

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
July 29, 2014
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(d) Labor Negotiations
 - B. (2)(e) Real Property Transactions
 - C. (2)(f) Information or Records Exempt from Public Inspection

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 Service Agreements with Gayle Goldblatt & Erin Spier- Health & Human Services (HHS)
- B. Request Approval of Agreement with Moda Health- HHS
- C. Request Approval of Agreement with ADAPT- HHS
- D. Request Approval of Amendment #3 to State IGA & Authorize Chair to Sign- HHS
- E. Request Approval to Create/Advertise/Fill Mental Health Specialist II Position- HHS
- F. Request Approval to Create/Advertise Fill 2 MHSIIS Positions- HHS
- G. Request Approval of Contract for Third Party Credit Card Processing- Treasurer
- H. Request Approval of PCI Security Policy for Credit Card Processing- Treasurer
- I. Request Approval of Resolution to Transfer Funds- Crime Victims Assistance
- J. Request Approval to Hire Exeptions/Defferals/MFS Specialist at Step 2- Assessor
- K. Request Adoption & Promulgation of Interoperable Communications Plan- Sheriff/EM
- L. Request Approval of Traffic & Parking Control Agreement for Fair- Sheriff
- M. Request Approval to Host 2015 California Oregon Search & Rescue Conference at Riley Ranch- Sheriff

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

- A. **Approval of Minutes**
 - Administrative Services Workgroup- June 24, 2014
 - Health & Social Services Workgroup- June 24, 2014
 - Public Safety Workgroup- June 24, 2014
 - Public Works Workgroup- June 24, 2014
 - Regular Meeting Minutes- July 1, 2014
- B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
 - PBS Engineering Invoices (3)- Pipeline- \$8,434.36

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.

C. Orders & Resolutions

Order 14-04-030PL, In the Matter of Initiating a Vacation of a Portion of Short Lane Located Southwest of City of Coos Bay

Order 14-07-057C, In the Matter of Appointing Debby Darling to the Coos County Planning Commission

Amended Resolution 13-01-005P, In the Matter of Filling a Vacant Position Effective December 1, 2012

Amended Resolution 13-12-146P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective December 1, 2013

Amended Resolution 14-01-159P, In the Matter of a Longevity Increase for Various Employees Effective January 1, 2014

Resolution 14-07-083P, In the Matter of Filling a Vacant Position Effective July 1, 2014 (Planning)

Resolution 14-07-084P, In the Matter of Filling a Vacant Position Effective July 21, 2014 (Assessor)

Resolution 14-07-085P, In the Matter of a Longevity Increase for Stephen Brown Effective July 1, 2014

Resolution 14-07-086P, In the Matter of a Longevity Increase for Willis Krahenbuhl and Douglas Strain Effective July 1, 2014

Resolution 14-07-087P, In the Matter of a Longevity Increase for Various Coos County Employees Effective July 1, 2014

Resolution 14-07-088P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective July 1, 2014

Resolution 14-07-089P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date

Resolution 14-07-090P, In the Matter of a Reclassification and Salary Adjustment for Michael Chartrey Effective July 1, 2014

Resolution 14-07-091P, In the Matter of Granting Salary Merit Step Increase for Coos County Employees Retroactive to April 1, 2014

Resolution 14-07-092P, In the Matter of Granting Salary Merit Step Increase for Coos County Employees Retroactive to June 1, 2014

Resolution 14-07-093P, In the Matter of a Cost of Living Adjustment for Non-Union Employees on the Coos County Payroll Effective July 1, 2014

Resolution 14-07-095P, In the Matter of a Salary Adjustment Effective July 1, 2014

Resolution 14-07-096P, In the Matter of a Promotion for Staci McNeill Effective July 1, 2014

Resolution 14-07-097P, In the Matter of a Promotion for Lisa Hermann Effective July 1, 2014

Resolution 14-07-098, In the Matter of a Promotion for Gloria Marone Effective July 1, 2014

Resolution 14-07-099P, In the Matter of a Personnel Transfer for Barbara Bassett Effective July 1, 2014

Resolution 14-07-100P, In the Matter of a Personnel Transfer for Cynthia Edwards Effective July 1, 2014

5. LATE AGENDA ITEMS

A. Request Approval to Post/Advertise/Fill Administrative Planner (80%) Position- Planning

6. COMMISSIONERS REPORTS

BOC only
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Cate

Agenda Item Title: Approve the hire of an Administrative Planner at 80%.

