

A G E N D A
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
May 15, 2018
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(d) Labor Negotiations
 - B. (2)(f) Records or Information Exempt from Public Inspection
 - C. (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. **BUDGET HEARINGS**
 - A. 4H/Extension Service District Budget
 - B. Coos County Library Service District Budget
 - C. CCAT District Budget
 - D. Coos County Budget

4. **DEPARTMENT HEADS**
 - A. Request to Proclaim May 20-26 as EMS Week in Coos County- Bay Cities Ambulance

 - B. Request Approval of Agreement with University of Washington & Authorize Chair to Sign- Coos Health & Wellness (CHW)

 - C. Request Approval to Post/Fill Electronic Health Records Supervisor Position- CHW

 - D. Request Approval of Amended Pay Grade for Public Health Program Administrator Position- CHW

 - E. Request Approval to Purchase 6 Desktop Computers- CHW

 - F. Recognition of Stephanie Polizzi- CHW

 - G. Request Approval of Amendment #1 to IGA #5423 with State of Oregon- Community Corrections

5. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
Worksession- Preliminary Budget Discussion- January 31, 2018
Worksession- HR Issues- March 1, 2018
Executive Session (2)(e)- March 14, 2018
Budget Committee- March 20, 2018
Executive Session (2)(e)(h)- March 21, 2018
Worksession- State Courts Remodel- March 26, 2018
Joint Workgroup Minutes- April 24, 2018
Worksession- Proposed Public Safety Levy- April 27, 2018
Regular Meeting Minutes- May 1, 2018

 - B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
Transfer of Appropriation Within Department- Sheriff/Dunes- to vehicle expense

 - C. **Orders & Resolutions**
Order 18-05-034C, In the Matter of Reappointing John Sperling and Valerie Lantz to the Parks Advisory Board
Order 18-05-035C, In the Matter of Reappointing Members to the Coos County Cultural Coalition
Order 18-05-036C, In the Matter of Appointing Susan Tissot to the Coos County Cultural Coalition

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 18-05-037C, In the Matter of Reappointing Jill Rolfe to the Coos County Noxious Weed District Advisory Board
Resolution 18-05-060P, In the Matter of a Salary Adjustment Due to Certification for Deanne Clements a Coos County Employee Effective Retroactive to April 1, 2018
Resolution 18-05-061P, In the Matter of a Personnel Transfer for Richard Stevens Within the Sheriff's Department Effective May 1, 2018
Resolution 18-05-062P, In the matter of a Longevity Increase for Eric Gleason Effective April 1, 2018
Resolution 18-05-063P, In the Matter of a Reclassification and Promotion for John Blanc Effective May 1, 2018
Resolution 18-05-064P, In the Matter of a Promotion for Doug Strain Effective May 1, 2018
Resolution 18-05-065P, In the Matter of a Personnel Transfer for Laura Taylor Effective May 1, 2018
Resolution 18-05-066P, In the Matter of a Longevity Increase for Desiree McLaughlin-Garcia Effective May 1, 2018
Resolution 18-05-067P, In the Matter of a Longevity Increase for Scott Moore Effective May 1, 2018
Resolution 18-05-068P, In the Matter of a Longevity Increase for Sherrill Lorenzo Effective May 1, 2018
Resolution 18-05-069P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
Resolution 18-05-070P, In the Matter of a Pay Grade Adjustment for Florence Pournal-Stevens Effective May 1, 2018
Resolution 18-05-071P, In the matter of Filling a Vacant Position Effective May 1, 2018
Resolution 18-05-072P, In the Matter of Granting Salary Merit Step Increase for Laura Philips, a Coos County Employee, Effective May 1, 2018
Resolution 18-05-073P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective May 1, 2018
Resolution 18-05-074P, In the Matter of Granting a Salary Merit Step Increase for Jeanine Collier Effective April 1, 2018
Resolution 18-05-075P, In the Matter of a Salary Adjustment Due to Certification for Darius Mede, a Coos County Employee, Effective Retroactive to April 1, 2018
Resolution 18-05-076P, In the Matter of a Salary Adjustment Due to Certification for Daniel Looney, a Coos County Employee, Effective Retroactive to April 1, 2018

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

Liquor License Renewals for the Following: Misty Meadows, Sunset Market, Wild Women of Charleston Wine & Gift Shop, Coquille Tackle & Smokes, Portside at Charleston, Coos Bay Speedway, Old General Store, Oceanside RV Park (2)
Quitclaim Deeds for the Following: TA 322044 & 3221000 to Pro Diesel; TA 372971 to Pro Diesel; TA 6460800 to Yesi Guirado; TA 7487400 to Mark Mason et al; TA 6286200 to Yesi Guirado; TA 372794 to Samuel Bonner; TA 4779700 to Jessica Guirado

