

**REVISED AGENDA**  
**COOS COUNTY BOARD OF COMMISSIONERS**  
Owen Building Large Conference Room  
February 19, 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

**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. **DEPARTMENT HEADS**

- A. Request Approval of Contract Amendment with Columbia Care- Coos Health & Wellness (CHW)
- B. Request Approval of the Idea of a Contract with Personal Transformation Institute (PTI)- CHW
- C. Request Approval to Hire Merna Peterson at Step 3- CHW
- D. Request Approval to Increase Funding for Winter Family Gathering- CHW
- E. Request Approval of Safe Routes to School Program Grant- Road
- F. Request Approval of Request for Gate Hearing- Road
- G. Request Approval of Basic Crew Member Course Training- Sheriff
- H. Request Approval to Pay Additional Expenses for Peer Support Training- Sheriff
- I. Request Approval of Resolution Amending County Rules Chapter 2- Human Resources
- J. Request Approval of Contract Amendment with DLB Construction- County Counsel
- K. Request Approval of Access Easement- County Counsel

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

- A. **Approval of Minutes**  
Regular Meeting Minutes- February 5, 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- training & travel
- C. **Orders & Resolutions**  
Order 19-02-009C, In the Matter of Appointing Judy Duffy-Metcalf to the CCD Business Development Corporation Board of Directors  
Order 19-02-010C, In the Matter of Reappointing Gary Dagit to the Cedar Crest Special Road District Board  
Resolution 19-02-018P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees, Effective February 1, 2019  
Resolution 19-02-019P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees, Effective March 1, 2019  
Resolution 19-02-020P, In the Matter of a Longevity Increase for Denise Harris Retroactive to January 1, 2019

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.

Resolution 19-02-021P, In the Matter of a Longevity Increase for Bryan Baird Effective March 1, 2019

Resolution 19-02-022P, In the Matter of a Longevity Increase for Kimberlie DeMain Effective March 1, 2019

Resolution 19-02-023P, In the Matter of Filling a Vacant Position Effective February 1, 2019

Resolution 19-02-024P, In the Matter of Filling a Vacant Position Effective February 1, 2019

Resolution 19-02-025P, In the Matter of a Personnel Transfer for Julia Day Within the Coos County District Attorney's Office Effective February 1, 2019

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

Agreement with Western Mercantile- CHW- collection of delinquent accounts

IGA #154106 Amendment #11- CHW- increases funding for Emergency Preparedness

**5. LATE AGENDA ITEMS**

A. Request Approval to Purchase 5 Computer- Community Corrections

B. Request Approval of Revised Job Descriptions- Human Resources

C. Request Approval of Merit Step Increase- Human Resources

**6. COMMISSIONERS REPORTS**

**7. GOVERNING BODIES**

**LIBRARY SERVICE DISTRICT**

A. Request Approval of Order Appointing Megan Simms as Budget Officer

**4H/EXTENSION SERVICE DISTRICT**

B. Request Approval of Order Appointing Megan Simms as Budget Officer

**CCAT**

C. Request Approval of Order Appointing Melissa Metz as Budget Officer

BOC only  
Consent Agenda  
Regular Agenda

### AGENDA ITEM COVERSHEET

**Agenda Item Title:** Approval to purchase (5) Computers thru Oregon IT Hardware VAR State Price Contract (5603).

**Department:** Community Corrections

**Requested Agenda Date:** ~~02/19/2019~~

2/19/19

**Contact Person:** Kelly Church, Business Mrg. **Phone/Ext.:** 541-396-7704

**Background and description of need or problem:** The computers will replace existing computers as part of the Departments rotation program. The purchase is for (5) Lenovo Think Center M920s Computers. This order has been approved by County IT. The price is \$1,099.74 each @ 5 for a total of \$5,498.70.

Please see attached quote.

**Funding Source:** State of Oregon/DOC Funds

**Requested Action:** Approval to purchase (5) Computers thru Oregon IT Hardware VAR State Price Contract (5603) in the amount of \$5,498.40.

