

**A G E N D A**  
**COOS COUNTY BOARD OF COMMISSIONERS**  
Owen Building Large Conference Room  
May 20, 2019  
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
  - A. (2)(e) Real Property Transactions
  - B. (2)(h) Consultation with Counsel
  
2. **PLEDGE OF ALLEGIANCE**  
**CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person- scheduled to begin at 9:30 AM**
  
3. **DEPARTMENT HEADS**
  - A. Request Approval of MOU with SWOIPA & Authorize Director to Sign- Coos Health & Wellness (CHW)
  
  - B. Request Approval of Contract for Video Production Services- CHW
  
  - C. Request Approval to Transfer Funds from Parks Contingency Fund- Parks
  
  - D. Request Approval to Transfer Funds from General Fund Contingency Fund- Jail
  
4. **CONSENT CALENDAR- administrative matters not up for discussion**
  - A. **Approval of Minutes**  
Regular Meeting Minutes- May 7, 2019
  
  - B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**  
Transfer of Appropriation Within Department- DA Support Enforcement- extra help  
Transfer of Appropriation Within Department- Road Maintenance- storm & culvert project supplies  
Transfer of Appropriation Within Department- SW Closure/Post Closure- shortage in payroll  
Transfer of Appropriation Within Department- Finance/Tax- shortage in payroll
  
  - C. **Orders & Resolutions**  
Resolution 19-05-072P, In the Matter of Granting a Merit Step Salary Increase for Shelly Dubisar Retroactive to April 1, 2019  
Resolution 19-05-073P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective May 1, 2019  
Resolution 19-05-074P, In the Matter of a Pay Grade Adjustment for Kelsey Orr Pursuant to the Side Agreement Between Coos County and ONA Effective May 1, 2019  
Resolution 19-05-075P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Various Hire Dates  
Resolution 19-05-077B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$8,095 Within the General Fund  
Resolution 19-05-078B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$1,670 Within the Crime Victims Assistance Fund
  
  - D. **Items Previously Approved (authorize Chair to sign where necessary)**  
Contract with South Coast Head Start- CHW- WIC coordination/services  
Contract Amendment with Western Mercantile- CHW- collection services  
Contract Amendment with Creative Creations Landscaping- CHW- 305 LaClair property  
Contract Amendment with North Pacific Security- CHW- security at CHW buildings  
Agreement with Ronald Broadley- CHW- relocation expenses  
Agreement with Group Connections Project- CHW- child/family development assistance  
Liquor License Renewals for the Following; 4 Corners 4, Bandon Crossings (2), Bandon Dunes (2), Coos Bay Speedway, Coquille Tackle and Smokes, Coquille Valley Elks #1935, Davey Jones Locker, Old General Store, Sunset Market, Portside, Miller's at the Cove
  
5. **LATE AGENDA ITEMS**
6. **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:** Executive Session Requested

**Department:** Counsel                      **Requested Agenda Date:** 5/21/2019

**Contact Person:** Nathaniel Johnson                      **Phone/Ext.:** 7690

**Background and description of need or problem:** Need executive session for:

- ORS 192.660(2)(e) – to negotiate real property transactions
- ORS 192.660(2)(h) – consulting with regard to current litigation and litigation likely to be filed

**Requested Action:** Go into Executive Session during Board meeting as stated above.

Date: 5/13/19

Signature of Dept. Head: *Nathaniel Johnson*

Departments Affected:

COUNSEL: *NJ*

---

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

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Memorandum of Understanding with SWOIPA for Integrated Behavioral Health

**Department:** Coos Health & Wellness

**Requested Agenda Date:** 05/21/19

**Contact Person:** Mike Rowley

**Phone/Ext.:** 541-266-6778

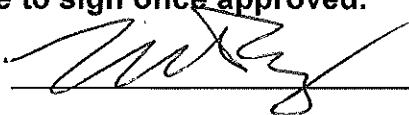
**Background and description of need or problem:** This MOU with Southwest Oregon IPA, Inc. is for the behavioral health portion of the shared services payments given to health care providers.

No County General Funds will be used for this contract.

**Funding Source:** 021-1300-441.36-01

**Requested Action:** Consider the MOU and authorize Mike to sign once approved.

Date: 05/09/19

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: CT no contract summary form attached

Treasurer: MB

Human Resources: NA

BOC forwards signed Contract/Grant to: ~~1 to CHW, Debby Reed~~  
~~1 to Clerk's Office for filing~~

3A

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

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Contract with a video production company for promotional videos

**Department:** Coos Health & Wellness

**Requested Agenda Date:** 5/21/19

**Contact Person:** Mike Rowley

**Phone/Ext.:** 541-266-6778

**Background and description of need or problem:**

Request the BOC entering into a contract with a video production company to produce breastfeeding promotion videos and immunization education and promotion videos for Public Health.

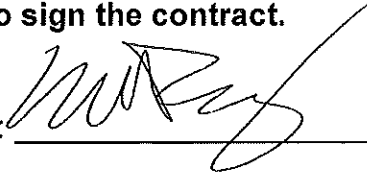
No County General Funds will be used for this contract.