6. LATE AGENDA ITEMS

7. COMMISSIONERS REPORTS

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel **Requested Agenda Date:** 5/15/18

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

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

- ORS 192.660(2)(d) – to conduct deliberations with persons designated by the governing body to carry on labor negotiations
- ORS 192.660(2)(f) – to consider information or records that are exempt by law from public inspection.
- 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: 5/8/18

Signature of Dept. Head: Nathaniel Johnson

Departments Affected:

COUNSEL: NT

BOC only:

Consent Agenda _____

Regular Agenda _____

**COOS COUNTY 4H & EXTENSION SERVICE DISTRICT
AGENDA ITEM COVERSHEET**

Agenda Item Title: Coos County 4H & Extension Service District Budget Hearing

Department: Finance/Tax

Requested Agenda Date: 5/15/2018 @ 9:30am

Contact Person: Megan Simms

Phone/Ext.: 7729

Background and description of need or problem: Hearing on the 2018-2019 budget that was approved by Budget Committee on April 3, 2018.

Funding Source: n/a

Requested Action: Hearing on the 2018-2019 approved budget

Date: 5/2/2018

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: _____

HUMAN RESOURCES: _____

BOC forwards signed Contract/Grant to:

Commissioners Initials to Place on Agenda ONLY: _____

BOC only: _____
Consent Agenda _____
Regular Agenda _____

**COOS COUNTY LIBRARY SERVICE DISTRICT
AGENDA ITEM COVERSHEET**

Agenda Item Title: Coos County Library Service District Budget Hearing

Department: Finance/Tax

Requested Agenda Date: 5/15/2018 @ 9:30am

Contact Person: Megan Simms

Phone/Ext.: 7729

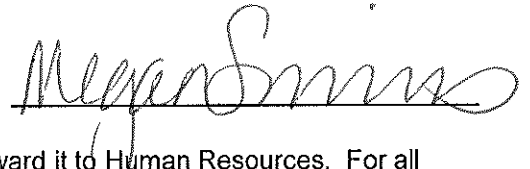
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Funding Source: n/a

Requested Action: Hearing on the 2018-2019 approved budget.

Date: 5/2/2018

Signature of Dept. Head:



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Departments Affected:

COUNSEL: _____

HUMAN RESOURCES: _____

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BOC only:
Consent Agenda _____
Regular Agenda _____

**COOS COUNTY AREA TRANSIT SERVICE DISTRICT
AGENDA ITEM COVERSHEET**

Agenda Item Title: Coos County Area Transit Service District Budget Hearing

Department: Finance/Tax

Requested Agenda Date: 5/15/2018 @ 9:30am

Contact Person: Megan Simms

Phone/Ext.: 7729

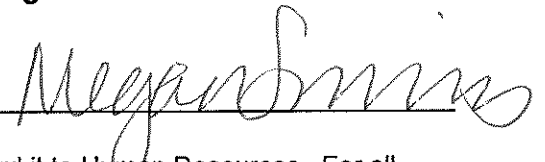
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Funding Source: n/a

Requested Action: Hearing on the 2018-2019 approved budget

Date: 5/2/2018

Signature of Dept. Head:



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Departments Affected:

COUNSEL: _____

HUMAN RESOURCES: _____

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BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Coos County Budget Hearing

Department: Finance/Tax

Requested Agenda Date: 5/15/2018 @ 9:30am

Contact Person: Megan Simms

Phone/Ext.: 7729

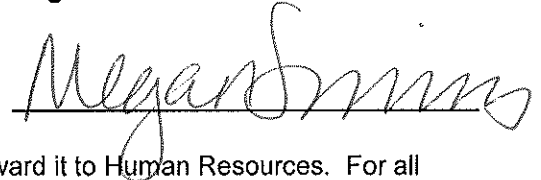
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Funding Source: n/a

Requested Action: Hearing on the 2018-2019 approved budget

Date: 5/2/2018

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Departments Affected:

COUNSEL: _____

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: Proclaiming Emergency Medical Services Week

Department: _____ **Requested Agenda Date:** 5/15/18

Contact Person: Monique Novotny, **Phone/Ext.:** 541-266-4305
Bay Cities Ambulance

Background and description of need or problem: This year's theme is "EMS Strong: Stronger Together"

Funding Source: _____

Requested Action: Proclaim the Week of May 20-16 as EMS Week in Coos County

Date: _____ **Signature of Dept. Head:** _____

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County Counsel _____

Treasurer _____

Human Resources _____

PROCLAMATION

To Designate the Week of May 20 - 26, 2018 as Emergency Medical Services Week

WHEREAS, Emergency Medical Services (EMS) are a vital service to the community, and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week, and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury, and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency room nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others, and

WHEREAS, the members of emergency medical service teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills, and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;

NOW, THEREFORE, the Coos County Board of Commissioners, in recognition of this event, do hereby proclaim May 20 through May 26, 2018 as

EMERGENCY MEDICAL SERVICES WEEK

With the theme of "EMS Strong: Stronger Together" and encourage the community to observe this week with appropriate programs, ceremonies and activities.