**Date:** 2/14/19

**Signature of Dept. Head:**

*Kelly Church for me*

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 *MS* \_\_\_\_\_

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

5A

# QUOTE CONFIRMATION



**DEAR LAURA TAYLOR,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|-----------------|------------|-------------|
| KKXB359 | 2/14/2019  | P&P BUDGET      | 7296981    | \$5,498.70  |

| QUOTE DETAILS  |     |         |            |            |
|--|-----|---------|------------|------------|
| ITEM   | QTY | CDW#    | UNIT PRICE | EXT. PRICE |
| <b>Lenovo ThinkCentre M920s - SFF - Core i7 8700 3.2 GHz - 8 GB - 256 GB</b><br>Mfg. Part#: 10SJ000XUS<br>UNSPSC: 43211508<br>Contract: Oregon IT Hardware VAR Contract (5603)   | 5   | 5279489 | \$992.45   | \$4,962.25 |
| <b>Lenovo On-Site + ADP + KYD + Premier Support - extended service agreement -</b><br>Mfg. Part#: 5PSON73191<br>UNSPSC: 81112307<br>Electronic distribution - NO MEDIA<br>Contract: Oregon IT Hardware VAR Contract (5603) | 5   | 4450990 | \$107.29   | \$536.45   |

| PURCHASER BILLING INFO   |  | SUBTOTAL   | \$5,498.70        |
|--|--|--|-------------------|
| <b>Billing Address:</b><br>COOS COUNTY<br>INFORMATION TECHNOLOGY<br>250 N BAXTER ST<br>COQUILLE, OR 97423-1899<br>Phone: (541) 396-7500<br>Payment Terms: Net 30 Days-Govt State/Local |  | SHIPPING   | \$0.00            |
|  |  | SALES TAX  | \$0.00            |
|  |  | GRAND TOTAL  | <b>\$5,498.70</b> |
|  |  | <b>DELIVER TO</b><br><b>Shipping Address:</b><br>COOS COUNTY<br>INFORMATION TECHNOLOGY<br>250 N BAXTER ST<br>COQUILLE, OR 97423-1899<br>Phone: (541) 396-7500<br>Shipping Method: UPS Ground (2 - 3 day) |                   |

| Need Assistance? CDW•G SALES CONTACT INFORMATION |             |   |
|--|-------------|---|
|  | Jon Watters | (866) 339-7081   <a href="mailto:jonwatt@cdwg.com">jonwatt@cdwg.com</a> |

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager

© 2019 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

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

### LATE AGENDA ITEM COVERSHEET

**Agenda Item Title:** BOC to approve revised Job Descriptions

**Department:** HR for Coos Health & Wellness

**Requested Agenda Date:** 2/19/2019

**Contact Person:** Caroline Barr for Mike Rowley

**Phone/Ext.:** 541-396-7580

**Background and description of need or problem:** CHW has revised the job descriptions for the Admin Services Manager and the Admin Services Supervisor positions to reflect recent restructuring and staff changes. The revisions were made in consultation with the Human Resources Department. Both positions are non-union.

**Funding Source:** N/A

**Requested Action:** Board to approve revised job descriptions

**Date:** 2/14/2019

**Signature of Dept. Head:** \_\_\_\_\_

*CBARR*

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.

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- Is the Contract/Grant Summary Form attached?
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- 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: \_\_\_\_\_