**Funding Source:**

**Requested Action:** Approve entering into a contract with a video production company and delegates the authority to Coos Health & Wellness to sign the contract.

Date: 5/10/19

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: \_\_\_\_\_

CT

Treasurer: \_\_\_\_\_

MS

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

na

BOC forwards signed Contract/Grant to: 4 to CHW, Debby Reed  
4 to Clerk's Office for filing

3B

BOC only:  
Consent Agenda  
Regular Agenda

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Transfer from Contingency *Resolution 19-05-671B*

**Department:** Parks

**Requested Agenda Date:** *5/21/19*

**Contact Person:** Larry Robison

**Phone/Ext.:** 7756

**Background and description of need or problem:** Due to the increase in both usage and utility rates it looks like line Item 010-1800-452.29-02 Utilities will be short this year. We would like to transfer \$26,000 from 010-1800-699.99-96 Operating Contingency to 010-1800-452.29-02 Utilities.

**Funding Source:** 010-1800-699.99-96 Operating Contingency

**Requested Action:** ~~The BOC approve transfer and allow Treasurer to draft transfer resolution.~~ *19-05-071B.*

**Date:** 5/7/19

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

**TREASURER:** *MS* \_\_\_\_\_

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

BOC forwards signed Contract/Grant to:

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 \$26,000 ) RESOLUTION  
6 Within the County Parks Fund ) 19-05-071B

7 NOW BEFORE THE BOARD OF COMMISSIONERS sitting for the transaction of  
8 County business at a meeting on May 20, 2019, is the matter of a transfer of appropriations in  
9 the amount of \$26,000,

10 WHEREAS, the reason, need and purpose of the request for transfer of expenditure  
11 appropriations is for payment of unexpected utility costs;

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 categories and amount as shown below:

17 010 COUNTY PARKS FUND  
18 1800 PARK'S DEPARTMENT

19 From:  
20 Transfers & Other  
21 699.99-96 Operating Contingency \$ 26,000

22 To:  
23 Materials & Services  
24 452.29-02 Utilities \$ 26,000

25 Dated this \_\_\_\_\_ day of May 2019.


26 BOARD OF COMMISSIONERS

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

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

29 Prepared by:

30   
31 Budget Office

BOC only: Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Transfer of Appropriations. *Resolution 19-05-070B*

**Department:** Jail **Requested Agenda Date:** May <sup>20</sup>21, 2019

**Contact Person:** D. Mede **Phone/Ext.:** 7852

**Background and description of need or problem:**

Several months ago inmate medical costs for the jail exceeded the \$20,000 aggregate cap under the existing contract. We have used funds from the Contracted Services line item to cover these over cap expenses for many months now. These costs included the following amounts:

- 8/1/18 = \$312.37
- 9/5/18 = \$4,434.00
- 10/1/18 = \$61,768.00
- 10/12/18 = \$69.44
- 10/31/18 = \$1,983.00
- 12/3/18 = \$8,215.39
- 12/31/18 = \$21,115.09
- 1/31/19 = \$570.00
- 2/28/19 = \$17,952.00
- 2/28/19 = \$11,314.67 (not a duplicate for 2/28)

TOTAL OVER CAP COSTS PAID = \$127,733.96

The Jail now has limited funds in the Contracted Services line item and cannot pay the following medical invoices:

- 5/1/19 = \$52,593.35 (Contracted amount for June 1 thru June 30, 2019) INV# CCS-50406
- 3/29/19 = \$26,853.31 (Over cap expenses) INV# CCS-48948
- 4/29/19 = \$4,715.67 (Over cap expenses) INV# CCS-50208

The May 1, 2019 invoice for contracted services will be the last for this fiscal year however, we will likely see another invoice for over cap medical expenses.

**Funding Source:** *Resolution 19-05-070B*

**Requested Action:** Request BOC approve <sup>✓</sup> appropriations transfer total of \$110,000 with \$84,162.33 going to pay existing invoices listed and \$25,837.67 for any remaining over cap invoices received in the current fiscal year.

Date: May 6, 2019 Signature of Dept. Head: *[Signature]* (D. MEDE)

*3D*

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 \$110,000 ) RESOLUTION  
6 Within the General Fund ) 19-05-070B

7 NOW BEFORE THE BOARD OF COMMISSIONERS sitting for the transaction of  
8 County business at a meeting on May 20, 2019, is the matter of a transfer of appropriations in  
9 the amount of \$110,000,

10 WHEREAS, the reason, need and purpose of the request for transfer of expenditure  
11 appropriations is for additional appropriations needed for the payment of unexpected inmate  
12 medical costs;

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

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

18 001 GENERAL FUND

19 From:

20 9900 – Miscellaneous  
21 699.99-96 Operating Contingency \$ 110,000

22 To:

23 1601 – Jail Division  
24 Materials & Services  
25 423.36-01 Contracted Services \$ 110,000

26 Dated this \_\_\_\_\_ day of May 2019.

27 BOARD OF COMMISSIONERS

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

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Prepared by:

  
\_\_\_\_\_  
Budget Office