

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
June 19, 2018
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(h) Consultation with Counsel
 - B. (2)(e) Real Property Transactions

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**
 - LIBRARY SERVICE DISTRICT**
 - A. Request Approval of Resolution 18-06-084B, Adopting the Budget, Making Appropriations, Levying & Categorizing Taxes for 2018-19
 - 4H/EXTENSION SERVICE DISTRICT**
 - B. Request Approval of Resolution 18-06-085B, Adopting the Budget, Making Appropriations, Levying & Categorizing Taxes for 2018-19
 - CCAT**
 - C. Request Approval of Resolution 18-06-086B, Adopting the Budget, Making Appropriations for 2018-19
4. **DEPARTMENT HEADS**
 - A. Request Approval of Resolution 18-06-083B, Adopting the Budget, Making Appropriations, Levying & Categorizing Taxes for 2018-19- Finance/Tax
 - B. Request Approval of Resolution 18-06-089B, Distribution of Tax Foreclosed Property Sale Proceeds- Finance/Tax
 - C. Request Approval of Order 18-06-042B, Cancellation of Uncollectible Personal Property Taxes- Finance/Tax
 - D. Request Approval of Resolution 18-06-091B, Transferring Appropriations & Resources to Bandon Dunes Assessment Fund- Finance/Tax
 - E. Request Approval of Contract with Elizabeth Sylvester- Coos Health & Wellness (CHW)
 - F. Request Approval to Create 2 New MHS II Positions- CHW
 - G. Request Acceptance of Marine Board MAP Grant & Authorize Chair to Sign- Parks
 - H. Request Approval of Resolution 18-06-088B, Transfer from Operating Contingency- Parks
 - I. Request Approval of Agreements/Resolution for TOPS Program- Sheriff
 - J. Request Approval of Dispatch Service Agreements- Sheriff
 - K. Request Approval of Strategic Plan for 2018-21- Sheriff
 - L. Request Approval of Merit Step Increase for Admin Aide I Position- Surveyor
 - M. Request Approval of Reclassification from Property Appraiser III to Lead Property Appraiser- Assessor

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.

- N. Request Approval of Reclassification from Property Appraiser I to Property Appraiser II- Assessor
- O. Request Appointment of Hearings Officer for 2 Appeal Hearings- Planning
- P. Request Approval of Low Quote for Herbicides/Surfactants for Cost Share Program- Planning
- Q. Request Approval of Limited English Proficiency Plan- Counsel
- R. Request Approval of Order 18-06-039L, Prioritization of Maintenance Projects for 2018-19- Counsel
- S. Request Approval of Order 18-06-040L, Prioritization of Parks Projects for 2018-19- Counsel
- T. Request Approval of Order 18-06-041L, Prioritization of Road Projects for 2018-19- Counsel
- U. Request Approval of Funding Agreement for Steam Gages- BOC
- V. Request Approval to Renew Subscription Agreement with PEG Broadcast Services- BOC

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

- A. **Approval of Minutes**
Executive Session (2)(d)(f)- May 22, 2018
Worksession- CCAT Purchases- May 29, 2018
Regular Meeting Minutes- June 5, 2018
- B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
Transfer of Appropriation within Department- Road Maintenance- supplies
Transfer of Appropriation within Department- Road Survey- insurance/workers comp
Transfer of Appropriation within Department- Sheriff/Corrections- contracted services
- C. **Orders & Resolutions**
Order 18-05-038C, In the Matter of Reappointing Members to the Coos County Cultural Coalition
Order 18-06-043L, In the Matter of Incorporating Certain Real Property into the Coos County Forest
Resolution 18-06-090B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$2,164 Within the Land Corner Preservation Fund
Resolution 18-06-092B, In the Matter of Making an Additional Appropriation in the Amount of \$5,000 Within the County Forest Fund
- D. **Items Previously Approved (authorize Chair to sign where necessary)**
Brushing Contract with TJB Enterprises- Forestry- piling tree/brush debris on county forest land
Contracts with Comstor –Finance/Tax- processing electronic data into microfiche
Quitclaim Deed for TA #373901 to Larry & Betty Gudmunson- Land Agent
Social Games Permit for Coquille Valley BPOE #1935- BOC
- E. **Maintenance Agreements/Licensing (authorize Chair to sign where necessary)**
Northwest Tech Rep Inc. Licenses- CHW
Copier/Printer Maintenance Agreement with Bay Area Copiers- IT
Veeam Technical Support Agreement- IT

6. **LATE AGENDA ITEMS**

- A. Request Approval of Reclassification of Julie Bright Retro to 5/1/17- CHW
- B. Request Approval of Various Personnel Resolutions- HR/BOC