Dated: This 15th day of May 2018

Robert "Bob" Main
Chair

Melissa Cribbins
Commissioner

John W. Sweet
Commissioner

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: University of Washington affiliation agreement

Department: Coos Health & Wellness

Requested Agenda Date: 05/15/2018

Contact Person: Ginger Swan

Phone/Ext.: 541-266-6788

Background and description of need or problem: This agreement is to allow University of Washington students to receive practicum experience at Coos Health & Wellness, Public Health division.

No County General Funds will be used for this contract.

Funding Source: n/a

Requested Action: Approve agreement with University of Washington *and authorize Chair to sign.*

Date: 05/03/2018

Signature of Dept. Head: *Ginger Swan*

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- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

Departments Affected:

Counsel: *NJ*

Treasurer: *MS*

Human Resources: *n/a*

BOC forwards signed Contract/Grant to: Return to CHW, Carrie McKim

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filed with Clerk)

Contract/Agreement/Grant No.:

Name/Agency Name and Address: University of Washington, PO Box 357230, Seattle, WA 98195-7230

Contact Person: Patricia Wahl Phone No. _____

Amount of Contract/Grant Award: \$ 0

Payment Terms: N/A (state lump sum or amount and time of payments)

Start Date: When signed End Date: continue yr. to yr.; be reviewed no later than 3 yrs. from effective date.

County Department and Employee Responsible for Performance: Coos Health & Wellness, Ginger Swan, Director

Description: This agreement allows UW students to receive practicum experience at CHW.

FINANCIAL INFORMATION

Table with 4 columns: STATE %, OTHER %, FEDERAL % (CFDA # Required), Catalog of Federal Domestic Asst. *(CFDA) Number

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

- 10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CDFA number, each segment must have it's own summary form.

- [X] New [] Renewal [] Modification
Previous Amount: \$ Original Amount: \$
Previous Date: Original Date:
Automatic Renewal? [] Yes [X] No Staff Requirements: [] New [X] Existing [] Subcontract
Will unemployment cost be incurred? [] Yes [X] No

PUBLIC CONTRACTING INFORMATION

- Method of Selection: [] Bid [] None [] Quote [] Other [] Proposal
Type of Contract: [] New (complete sections below) [] Renewal (no need to complete sections below) [] Modification (no need to complete sections below)

- Type of Contract:
[] Goods and Services - If Not Using Bid or Proposal, Mark Exemption:
[] Under \$10,000 [] Equipment Maintenance
[] Under \$50,000 for Quotes [] Office Supplies
[] Under \$150,000 & Approval from Board for Quotes [] Used Vehicles
[] Sole Source [] State Purchasing
[] Contract with Public Agency [] Other
[] Public Improvement - If Not Using Bid, Mark Exemption:
[] Under \$5,000 [] Alternative Contracting Method Approved by Board
[] Under \$50,000 for Quotes [] Other
[] Under \$100,000 & Not a Transportation Project for Quotes
[] Personal Services Contract - If Not Using Proposal, Mark Exemption:
[] Under \$50,000
[] Under \$150,000 & Approval from Board

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800? [] Yes [X] No
Certificate of insurance required? [] Yes [] No
Form of contract: [] Oral [X] Written (attach the written contract)

Date Approved by BOC: _____ Reviewed by Counsel: NJ

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval to post and fill Electronic Health Records Supervisor position.

Department: Coos Health & Wellness **Requested Agenda Date:** 5/15/2018

Contact Person: Ginger Swan **Phone/Ext.:** 266-6788

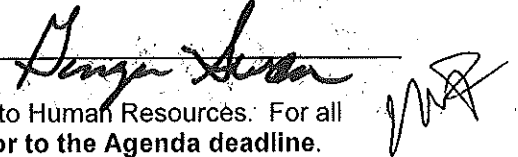
Background and description of need or problem: Request Board approval to advertise and fill an Electronic Health Records Supervisor position as a five day in-house posting. The current EHR Supervisor is intending to retire, and due to medical reasons, has requested to work part time until that happens. Since this position would require extensive training on the health records system, we are requesting permission to fill an additional position so the new hire can be trained by the current supervisor. Once the current EHR supervisor retires, we would revert back to only one position. There is money in the budget for this need.

Funding Source: 021-1300-441.10-01

Requested Action: Board to approve posting and filling EHR Supervisor position.

Date: 5/4/2018

Signature of Dept. Head: _____



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Departments Affected:

COUNSEL: NO

TREASURER: MS

HUMAN RESOURCES: OB

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

4C

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of amended pay grade for the Public Health Program Administrator position.