Department: Planning

Requested Agenda Date: 07/29/14

Contact Person: Jill Rolfe

Phone/Ext.: 7772

Background and description of need or problem: Due to an employee leaving a shared position and the need for additional assistance in the planning department this position has been created and approved by AFSCME at pay grade 418 (\$3021-\$3819).

Funding Source: NA

Requested Action: Approval to post, advertise and fill the 80% Administrative Planner position.

Date: 07/28/14

Signature of Dept. Head: *JR for Jill Rolfe*

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: *JR*

TREASURER: _____

HUMAN RESOURCES: *JR 7/28/14*

Forward Signed Contract/Grant to:

DESCRIPTION OF POSITION

Revision Date: July 17, 2014

1.	Current Classification Title: Administrative Planner
2.	Working Title: Administrative Planner
3.	Department: Planning
4.	Pay Grade & Range: 418 Position Is: Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> 80% Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5.	What is the purpose of this position? The purpose of this position is to perform a wide variety of office, planning and technical work.
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ul style="list-style-type: none"> ▪ Compose and/or type a variety of documents, such as spreadsheets, letters, memos, reports, minutes, agendas, charts, tables, ordinances, public meetings calendar, etc. ▪ Verify and correct grammar, spelling, etc. ▪ Attend public meetings of governing body to act as the Clerk of the Board and in that capacity record, compose and distribute minutes from meeting as directed. ▪ Perform secretarial, accounting and planning duties within department. ▪ Answer and respond to telephone calls, determining nature of call, and provide information or forward to appropriate person or department. ▪ Plan, prepare, gain approval of and distribute department legal notices, public meeting notices, press releases, publicity, advertising, etc. ▪ Provides direct support to technical staff, developing reports and correspondence as needed. ▪ Establishes and maintains a variety of files or other records and establishes procedures to accomplish tasks. ▪ Regular and consistent attendance is required. ▪ Processes zoning compliance letters if needed. ▪ Compiling appeal records for Planning Commission, Board of Commissioner and Land Use Board of Appeals. ▪ Setting up and maintaining planning files. ▪ Responsible for grant reports. ▪ Makes administrative decisions in the absence of public official and/or department head. ▪ Review and coordinate review for permits, conditional use permits, partitions, and other applications. ▪ Provides direct supervision over planners of lower classification who are leading or participating in smaller projects, analyzing and processing customer transactions, or conducting concurrent reviews for enacted planning programs. ▪ Drafting staff reports as needed. ▪ Assists in the creation of various reports used in connection with the preparation of the department budget, land use meetings, and policy and procedure development. ▪ Responsible for maintaining all accounting and payroll records. ▪ Establishes and maintains positive relationships with other county departments and outside agencies, acting as liaison. ▪ Makes recommendations to the Planning Director regarding job performances. ▪ Backup to the Planning Staff and Director to fill absences.
7.	Supervision. <ul style="list-style-type: none"> • This position is supervised by the Planning Director. • This position does supervise other employees in the absence of the Planning Director.

DESCRIPTION OF POSITION

8.	<p>Working conditions of position.</p> <p>Typical office setting, usual hours 8-5, Mon-Thursday or Tuesday-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 may be required.</p>
9.	<p>List required special skills, licenses, certificates, etc.</p> <p>Two years college or two years of planning and/or zoning experience with supplemental college course work in area of expertise of department, five years experience in office work in a progressively responsible nature or an equivalent combination of training experience.</p> <p>Must be able to learn/utilize computer systems including use of newer office technologies. Must have good time-management skills; ability to prioritize tasks in a fast-paced environment.</p> <p>Prefer experience in statutes relating to the department, knowledge of planning principles and zoning programs.</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, 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 have ability to represent the highest public image of the Planning Department. Must maintain a positive attitude and represent the County and the Department in the community in a positive manner.</p>
10.	<p>Is operation of motor vehicle required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
11.	<p>List equipment, tools, machines used in performance of duties.</p> <p>Skilled in use of current computer and software technology, telephone, copy machine, fax and other general office machines such as personal computer, laptop, microfiche, Xerox, cartographic tools, typewriter, calculator, recording equipment, overhead projector. Must be familiar with Microsoft Word, Excel, Access, Helion and GIS.</p>