*NT*

TREASURER: \_\_\_\_\_

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

*CB*

~~BOC forwards signed document to Counsel's office.~~

*SB*

Revision: February 19, 2019

|     |   |
|-----|---|
| 1.  | Current classification Title: Front Desk Manager  |
| 2.  | Working Title: Front Desk Manager – Paygrade 789  |
| 3.  | Department: Coos Health & Wellness  |
| 4.  | 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>This position is responsible for supervision of the front desk staff for Coos Health & Wellness and ensuring staff provide a variety of secretarial and reception duties of a complex nature in direct support to medical, clinical, and management staff  |
| 6.  | Essential functions of position. (Reason position exists is to perform these functions.) Duties that must be performed to accomplish the purpose of the position include but are not limited to: <ul style="list-style-type: none"> <li>• Responsible for front desk/reception services for Coos Health &amp; Wellness.</li> <li>• Ensures support staff and all processes adhere to department, county, and bargaining unit policies and procedures; and comply with contract requirements, state and federal laws governing department services, and privacy/security laws governing protected health information (HIPAA).</li> <li>• Makes recommendations for hiring, quarterly and yearly performance evaluations, and disciplinary action for front desk/reception staff.</li> <li>• Provides orientation and initial training for new employees.</li> <li>• Serves as liaison for other county departments for front desk/reception services.</li> <li>• Motivates staff to work as a team and works with divisional managers/directors to provide excellent customer service to clients, Coos Health &amp; Wellness staff, and the general public.</li> <li>• Creates instructions on processes and procedures and ensures implementation.</li> <li>• Manages work flow and fair distribution of work among staff.</li> <li>• May be asked to act as back-up for staff as necessary during absences.</li> </ul> |
| 7.  | List the minor duties assigned to this position. <ol style="list-style-type: none"> <li>1. Conduct duties in accordance with all applicable laws, regulations, professional, legal, and ethical standards and rules of conduct, including confidentiality, dual relationships, and informed consent.</li> <li>2. Attend meetings, participates in trainings/updates skills.</li> <li>3. Complete other duties as assigned by the Finance Director.</li> </ol>   |
| 8.  | Working conditions of position.<br>Typical office setting, usual hours 8-5, Mon-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 and state may be required.  |
| 9.  | Supervision<br>This position is supervised by the Finance Director.<br>This position supervises 5-7 Front Desk Agents.  |
| 10. | List required special skills, licenses, certificates, etc.<br>Five years of experience in general office work of a progressively responsible nature; graduation from high school, preferably supplemented by college or business school; or an equivalent of experience and training. At least two years of previous supervisory experience preferred.  |

## DESCRIPTION OF POSITION

Must have excellent time-management skills. Must be able to use initiative and good judgement to carry out responsibilities with minimal instructions and supervision. Must have ability to make independent decisions in accordance with established policies and procedures.

Must be skilled in verbal and written communication. Must have ability to work effectively in a team setting.

Must be skilled in negotiating consensus among persons and groups with conflicting interests. Must have ability to use tact, patience and judgment to resolve issues and concerns of staff, other county employees and outside entities.

Must be skilled in research, analysis and project management. Must be skilled in the use of computer applications; spreadsheets, databases, word processing. Must have ability to interpret laws and regulations and implement legal requirements into procedures.

Must be able to accept supervision and adhere to county and department policies. Must comply with professional ethics, rules of conduct and confidentiality, and privacy laws. Must be able to establish and maintain harmonious working relationships with other employees and maintain effective interpersonal relationships with co-workers, subordinates and other agencies.

Must maintain a positive attitude and represent the county, the department, and Coos Health & Wellness in the community in a positive manner.

11. Is operation of motor vehicle required? Yes  No

12. List equipment, tools, machines used in performance of duties.  
Skilled in use of current computer/IT/software technology, copy & fax, multi-line phone system