7. **COMMISSIONERS REPORTS**

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel

Requested Agenda Date: 6/19/18

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

Funding Source: n/a

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

Date: 6/15/18

Signature of Dept. Head: _____

Nathaniel Johnson

Departments Affected:

COUNSEL: NJ

1B

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Reclassification for Julie Bright, Retroactive to 5/1/2017

Department: Coos Health & Wellness

Requested Agenda Date: 6/19/2018

Contact Person: Ginger Swan

Phone/Ext.: 541-266-6788

Background and description of need or problem: There are two levels of positions within the Women Infants and Children (WIC) – trainee and certifier. These are on the AFSCME pay scale as Public Health Aide I and Public Health Aide II, respectively.

Julie Bright completed her training, to become a certifier, as of 5/1/2017. However, this reclassification was not processed. The remedy is to retroactively reclassify Julie Bright to a Public Health Aide II.

No County General Funds will be used for this contract.

Funding Source:

Requested Action: Board authorize and sign attached Resolution to retroactively reclassify Julie Bright to Public Health Aide II, as of 5/1/2017.

Step Increase Retro to 5/1/18

Date:

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: _____

Human Resources: CT

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

GA

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of a Promotion)
4 for Julie Bright Effective)
5 Retroactive to May 1, 2017)

R E S O L U T I O N
18-06-093 P

6 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular
7 meeting held June 19, 2018; and

8 WHEREAS, Julie Bright has met the criteria for the Public Health Aide II
9 for Coos Health & Wellness; and

10 WHEREAS, Julie Bright is currently a Public Health Aide I, 005-1100-
11 441.10-01, with a salary in the amount of Two Thousand Four Hundred Fifty Five
12 Dollars (\$2,455) per month, Grade 406, Step 4;

13 NOW, THEREFORE, BE IT RESOLVED that Julie Bright be promoted to the
14 position of a Public Health Aide II, 005-1100-441.10-01, with a salary in the
15 amount of Two Thousand Six Hundred Two dollars (\$2,602) per month, Grade 408,
16 Step 4; effective retroactive to May 1, 2017;

17 BE IT FURTHER RESOLVED that Julie Bright has completed probation and her
18 anniversary date shall be changed to May 1;

19 DATED THIS _____ day of _____, 2018.

20 BOARD OF COMMISSIONERS

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Commissioner

Commissioner

Commissioner

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of Granting a Salary Merit) R E S O L U T I O N
4 Step Increase for Julie Bright, a Coos) 18-06-094 P
5 County Employee Retroactive to May 1, 2018)

6 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular
7 Meeting held June 19, 2018; and

8 WHEREAS the employee in the following list, with a salary in effect is
9 eligible for a merit step increase retroactive to May 1, 2018;

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>HEALTH - 005-1100-441.10-01</u>					
Bright, Julie	Public Health Aide I	408	11	4	\$2,602

14 WHEREAS, the above stated employee has received a proper performance
15 evaluation recommending a merit step increase;

16 THEREFORE BE IT RESOLVED that the merit step increase be granted and the
17 salary be adjusted for the following employee in the amount stated below,
retroactive to May 1, 2018;

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>HEALTH - 005-1100-441.10-01</u>					
Bright, Julie	Public Health Aide II	408	11	5	\$2,703

22 DATED THIS ____ day of _____, 2018.

23 BOARD OF COMMISSIONERS

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BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Various Personnel Resolutions

Department: HR/BOC

Requested Agenda Date: 6/19/18

Contact Person: Bobbi Brooks

Phone/Ext.: 7535

Background and description of need or problem: Normally, these resolutions would have been placed on the consent calendar. However, while I was on vacation, they were accidentally placed in the wrong pile and were not discovered in time.

Funding Source: various

Requested Action: Request Approval of Amended Resolution 18-05-074P & Resolutions 18-06-077P through 18-06-081P

Date: _____ **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.

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?

County Counsel _____

Treasurer _____

Human Resources _____

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of Granting a Salary Merit) R E S O L U T I O N
4 Step Increase for Jeanine Collier) 18-05-074 P AMENDED
5 Retroactive to March 1, 2018)

6 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular
7 Meeting held June 19, 2018; and

8 WHEREAS Resolution 18-05-074P reflected a merit step increase for
9 Jeanine Collier effective April 1, 2018; and

10 WHEREAS, Employment Agreement #2 reflects an effective date of March 1,
11 2018;

12 THEREFORE BE IT RESOLVED that the Human Resources Department is hereby
13 authorized to correct the merit step increase to step 7 start date from April,
14 1, 2018 to March 1, 2018 for Jeanine Collier.

