

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
July 19, 2016
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(b) To consider dismissal or discipline of a public officer or employee
 - B. (2)(e) Real property transactions
 - C. (2)(h) Consultation with Counsel
 - D. (2)(m) Review or approve programs relating to security

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. Continuation of Road Name Petition RN-16-001 "McMahons Drive"- Planning

4. **DEPARTMENT HEADS**

- A. Request Approval to Advertise/Post & Fill MHS III Position & Updated Job Description- Coos Health & Wellness
- B. Request Approval to Purchase Pick-Up Truck- Parks
- C. Request Approval of Marine Board Contract- Sheriff
- D. Review of Cascadia Rising Exercise- Sheriff/Emergency Management
- E. Request Approval to Purchase Equipment from Grant Funds- Sheriff/Emergency Management
- F. Request Approval of STF Discretionary Vehicle Match Agreement & Authorize Chair to Sign Racial & Ethnic Impact Statement- Finance
- G. Request Award of Contract for Glen Aiken Creek Road Slide Repairs- County Counsel
- H. Request Approval of Letter of Support for DLCD Budget Requests- BOC

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

- A. **Approval of Minutes**

- Worksession- Road Hauling Permits- June 2, 2016
Regular Meeting Minutes- June 21, 2016

- B. **Orders & Resolutions**

- Order Granting Vacation 16-07-066PL (no hearing required) VAC-16-001, In the Matter of a Vacation of Two Alleys and Portions of Madison Street and Monroe Street in the Plat of Highland Park Addition to Bandon, Located in Bandon, Coos County, Oregon
Order Granting Vacation 16-07-067PL (no hearing required) VAC-16-001, In the Matter of a Vacation of a Portion of Madison Street in the Highland Park Addition and a portion of Broadway Avenue Located in the plat of Beale-McDonald, in Bandon, In Coos County Oregon
Order Granting Vacation 16-07-068PL (no hearing required) VAC-16-001, In the Matter of a Vacation of a Portion of Broadway Avenue Located in the Plat of Beale-McDonald in Bandon, Coos County Oregon
Order 16-07-069C, In the Matter of Reappointing Dave Scolari ad Donna Hanna to the Coos County Fair Board
Resolution 16-07-094L, In the Matter of Coos County Forestry Department Participating in TOPS Program

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.

- C. **Items Previously Approved (authorize Chair to sign where necessary)**
 - Amendment #1 to IGA #148509 with State of Oregon- CHW
 - Contract with United Healthcare- CHW
 - Contract Amendment with Dan Olsen- County Counsel
 - Contract Amendment with Telmate- Sheriff

- D. **Maintenance Agreements/Licensing (authorize Chair to sign where necessary)**
 - Maintenance Agreement with Synergon/WesTek- Sheriff
 - ERSI ArcGIS Software Maintenance- Planning
 - Smartnet & Ironport Maintenance Agreements- Information Technology (IT)
 - Copier Maintenance Agreements- IT

6. **LATE AGENDA ITEMS**

- A. Request Approval to Create Incentive Program for Non-Union Licensed Staff- CHW

- B. Request Approval to Purchase 4 Pick-up Trucks- Road

- C. Request Approval of Routine Payroll Resolutions- Human Resources

- D. Request approval to Change Pay Grade for HR Specialist & Classify Position as Exempt- County Counsel

- E. Discussion on ORS 251.285- County Counsel

7. **COMMISSIONERS REPORTS**

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Create incentive program for non-union licensed Behavioral Health employees

Department: Coos Health & Wellness

Requested Agenda Date: 07/19/2016

Contact Person: Ginger Swan

Phone/Ext.: 541-751-2547

Background and description of need or problem: To promote professional development the Behavioral Health department would like to create an incentive program for licensed employees. Staff who possesses an Oregon Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW) or a Certified Alcohol & Drug Counselor (CADC) will be eligible for the incentive. Those employees who possess a LPC, LMFT or LCSW will receive 5% added to their base salary and those employees who also possess a CADC will receive an additional 3% for a total of 8% added to their base salary. The increase would be effective 7/1/2016.

An incentive program agreement has already been approved for our AFSCME Union employees and this agenda item is requesting approval for non-union staff, who meets the above criteria, to also receive the incentive.

No County General Funds will be used for this contract.