Revision: February 19, 2019

|    |   |   |  |
|----|---|---|--|
| 1. | Current classification Title: Administrative Services Manager   |   |  |
| 2. | Working Title: Administrative Services Manager – Paygrade 789   |   |  |
| 3. | Department: Coos Health & Wellness  |   |  |
| 4. | 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. | <p>What is the purpose of this position?</p> <p>Provides supervision of the secretarial support and medical records staff and ensures administrative support duties are performed. Responsible for processing all Department contracts, leases, and agreements. Facilitates onboarding/training for new Department hires.</p>   |   |  |
| 6. | <p>Essential functions of position. (Reason position exists is to perform these functions.) Duties that must be performed to accomplish the purpose of the position include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Responsible for administrative services for the department including, subpoena processing, management/maintenance of medical records, personnel actions, secretarial support to department staff, and vehicle purchase/repairs/routine maintenance.</li> <li>• Ensure support staff and all processes adhere to department, county, and bargaining unit policies and procedures; and comply with contract requirements, state and federal laws governing department services, and privacy/security laws governing protected health information (HIPAA).</li> <li>• Makes recommendations for hiring, performance evaluations, and disciplinary action for support staff.</li> <li>• Assists in the processing, creation, renewal, and modification of department contracts, leases, and agreements, and tracks end dates for renewals or close outs.</li> <li>• Assists in completion and submission of required documentation to County Counsel, Human Resources, Treasurer and County Board of Commissioners for approval.</li> <li>• Assists in providing information to County Human Resources for department personnel recruiting, time sheets, and family medical leave requests.</li> <li>• Maintains department personnel records and ensures confidentiality of the records</li> <li>• Assists department director and managers in the interpretation and application of county policies to ensure that all processes comply with policies and applicable state and federal laws, including privacy/security laws governing protected health information (HIPAA).</li> <li>• Assists CHW management staff in preparing documentation for personnel actions and/or disciplinary procedures.</li> <li>• Facilitates orientation and initial training for new employees. Ensure that all required credential documentation is provided and complete. Completes or supervises staff in completion of criminal background checks with the State of Oregon and "Excluded Clinical Provider" checks with the US Dept. of Human Services.</li> <li>• Manages staff to ensure development/maintenance of databases for tracking, processing, and reporting department programs. (i.e. PAP medications).</li> <li>• Develops and implements procedures that comply with state and federal clinical records laws, privacy and security laws, AH, and state contract requirements, including the integration of electronic records technologies.</li> <li>• Serves as designated medical records custodian in compliance with state and federal law for subpoenas, court orders, and legal proceedings.</li> <li>• Develops and implements policies and procedures for subpoena processing to be compliant with state and federal privacy laws and state and federal civil procedures.</li> <li>• Processes or supervises subpoena processing, advises clinical staff of court appearances, consulting with County Counsel as appropriate.</li> <li>• Regular and consistent attendance is required.</li> </ul> |   |  |



## DESCRIPTION OF POSITION

|     |  |
|-----|--|
| 7.  | <p>List the minor duties assigned to this position.</p> <ol style="list-style-type: none"> <li>1. Conduct duties in accordance with all applicable laws, regulations, professional, legal, and ethical standards and rules of conduct, including confidentiality, dual relationships, and informed consent.</li> <li>2. Attend meetings, participates in trainings/updates skills.</li> <li>3. Complete other duties as assigned by the Finance Manager or other Managers.</li> </ol>  |
| 8.  | <p>Working conditions of position.</p> <p>Typical office setting, usual hours 8-5, Mon-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 and state may be required.</p>  |
| 9.  | <p>Supervision</p> <p>This position is supervised by the Finance Director.</p> <p>This positions supervises 5-7 administrative services/records staff.</p>   |
| 10. | <p>List required special skills, licenses, certificates, etc.</p> <p>Five years of experience in general office work of a progressively responsible nature; graduation from high school, preferably supplemented by college or business school; or an equivalent of experience and training. At least two years of supervisory experience preferred. Experience with contracts preferred.</p> <p>Must have excellent time-management skills. Must be able to use initiative and good judgement to carry out responsibilities with minimal instructions and supervision. Must have ability to make independent decisions in accordance with established policies and procedures. Must be able to effectively supervise staff.</p> <p>Must be skilled in verbal and written communication. Must have ability to work effectively in a team setting.</p> <p>Must be skilled in negotiating consensus among persons and groups with conflicting interests. Must have ability to use tact, patience and judgment to resolve issues and concerns of staff, other county employees and outside entities.</p> <p>Must be skilled in research, analysis and project management. Must be skilled in the use of computer applications; spreadsheets, databases, word processing. Must have ability to interpret laws and regulations and implement legal requirements into procedures.</p> <p>Must be able to accept supervision and adhere to county and department policies. Must comply with professional ethics, rules of conduct and confidentiality, and privacy laws. Must be able to establish and maintain harmonious working relationships with other employees and maintain effective interpersonal relationships with co-workers, subordinates and other agencies.</p> <p>Must maintain a positive attitude and represent the county, the department, and Coos Health &amp; Wellness in the community in a positive manner.</p> |
| 11. | <p>Is operation of motor vehicle required?      Yes    <input checked="" type="checkbox"/>      No    <input type="checkbox"/></p>   |
| 12. | <p>List equipment, tools, machines used in performance of duties.</p> <p>Skilled in use of current computer/IT/software technology, copy &amp; fax, multi-line phone system</p>  |

