

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
October 1, 2013
8:30 A.M.

1. **EXECUTIVE SESSION**

- A. (2)(d) Labor Negotiations
- B. (2)(e) Real Property Transactions
- C. (2)(f) Records Exempt by Law 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 Contract Renewals with Jessie Kullberg & Richard Bosardt- Health & Human Services (HHS)
- B. Request Approval of Contract with Elizabeth Jones-Sunzeri- HHS
- C. Request Approval of Early Learning Hub Recommendation- HHS
- D. Request Approval of Reappointments to Local Alcohol & Drug Planning Committee- Commission on Children & Families (CCF)
- E. Request Approval to Renew Grazing Leases- Land Agent
- F. Request Approval of Lease Amendment with Bicoastal CB, LLC- Land Agent
- G. Request Approval of Order Appointment BoPTA Board Pool Members- County Clerk
- H. Request Approval of Contracts for Clerks Recording System with Helion & Adopt Sole Source Findings- County Clerk
- I. Request approval to Purchase Equipment for Helion Recording System- County Clerk
- J. Request Approval to Post/Advertise & Fill Administrative Aide I Position- Human Resources
- K. Request Approval of Contract with Southwestern Oregon Veterans Outreach (SOVO)- Veterans
- L. Request Approval to Change By-Laws for Weed Advisory Board- BOC
- M. Request Approval of Resolution Dissolving & Reforming Housing Authorities- BOC

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

A. **Approval of Minutes**

- Hearing- Legislative Amendments- July 18, 2013
- Regular Meeting Minutes- August 27, 2013
- Regular Meeting Minutes- September 3, 2013
- Regular Meeting Minutes- September 17, 2013

B. **Orders & Resolutions**

- Order 13-09-074C, IN the Matter of Appointing Alexis Brickner to the Coos County Weed Advisory Board
- Order 13-09-075C, In the Matter of Appointing Michael Murphy and Glenda Hales to the Emergency Medical Services Advisory Committee

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. **Items Previously Approved (authorize Chairman to Sign where necessary)**
 - Permission to Advertise & Fill Deputy DA I Position, up to Step 3- District Attorney
 - Acceptance of Tax Foreclosure Deed- BOC/Tax
 - Ratification of Public Health Administrator's Signature on Amendment #1 to IGA 142005- Public Health

- D. **Software Licenses/Maintenance Agreements**
 - Indentix LiveScan Fingerprint Service Agreements- Sheriff

5. **LATE AGENDA ITEMS**

- A. Request Approval to Fill Court Counselor Position- Juvenile

6. **COMMISSIONERS REPORTS**

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Authorization to Fill Juvenile Court Counselor position

Department: Juvenile **Requested Agenda Date:** 10/1/2013

Contact Person: Maurita Burkleo **Phone/Ext.:** 7884

Background and description of need or problem: We have received a resignation effective 10/11/13 from one of our Juvenile Court Counselors. We had interviews on 9/5/13 and 9/19/13 to fill a previous vacancy and that new employee will be starting mid-October. We would like to use the last applicants for that position to consider for this opening in addition to a 5 day in house posting.

Funding Source: General Fund – Juvenile Department

Requested Action: Authorize Juvenile Department to fill Juvenile Court Counselor position and to use applicants from previous vacancy in addition to 5 day in house posting.

Date: 9/26/13 **Signature:** Maurita Burkleo

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:

HUMAN RESOURCES:  _____

COUNTY COUNSEL: OK-JS _____

5A

DESCRIPTION OF POSITION

1. **Classification Title:** JUVENILE COURT COUNSELOR

2. **Working Title:** Juvenile Court Counselor

3. **Department:** Juvenile

4. **Position Is:** Full Time Part Time Extra Help
Seasonal Other _____

5. **What is the purpose of this position?**

Performs social casework in the investigation, counseling, adjustment, rehabilitation and guidance of youth with behavioral and emotional problems and their families.

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.**

1. Conducts personal interviews with delinquent minors and their families, maintains chronological case histories. Conducts intake interviews.
2. Investigates and evaluates the possibility of placement of minors out of the home or on probation.
3. Monitor youth placed on probation and confers with parents and other family.
4. Presents facts of case and social reports to the Court and carries out disposition ordered by the Court.
5. Confers with supervisors, school, other agencies, etc. relative to individual cases.
6. Prepares written reports and maintains records necessary to effective management of the youth and their families.

7. **List the minor duties assigned to this position.**

1. Transport in-custody juveniles.

8. **Working conditions of position.**

Work in Juvenile Department offices, home visits, school visits, and contact other agencies to staff cases and provide consultation.

9. **List required special skills, licenses, certificates, etc.**

Graduation from a four-year college with major coursework in social work, sociology or psychology; or any satisfactory equivalent combination of experience and training. Bilingual skills in English and Spanish desirable but, not required.

10. **Is operation of motor vehicle required?** Yes No

11. **List equipment, tools, machines used in performance of duties.**

Computer, restraints, handcuffs.