Department: Coos Health & Wellness **Requested Agenda Date:** 5/15/2018

Contact Person: Ginger Swan **Phone/Ext.:** 266-6788

Background and description of need or problem: Request Board approval to amend pay grade for the Public Health Program Administrator position from pay grade 778 to pay grade 819. This change will make the position of Public Health Program Administrator line up with two other senior management positions within Coos Health & Wellness. Request permission to start Public Health Administrator at step 4 of the new scale (\$6,972 p/m) effective 5/1/2018.

Funding Source: 021-1300-441.10-01 (25%) and 005-1100-441.10-01 (75%)

Requested Action: Board to approve amended pay grade.

Date: 5/4/2018 **Signature of Dept. Head:** 

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Departments Affected: _____

COUNSEL: NE

TREASURER: MS

HUMAN RESOURCES: B

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

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request approval to purchase 6 desktop computers

Department: Coos Health & Wellness

Requested Agenda Date: 05/15/2018

Contact Person: Ginger Swan

Phone/Ext.: 541-266-6778

Background and description of need or problem: The department is requesting permission to purchase 6 desktop computers from Dell. The total cost of the computers including the sound bars and monitors is \$6,810.66. The new desktop computers will be used to replace some of our aging equipment.

All of the computers are budgeted expenses.

No County General Funds will be used for this contract.

Funding Source: 021-1300-441.22-23

Requested Action: Approve purchase of 6 desktop computers

Date: 05/03/2018

Signature of Dept. Head: _____

Ginger Swan

MS

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Departments Affected:

Counsel: MS

Treasurer: MS

Human Resources: n/a

BOC forwards signed Contract/Grant to: n/a

4E



A quote for your consideration!

Total: \$6,810.66

Based on your business needs, we put the following quote together to help with your purchase decision. Please review your quote details below, then contact your sales rep when you're ready to place your order.

Quote number:	Quote date:	Quote expiration:	Deal ID:
3000024377719.1	Apr. 23, 2018	May 23, 2018	15243276

Company name:	Customer number:	Phone:
COOS HEALTH & WELLNESS	56365589	(541) 756-2020

Sales rep information:	Billing Information:
Avery Wardlaw	COOS HEALTH & WELLNESS
Avery_Wardlaw@Dell.com	281 LACLAIR ST
(800) 456-3355	COOS BAY
Ext: 7250085	OR 97420-2988
	US
	(541) 756-2020

Pricing Summary

Item	Qty	Unit Price	Subtotal
OptiPlex 7050 SFF	6	\$952.03	\$5,712.18
Dell USB SoundBar - AC511	6	\$24.49	\$146.94
Dell 23 Monitor - P2317H	6	\$158.59	\$951.54
		Subtotal:	\$6,810.66
		Shipping:	\$0.00
		Environmental Fees:	\$0.00
		Non-Taxable Amount:	\$6,810.66
		Taxable Amount:	\$0.00
		Estimated Tax:	\$0.00
		Total:	\$6,810.66

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

BOC only: Consent Agenda _____ Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Recognition of Stephanie Polizzi

Department: Coos Health & Wellness

Requested Agenda Date:

Contact Person: Ginger Swan

Phone/Ext.: 541-266-6788

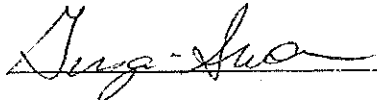
Background and description of need or problem: May is observation of Global Employee Health and Fitness Month. CHW would like to recognize Stephanie Polizzi for her many years of service in promoting good health and nutrition information through the worksite.

No County General Funds will be used for this contract.

Funding Source: N/A

Requested Action: Recognize

Date: 5/9/2018

Signature of Dept. Head: 

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Departments Affected:

Counsel: N/A _____

Treasurer: N/A _____

Human Resources: N/A _____

BOC forwards signed Contract/Grant to:

4F

BOC only
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Amendment #1 to Intergovernmental Agreement #5423 between the State of Oregon and Coos County.

Department: Community Corrections **Requested Agenda Date:** 5/15/2018

Contact Person: Mike Crim, Director **Phone/Ext.:** 541-396-7704

Background and description of need or problem: This Amendment changes the amount the county is receiving July 1, 2018 to \$132,377. This is an additional (\$26,400) of excess Measure 57 funds that Coos County applied for and received for 2018-2019.

Funding Source: State of Oregon

Requested Action: Approval of Amendment #1 to Intergovernmental Agreement \$5423 between the State of Oregon and Coos County. *Authorize chair to sign*

Date: _____ Signature of Dept. Head: *Michael McC...*

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- NA* If insurance is required, is the insurance certificate attached?
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County Counsel *NO*

Treasurer *MS*

Human Resources *wa*