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

**LATE AGENDA ITEM COVERSHEET**

**Agenda Item Title:** Request Board approve merit step increase.

**Department:** Human Resources for CHW      **Requested Agenda Date:** 2/19/2019

**Contact Person:** Caroline Barr for Mike Rowley      **Phone/Ext.:** 541-396-7580

**Background and description of need or problem:** Eric Gleason was promoted to the position of Health Care Integration and Promotion Director on June 1, 2018. Since the promotion, Eric has earned his doctorate degree in Behavioral Health with a concentration on integrated healthcare, and has been doing an outstanding job promoting and directing integration. CHW respectfully requests Board permission to accelerate his probationary period end date to March 1, 2019 and further approve a merit step increase to step 3 of his current paygrade (819), which would raise his monthly salary as noted in the attached Resolution 19-02-026 P.

**Funding Source:** 021-1304-444.10-01.

**Requested Action:** Board to approve ending probationary period and approve recommended merit step increase, effective March 1, 2019.

**Date:** 2/14/2019      **Signature of Dept. Head:** CBAR

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- 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:** NS

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

**HUMAN RESOURCES:** OB

50

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS/STATE OF OREGON

3 In the Matter of Granting a Salary ) R E S O L U T I O N  
4 Merit Step Increase for Eric Gleason ) 19-02-026 P  
5 Effective March 1, 2019 )

6 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular  
7 meeting held February 19, 2019; and

8 WHEREAS, on February 19, 2019 during the regular Board Meeting the Board  
9 of Commissioners approved early termination of the probationary period for  
10 Eric Gleason and approved a merit step increase effective March 1, 2019;

11 THEREFORE BE IT RESOLVED that the merit step increase be granted and the  
12 salary for Eric Gleason be adjusted as of March 1, 2019 as follows;

13 From:

| <u>EMPLOYEE</u>   | <u>CLASSIFICATION</u>                    | <u>GRADE</u> | <u>RGE.</u> | <u>STEP</u> | <u>AMOUNT</u> |
|---|--|--------------|-------------|-------------|---------------|
| <u>HEALTH &amp; WELLNESS-ALCOHOL - 021-1304-444.10-01</u> |  |              |             |             |               |
| Gleason, Eric   | Health Care Integration & Promotion Dir. | 819          |             | 1+3%        | \$6,471       |

16 To:

| <u>EMPLOYEE</u>   | <u>CLASSIFICATION</u>                    | <u>GRADE</u> | <u>RGE.</u> | <u>STEP</u> | <u>AMOUNT</u> |
|---|--|--------------|-------------|-------------|---------------|
| <u>HEALTH &amp; WELLNESS-ALCOHOL - 021-1304-444.10-01</u> |  |              |             |             |               |
| Gleason, Eric   | Health Care Integration & Promotion Dir. | 819          |             | 3+3%        | \$7,026       |

19 BE IT FURTHER RESOLVED Eric Gleason's anniversary date shall be amended  
20 to March 1 each year.

22 DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019.

23 BOARD OF COMMISSIONERS

26 \_\_\_\_\_  
27 Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner