

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
April 16, 2013
8:30 A.M.

PLEDGE OF ALLEGIANCE

1. **CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person- scheduled to begin at 9:30 AM**

2. **DEPARTMENT HEADS**
 - A. Report from Animal Damage Control Advisory Committee- BOC
 - B. Presentation re: Catching Slough Coho Project- BOC
 - C. Request Award of Contract for Tenmile Boat Wash Station- Parks
 - D. Request Approval of Powers to Agness Road Reimbursable Agreement & Authorize Chairman to Sign-- Road
 - E. Request Approval of Transfer of Funds- Road
 - F. Request Approval to Purchase Body Armor Vests- Community Corrections
 - G. Request Approval of Revised Sublease Agreement with ODOT for Bennett Butte Tower Site- Sheriff
 - H. Request Approval of Engagement Letter for Financial Assurance Test & Authorize Chairman to Sign-- Treasurer
 - I. Request Approval of Engagement Letter for Audit Services & Authorize Chairman to Sign- Treasurer

3. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
Road Advisory Committee- March 27, 2013

 - B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
Transfer of Appropriations Within a Department- Sheriff- overtime
Transfer of Appropriations Within a Department- Juvenile- extra help

 - C. **Orders & Resolutions**
Resolution 13-04-044P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective their Hire Date
Resolution 13-04-045P, In the Matter of a Longevity Increase for Various Coos County Employees Effective April 1, 2013
Resolution 13-04-046P, In the Matter of a Longevity Increase for Various Management Personnel Effective April 1, 2013
Resolution 13-04-047P, In the Matter of David Geels Promotion to Mental Health Director Effective April 1, 2013
Resolution 13-04-048P, In the Matter of Scott Hunt's Promotion to Systems Administrator Effective March 15, 2013
Resolution 13-04-049P, In the Matter of a Personnel Transfer for Karen McClintock Within the District Attorney's Office Effective April 1, 2013
Resolution 13-04-050P, In the Matter of a Personnel Transfer for Desiree McLaughlin-Garcia Within the Sheriff's Office Effective April 1, 2013
Resolution 13-04-051P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective April 1, 2013

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.

Order 13-04-041C, In the Matter of Appointing Sammie Arzie to the CCD Business Development Corporation Board of Directors
Order 13-04-042C, In the Matter of Reappointing Members to the CCD Business Development Corporation Board of Directors

D. Items Previously Approved (authorize Chairman to Sign where necessary)

Contract for Computer Cabling to Reese Electric- Mental Health
Contract for Door Replacement to Scott Partney Construction- Maintenance
Contract Amendment for Fire Extinguisher Services with C&S Fire Safe Services- Maintenance
Renewal of Maintenance Agreements for Cisco Switches- IT
Employee Settlement Agreement- Human Resources

E. Cancellation & Reissuance of Check #178233- Human Resources

4. GOVERNING BODY MEETINGS

A. Request Approval of Engagement Letter for Audit Services & Authorize Chairman to Sign- Library Service District

B. Request Approval of Engagement Letter for Audit Services & Authorize Chairman to Sign- 4H/Extension Service District

C. Request Approval of Engagement Letter for Audit Services & Authorize Chairman to Sign- CCAT

5. LATE AGENDA ITEMS

A. Request Approval to Recruit/Hire Public Health Educator up to Step 3- Public Health

B. Request Approval of Promotions in Patrol & Jail Divisions- Sheriff

C. Request Approval of Agreement with SCBEC for Work Experience Position & Authorize Chairman to Sign- County Clerk

D. Request Approval of Telephone System Walk-Through Form & Authorize Chairman to Sign- Information Technology

E. Request Designation of Additional Holiday for 2013- County Counsel

F. Request Appointment to Emergency Medical Services Advisory Committee- BOC

6. COMMISSIONERS REPORTS

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|-----------------------------------|
| BOC only: Consent Agenda _____ |
| Regular Agenda _____ |

AGENDA ITEM COVERSHEET

Agenda Item Title: Recruit and Hire Public Health Educator

Department: Public Health

Requested Agenda Date: 4/16/13

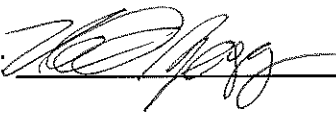
Contact Person: Nikki Zogg **Phone/Ext.:** 2425

Background and description of need or problem: Michelle McClure has submitted her letter of resignation, with her last working day as May 31, 2013. This is a key position, working in the Public Health Preparedness program and coordinating the County's Medical Reserve Corps (MRC). It is essential to fill this position to continue the work of this federally funded program.

Depending upon the education and experience of the applicants, the Department requests authorization to hire with placement up to step 3 on the salary schedule.


Funding Source: Oregon Health Authority, IGA 135555


Requested Action: Authorize the Department to recruit and hire a Public Health Educator, with placement up to step 3.

Date: 04/09/2013 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.

Departments Affected:

TREASURER: 

HUMAN RESOURCES: 

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____

5A

BOC only
Consent Agenda
Regular Agenda

AGENDA ITEM COVERSHEET

Agenda Item Title:

Request to move two (2) jail Corporal positions to the rank of Sergeant and move one (1) patrol Corporal position to the rank of Sergeant.

Department: Sheriff's Office

Requested Agenda Date: ~~May 7, 2013~~ April 16, 2013

Contact Person: Sgt Darius Mede

Phone/Ext.: 7852

Background and description of need or problem:

The jail would like to move two Corporal positions to the rank of Sergeant. This will allow us to have a Sergeant on each shift (Days, Swings, Graves) and another Sergeant for administration.

The patrol division would like to move one Corporal position (Cpl Will Coleman) to the rank of Sergeant.

Funding Source: 001-1601-423.10-01 and 001-1600-421 .10-01

Requested Action:

Request to move two (2) jail Corporal positions to the rank of Sergeant and move one (1) patrol Corporal position to the rank of Sergeant.

Date: 4-15-13

Signature of Dept. Head: [Signature: D. Mede]

COUNSEL: _____

TREASURER: _____

HUMAN RESOURCES: [Signature: M. Hager]

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____

5B

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Authorize and Approve Agreement with SCBEC for Project Technician Work Experience position.

Department: Clerk - Recording **Requested Agenda Date:** 4/16/2013


Contact Person: Terri Turi **Phone/Ext.:** 7601

Background and description of need or problem: Enter into Agreement with South Coast Business Employment Corporation for a work experience employee for the position of Project Technician.

Funding Source: N/A

Requested Action: Approve and Sign Agreement

Date: 4/11/13

Signature of Dept. Head:  _____

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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:

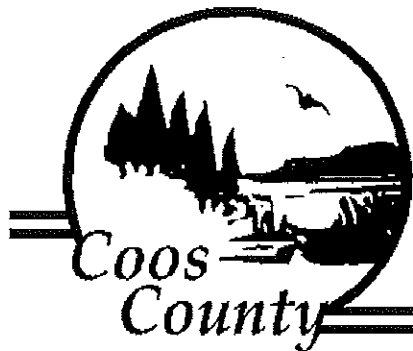
COUNSEL: OK-JS Will need to authorize Chair to sign.

TREASURER: N/A

HUMAN RESOURCES: N/A

BOC forwards signed Contract/Grant to:

50



Terri L. Turi, CCC
COOS COUNTY CLERK

250 N. BAXTER ST., COQUILLE OR 97423
541-396-7601

coosclerk@co.coos.or.us County Clerk
tdalton@co.coos.or.us Chief Recording Deputy
RECORDING DIVISION: 541-396-7600

Description of Position

Title: Project Technician

Department: Coos County Clerk's Recording Office

Position Is: Part Time – Work Experience as SCBEC Agreement indicates

Purpose of Position:

Provide general clerical support to the Coos County Clerks Office specifically related to project completion as follows:

- Data Entry of Digital Imaging Indexing information
- Records books labeling, repair and archival maintenance
- CD/Microfilm maintenance

Essential Duties and Responsibilities:

Work under the direction of the Coos County Clerk and Chief Recording Deputy.

Required Skills, Knowledge and Abilities:

Requires working in an office setting, ability to operate general office equipment including standard keyboard/computer, sitting for long periods of time. This position requires worker to have a high degree of accuracy, attention to detail and the ability to follow instructions.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request Approval and Authorization for Chair to Sign the Telephone System Sign Off

Department: Information Technology **Requested Agenda Date:** 4/16/13

Contact Person: Sandi Arbuckle **Phone/Ext.:** 7739

Background and description of need or problem. We are coming up on 90 days since the telephone system has been stabilized and issues have been resolved with the exception of one issue with voicemail which we can list as a follow-up item on the Customer Walk Through Form. The system is working well with this one exception and it is recommended that the County sign off on this project.

Funding Source:

Requested Action: Approve and authorize Board Chair to sign the Customer Walk-Through Form with Black Box for the telephone system.