15 DATED THIS ____ day of _____, 2018.

16 BOARD OF COMMISSIONERS

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1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of Granting Salary Merit) R E S O L U T I O N
4 Step Increases for Various Coos County) 18-06-077 P
5 Employees, Effective June 1, 2018)

6 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular
7 Meeting held June 19, 2018; and

8 WHEREAS the employees in the following list, with salaries in effect are
9 eligible for merit step increases as of June 1, 2018;

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>HEALTH & WELLNESS - BEHAVIORAL HEALTH - 021-1302-444.10-01</u>					
Simmons, Cynthia	Mental Health Spec. II	447	--	3	\$4,686
Tarpy, Brian	Mental Health Aide II	450	--	1	\$3,378
Bertolini, Karla	Mental Health Spec. II S (83.32%)	447	--	3+5%	\$4,099
<u>COMMUNITY CORRECTIONS - 011-2400-423.10-01</u>					
Davis, McKenzie	Probation Officer I	434	--	1	\$3,434
Shippey, Tina	Admin. Services Manager	789	--	3+6%	\$3,858
<u>SHERIFF'S OFFICE - JAIL DIVISION - 001-1601-423.10-01</u>					
Leshley, Kirsten	Deputy Sheriff	506	--	1	\$3,542
DeLosSantos, Donavan	Deputy Sheriff	506	--	3	\$3,873
<u>ASSESSOR'S - 001-1000-415.10-01</u>					
Dalton, Gregory	Property Appraiser I	415	18	1	\$2,915
<u>FORESTRY - 103-9000-461.10-01</u>					
Hathaway, Kathy	Land Agent/Timber Data Spec.	780	--	4+12%	\$4,828

26 WHEREAS, the above stated employees have received proper performance
27 evaluations recommending a merit step increase;

28 Resolution 18-06-077 P

1 THEREFORE BE IT RESOLVED that the merit step increases be granted and
 2 the salaries be adjusted for the following employees in the amounts stated
 3 below, as of June 1, 2018;

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>HEALTH & WELLNESS - BEHAVIORAL HEALTH - 021-1302-444.10-01</u>					
Simmons, Cynthia	Mental Health Spec. II	447	--	4	\$4,863
Tarpy, Brian	Mental Health Aide II	450	--	2	\$3,501
Bertolini, Karla	Mental Health Spec. II S (83.32%)	447	--	4+5%	\$4,254
<u>COMMUNITY CORRECTIONS - 011-2400-423.10-01</u>					
Davis, McKenzie	Probation Officer I	434	--	2	\$3,604
Shippey, Tina	Admin. Services Manager	789	--	4+6%	\$4,046
<u>SHERIFF'S OFFICE - JAIL DIVISION - 001-1601-423.10-01</u>					
Leshley, Kirsten	Deputy Sheriff	506	--	2	\$3,701
DeLosSantos, Donavan	Deputy Sheriff	506	--	4	\$4,054
<u>ASSESSOR'S - 001-1000-415.10-01</u>					
Dalton, Gregory	Property Appraiser I	415	18	2	\$3,035
<u>FORESTRY - 103-9000-461.10-01</u>					
Hathaway, Kathy	Land Agent/Timber Data Spec.	780	--	5+12%	\$5,067

20 DATED THIS _____ day of _____, 2018.

21 BOARD OF COMMISSIONERS

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1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of Filling a) R E S O L U T I O N
4 Vacant Position Effective) 18-06-078 P
5 June 1, 2018)

6 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular
7 meeting held June 19, 2018; and

8 WHEREAS, Eric Gleason is currently employed as a Health Promotion
9 Director with Coos Health & Wellness under Line Item 021-1304-441.10-01 with a
10 salary in the amount of Five Thousand Seven Hundred Eighty Seven dollars
11 (\$5,787) per month, Grade 820, Step 3+3%; and

12 WHEREAS, a vacant position was posted for Health Care Integration &
13 Promotion Director with Coos Health & Wellness, and Eric Gleason was the most
14 qualified applicant for the position;

15 THEREFORE BE IT RESOLVED that Eric Gleason be reclassified/promoted to
16 Health Care Integration & Promotion Director with Coos Health & Wellness under
17 Line Item 021-1304-444.10-01 with a salary in the amount of Six Thousand Three
18 Hundred and Forty-Five dollars (\$6,345) per month, Grade 819, Step 1+3%,
19 effective June 1, 2018;