Funding Source: 021-1302-444.10-01

Requested Action: Approve incentive program for non-union licensed Behavioral Health employees

Date: 07/14/20126

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

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: *KL*

Treasurer: *MS*

Human Resources: *CT*

BOC forwards signed Contract/Grant to: n/a

GA

CHW Licensed Staff for Salary Differential

	A	B	C	D	E	F	G	H
	First name	Last name	Pay Grade	Differential	License	State	Number	Job Classification
1								
2	Ross	Acker	820	+5%	LPC	OR	C2374	MH Spec III
3	Carol	Embury	820	+5%	LCSW	OR	L3433	MH Spec III
4	David	Geels	819	+5%	LPC	OR	C2605	MH Director
5	Nanaymie	Godfrey	820	+5%	LPC	OR	C3622	MH Spec III
6	Megan	Ridle	820	+8%	CADC/LPC	OR	10 09 46/C3464	MH Spec III
7	Shawna	Schaar	820	+5%	LCSW	OR	L5634	MH Spec III
8	Ginger	Swan	815	+5%	LPC	OR	C0611	CHW Director

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Request Approval to purchase three 2016 Chevrolet 3500HD pickups and one 2016 Chevrolet 2500HD pickup.

Department: Road Dept.

Requested Agenda Date: 7-19-16

Contact Person: John Rowe

Phone/Ext.: 7665

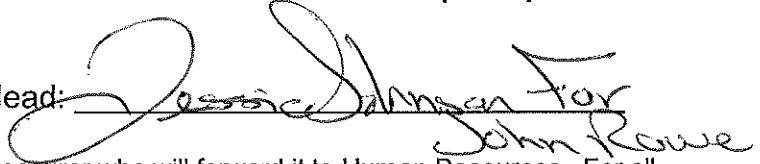
Background and description of need or problem: Through the state contract we would like to purchase four 2016 Chevrolet Pickups from Suburban Auto Group, which has been approved in our equipment budget for this fiscal year. Three pickups will be the Chevrolet 3500HD 4x4 at \$31,619 each and one pickup will be the Chevrolet 2500HD 4x4 at \$29,782 each.

Funding Source: 003-2703-431.60-01 Equipment

Requested Action: Approve the purchase of four new 2016 Chevrolet pickups from Suburban Auto Group for \$124,639.

Date: 7-14-16

Signature of Dept. Head:



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Departments Affected:

COUNSEL: _____

TREASURER: budgeted @ \$120,000 - MJ

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____



BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request Approval of Routine Payroll Resolutions

Department: HR

Requested Agenda Date: 7/19/16

Contact Person: Keith Leitz

Phone/Ext.: 7960

Background and description of need or problem: These resolutions would have appeared on the Consent Calendar, but the deadline was missed.

Resolution 16-07-095P, In the Matter of Reclassification for Janet Leep Effective Retroactive to June 1, 2016; **Resolution 16-07-096P**, In the Matter of a Salary Adjustment for Katharine Cooley Effective July 1, 2016; **Resolution 16-07-097P**, In the Matter of a Personnel Transfer for Douglas Strain Within the Sheriff's Department Effective July 1, 2016; **Resolution 16-07-098P**, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective July 1, 2016; **Resolution 16-07-099P**, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date; **Resolution 16-07-100P**, In the Matter of Granting Salary Merit Step Increase for Various Coos County Employees Retroactive to June 1, 2016; **Resolution 16-07-101P**, In the Matter of a Longevity Increase for JoAnne Beck Effective July 1, 2016; **Resolution 16-07-102P**, In the matter of a Salary Adjustment Due to Licensure for Various Coos County Employees Effective July 1, 2016

Funding Source: Various

Requested Action: Approval of the Various Payroll Resolutions

Date:

Signature of Dept. Head: _____

County Counsel _____

Human Resources CT _____

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BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request to change the pay grade of the Human Resources Specialist position and classify this position as an exempt position.

Department: County Counsel

Requested Agenda Date: 7/19/2016

Contact Person: Keith Leitz

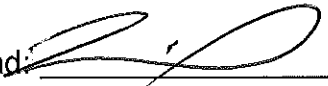
Phone/Ext.: (541) 396-7692

Background and description of need or problem: As part of the Office of Counsel, the Human Resources Specialist classifies as an exempt position. I would like to change the pay range from pay grade 788 (\$3,005-\$3,809) to pay grade 740 (\$3,267-\$4,024) to match it with the legal assistant pay grade.