Date: 4/10/13 **Signature of Dept. Head:** Sandi Arbuckle

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Departments Affected:

COUNSEL: OK-JS

TREASURER: _____

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____

SD

Customer Walk-Through Form

Customer Name Coos County

Date: 4-11-13

Project Manager, System Consultant Name Charles Hartley

Customer Contact: Virginia Harris Solomon # OR1P0000165

Phone Number 541-396-3421 7742 System Type SV8500

Job Number OR1P0000165

| Item | Yes | No | Remarks |
|--|-------------------------------------|--------------------------|---------|
| 1. Physical equipment installed as designed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2. Applications installed and tested as designed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3. Equipment room cleaned? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4. Satellite Closets cleaned? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 5. Training completed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 6. All system software delivered and accepted? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 7. Has backup procedures been explained | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 8. Applicable payment/documents reviewed and signed? | <input type="checkbox"/> | <input type="checkbox"/> | |

How many A&D's will be included on the final invoice? 1

| Follow-up Items/Punchlist | Assigned To | Commitment Date | Completion Date |
|--------------------------------------|-------------|-----------------|-----------------|
| <u>Delayed delivery of voicemail</u> | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Project Manager Signature* _____ Date: 4-1-13

** Customer Signature indicates system acceptance or phase acceptance and willing to pay

Customer Signature _____ Date: 4-1-13

Print Name _____ Date: 4-1-13

Customer E-Mail Address _____

System Password: _____ Modem #: _____

Black Box setup the passwords & all BBNS techs has VPN accounts.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Designation of Additional 2013 Holiday for AFSCME

Department: Counsel

Requested Agenda Date: 4/16/13

Contact Person: Josh Soper

Phone/Ext.: 7690

Background and description of need or problem: The current collective bargaining agreement with AFSCME provides that the Board of Commissioners is to designate one additional paid holiday for bargaining unit members in calendar year 2013 beyond those already set out in the agreement. AFSCME has requested that the designated day be July 5th, which seems to be a logical choice because it falls on a Friday, and Thursday, July 4th is already a paid holiday. The additional holiday was December 24th last year, which fell on a Monday.

Last year, the Board also opted to shut down the heavily AFSCME-dependent County departments for the day (i.e. all but Sheriff's Office, District Attorney's Office, Parole and Probation, Roads, and Solid Waste), and made the day a paid holiday for non-bargaining unit staff in those departments. We sent out a press release to let the public know that certain county departments would be closed and reminding them that the courts would still be open.

Funding Source: N/A

Requested Action: 1. Designate an additional 2013 holiday for AFSCME
2. Decide whether to close AFSCME-dependent departments and whether to also make the day a paid holiday for non-bargaining unit employees.

Date: 4/11/13

Signature of Dept. Head: Josh Soper

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Departments Affected:

HUMAN RESOURCES: Moham

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|-----------------------------------|
| BOC only: Consent Agenda _____ |
| Regular Agenda _____ |

AGENDA ITEM COVERSHEET

Agenda Item Title: Appointment to EMS Advisory Committee

Department: BOC

Requested Agenda Date: 4/16/13

Contact Person:

Phone/Ext.:

Background and description of need or problem: Brian Conley has asked to be appointed to fill a vacant position on the Emergency Medical Services Advisory Committee. The previous appointee has accepted a full-time job and is unable to participate in committee meetings.

Funding Source: n/a

Requested Action: Request Approval of Order 13-04-043C, appointing Brian Conley to EMS Advisory Committee

Date:

Signature of Dept. Head: _____

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County Counsel _____

Treasurer _____



1 BOARD OF COMMISSIONERS
2 COUNTY OF COOS
STATE OF OREGON

3 In the Matter of Appointing Brian Conley) ORDER
4 to the Emergency Medical Services)
Advisory Committee) 13-04-043C

5
6 NOW BEFORE the Board of Commissioners sitting regularly for the transaction of County
7 business on the 16th day of April 2013 is the matter of appointing Brian Conley to the Emergency Medical
8 Services Advisory Committee;

9 AND IT APPEARING to the Board of Commissioners that the individual has expressed an interest
10 in continuing to represent his assigned area;

11 AND IT APPEARING to the Board of Commissioners that the above-named individual is duly
12 qualified and willing to serve on the Emergency Medical Services Advisory Committee;

13 NOW, THEREFORE, IT IS HEREBY ORDERED, that Brian Conley is appointed to the
14 Emergency Medical Services Advisory Committee, representing Coquille Ambulance ASA 2;

15 AND BE IT FURTHER ORDERED that this term is 2 years, said term to expire June 30, 2015.

16 DATED this _____ day of April, 2013.

17 BOARD OF COMMISSIONERS

18 _____
19 Chairman

20 _____
21 Commissioner

22 _____
23 Commissioner
24
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