20 BE IT FURTHER RESOLVED Eric Gleason's anniversary date shall be June 1
21 each year.

22 DATED THIS _____ day of _____, 2018.

23 BOARD OF COMMISSIONERS

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27 Commissioner

Commissioner

Commissioner

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of Granting a Salary Merit) R E S O L U T I O N
4 Step Increase for Kyla Foster, a Coos) 18-06-079 P
5 County Employee Retroactive to April 1, 2018)

6 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular
7 Meeting held June 19, 2018; and

8 WHEREAS the employee in the following list, with a salary in effect is
9 eligible for a merit step increase retroactive to April 1, 2018;

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>FINANCE & TAX - 001-2100-415.10-01</u>					
Foster, Kyla	Tax/Accounting Spec.	413	16	2	\$2,831

14 WHEREAS, the above stated employee has received a proper performance
15 evaluation recommending a merit step increase;

16 THEREFORE BE IT RESOLVED that the merit step increase be granted and the
17 salary be adjusted for the following employee in the amount stated below,
retroactive to April 1, 2018;

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>FINANCE & TAX - 001-2100-415.10-01</u>					
Foster, Kyla	Tax/Accounting Spec.	413	16	3	\$2,946

22 DATED THIS ____ day of _____, 2018.

23 BOARD OF COMMISSIONERS

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27 Commissioner

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Commissioner

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

3 In the Matter of a Longevity) R E S O L U T I O N
4 Increase for Corliss Stanton) 18-06-080 P
5 Effective June 1, 2018)

6 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular
7 Meeting held June 19, 2018; and

8 WHEREAS, pursuant to Article 13 of the Collective Bargaining Agreement
9 between Coos County and the Coos Association of Deputy Sheriff's, employees
10 hired after July 1, 1990 shall receive a three percent (3%) longevity increase
11 after completion of ten (10) years of continuous service from the date of hire;
12 and

13 WHEREAS, Corliss Stanton having achieved same based on her hire date;

14 THEREFORE BE IT RESOLVED under Coos County's salary and classification
15 system it would be proper to grant the below stated employee a 3% longevity
16 increase with a salary adjustment, effective June 1, 2018;

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE /STEP/LONGEVITY</u>	<u>AMOUNT</u>
<u>SHERIFF'S DEPT. JAIL DIVISION - 001-1601-423.10-01</u>			
Corliss Stanton	Deputy Sheriff	506 6+3%+8%	\$4,949

17 DATED THIS _____ day of _____, 2018.

18 BOARD OF COMMISSIONERS

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BOARD OF COMMISSIONERS

COUNTY OF COOS

STATE OF OREGON

In the Matter of Classifying and) R E S O L U T I O N
Placement of Various Employees on) 18-06-081 P
The Regular Coos County Payroll)
Effective Their Hire Date)

THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular meeting held June 19, 2018; and

WHEREAS, the employees in the following list were hired into the positions stated below;

THEREFORE BE IT RESOLVED that the employees listed below are placed on the regular Coos County payroll in the salary range and step and with a monthly salary as indicated, effective their hire date;

<u>EMPLOYEE</u>	<u>H/D</u>	<u>CLASSIFICATION</u>	<u>Grade</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>HEALTH & WELLNESS - BEHAVIORAL HEALTH - 021-1302-444.10-01</u>						
Epperson, Candise	05/22/2018	MH Associate II	450	--	1	\$3,378
<u>HEALTH & WELLNESS - LOCAL ADM - 021-1300-441.10-01</u>						
Reed, Deborah	05/24/2018	Admin. Services Manager	789	--	1	\$3,310
Otton, Lindsay	6/4/2018	Reception Secretary III	409	12	1	\$2,389
<u>SURVEYOR'S - 001-1900-415.10-01</u>						
Seals, Kyle	5/24/2018	Survey Tech I (60%)	413	16	1	\$1,633
<u>SURVEYOR - LAND CORNER PRESERVATION - 118-1901-415.10-01</u>						
Seals, Kyle	5/28/2018	Survey Tech I (35%)	413	16	1	\$953
<u>SURVEYOR - ROAD DIVISION - 003-1902-431.10-01</u>						
Seals, Kyle	5/24/2018	Survey Tech I (5%)	413	16	1	\$136
<u>D/A DISTRICT ATTORNEY - 001-7000-412.10-01</u>						
Day, Julia	6/01/2018	Assistant District Attorney I	300	DDDA	1	\$4,286

DATED THIS _____ day of _____, 2018.

BOARD OF COMMISSIONERS

Commissioner

Commissioner

Commissioner