Funding Source: County Counsel

Requested Action: Approve the request to change the pay grade for the Human Resources Specialist to 740 (\$3,267-\$4,024) and classify this position as an exempt position.

Date: 7/13/16

Signature of Dept. Head:  _____

For all matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

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County Counsel KL _____

Treasurer MS _____

Human Resources CT _____



1.	Current Classification Title: Human Resources Specialist
2.	Working Title: Human Resources Specialist
3.	Department: County Counsel
4.	Pay Range: 740 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.	What is the purpose of this position? Directs the implementation of human resources policies, programs, and procedures. Advises elected officials, department heads, and employees on issues or problems relating to human resources. With direction from County Counsel, provides all areas of human resources, including: compensation, benefits, labor relations, recruitment, training, employment law compliance, workers' compensation, and safety.
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"> • Fosters a positive environment and works with managers and employees to address any employee relations issues. This may include developing and maintaining employee recognition programs, coaching managers and department heads about how to proactively address and resolve issues, and responding promptly and professionally to investigations and grievances. • Administers all health, welfare, and retirement benefits for employees. • Provides research, analysis, recommendations, and ongoing administration of the County's compensation program, including compensation structure, fringe benefits, job descriptions, and performance reviews. • Proactively addresses the development of policies, processes, and forms necessary to address County needs and compliance requirements. • Evaluates and develops staff and management training. This may involve development, delivery, and documentation of training programs as well as working with outside consultants to deliver training. • Working with the County Counsel's office, ensures the County is abiding by all local, State, and Federal employment laws and makes proactive recommendations when potential issues are identified or arise. • Assists the Risk Manager in overseeing the County's safety program and budget and administers the Workers' compensation program. • Performs other duties as assigned. • Regular and consistent attendance is required.
7.	Supervision. This position is supervised by County Counsel.
8.	Working conditions of position. Typical office setting, usual hours 8 – 5, Monday through Friday at various county offices. Work is performed both at the office and in the field; work may require bending, stooping, lifting, pushing, pulling, traversing uneven surfaces, common exposure to chemicals and odors. Travel within and occasionally outside of the County will be required.
9.	List required special skills, licenses, certificates, etc. <ul style="list-style-type: none"> • Prefer a degree in human resources, public administration, business administration, or a closely related field, from an accredited institution of higher education preferred but not required; AND • Two years of increasingly responsible experience in human resources management that includes at least two years in the public sector; OR • Any satisfactory equivalent combination of experience, education, and/or training that demonstrates possession of the required knowledge, skills, and abilities.
10.	Is operation of motor vehicle required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
11.	List equipment, tools, machines used in performance of duties. Knowledge of: the principles, practices and procedures of public sector human resources administration, and organization, including classification and compensation; recruitment, testing, and selection; labor relations and collective bargaining; affirmative action, training and organizational development; budgeting procedures and techniques; principles and practices of supervision, training and personnel management; HR

related federal, state, and local laws, rules, and regulations; and management of personnel data.

Ability to: organize, direct and implement comprehensive personnel programs; prepare and administer a budget; develop short and long term plans with goals, actions and performance measures; train and evaluate employees; identify and respond to organizational issues and concerns relating to personnel services; analyze complex and detailed personnel data and make appropriate decisions; analyze problems, identify alternative solutions and implement recommendations in support of organizational goals; effectively communicate with individuals in difficult situations; establish and maintain effective working relationships with elected officials, department heads, employees, job applicants, and the general public; communicate effectively in both oral and written form; use tact and good judgment; and maintain strict confidentiality in all human resources matters.

BOC only: Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Discussion on ORS 251.285

Department: Counsel's Office

Requested Agenda Date: 7/19/2016

Contact Person: Keith Leitz


Phone/Ext.: 7960

Background and description of need or problem: The Board has received a request to consider adopting Ordinances allowing a county measure, ballot title, explanatory statement, and arguments relating to the measure to appear in the State's voters' pamphlet pursuant to ORS 251.285.

Funding Source: N/A

Requested Action: BOC to discuss whether to draft Ordinances authorizing County measures to be included in the State's voters' pamphlet.

Date: 7/14/2016

Signature of Dept. Head: 

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Departments Affected:

COUNSEL: KL

TREASURER: NC WS

HUMAN RESOURCES: _____

BOC forwards signed document to Counsel's office.

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