Microsoft Word, Excel, and Access.

BOC only:  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: 2015 ATV Grant Agreement

Department: Parks

Requested Agenda Date: 5/19/2015

Contact Person: Larry Robison

Phone/Ext.: 7756

**Background and description of need or problem:** The Parks Dept has been awarded a two year ATV grant to fund 1 fulltime and 3 seasonal positions at Riley Ranch for fiscal years 2015-16 and 2016-17. The grant is for the amount of \$210,723.00 and will be matched with park staff time and wages in the amount of \$230,915.00 for a total project cost of \$441,638.00.

Funding Source: Oregon Parks & Recreation Dept ATV Program

Requested Action: The BOC <sup>approve</sup> sign attached agreement with OPRD for the amount of \$210,723.00. *and authorize Chair to sign.*

Date: 5/18/15

Signature of Dept. Head: *Larry Robison*

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: *SS*

TREASURER: *B*

HUMAN RESOURCES: \_\_\_\_\_

*669*

**CONTRACT / GRANT SUMMARY FORM**

Clerk's File C&A No.: \_\_\_\_\_ (complete after filed with Clerk)

Internal Contract/Agreement or Grant No.: ATV15-24

Name/Agency Name and Address: Oregon Parks and Recreation Dept

Contact Person: Pamela Berger Phone No. 503-986-0707

Amount of Contract/Grant Award: \$ 210,723

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

Start Date: July 1, 2015 End Date: June 30, 2017

County Department and Employee Responsible for Performance: Larry Robison, Parks Department

Description: operation and maintenance grant

**FINANCIAL INFORMATION**

| STATE % | OTHER % | FEDERAL %<br>(CFDA # Required) | Catalog of Federal Domestic Asst.<br>*(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 \$5000  
 Under \$50,000 for Quotes  
 Under \$150,000 & Approval from Board for Quotes  
 Sole Source  
 Contract with Public Agency

- Equipment Maintenance  
 Office Supplies  
 Used Vehicles  
 State Purchasing  
 Other \_\_\_\_\_

Public Improvement - If Not Using Bid, Mark Exemption:

- Under \$5000  
 Under \$50,000 for Quotes  
 Under \$100,000 & Not a Transportation Project for Quotes

- Alternative Contracting Method Approved by Board  
 Other \_\_\_\_\_

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: JS