

**REGULAR MEETING MINUTES**  
**COOS COUNTY BOARD OF COMMISSIONERS**  
Owen Building Large Conference Room  
February 19, 2019  
8:30 A.M.

**In Attendance:** Chair John Sweet and Commissioner Melissa Cribbins, County Counsel Nathaniel Johnson, Business Operations Manager Bobbi Brooks (see roster for others) **Absent:** Commissioner Bob Main

**EXECUTIVE SESSION under the authority of ORS 192.660**

This portion of the meeting took place in the small conference room. Chair Sweet read the statutory authority for the Board to meet in executive session, noting that no media were present.

**1A. (2)(e) Real Property Transactions**

Mr. Johnson gave an update on the CHW proposed purchase.

**1B. (2)(h) Consultation with Counsel**

Mr. Johnson gave updates on the CBWR litigation, MERS litigation and a tort claim notice that his office received. These sessions were informational only; no decisions were made during these sessions.

At 9:30, the commissioners met in the large conference room, where Chair Sweet led the pledge of allegiance and opened the public portion of the meeting.

**2. CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person**

Dick Mork said that he went to The World newspaper office to speak to an investigative reporter about the higher gas prices in Coos County, but he still hasn't seen any report on this. He said that ODOT told him that the companies can charge whatever they want, but \$0.30-0.40 higher is price gouging. Chair Sweet said that he never got into pricing, so he has no idea what might be done about this. Mr. Mork then said that he was told that Harbor Freight and a furniture store were going to come to Coos Bay but they were both told that Coos Bay only wants tourism business.

**DEPARTMENT HEADS**

**3A. Request Approval of Contract Amendment with Columbia Care- Coos Health & Wellness (CHW)**

David Geels, Behavioral Health Director, said that this is an extension of the current contract, minus the office space that they were also renting. He said that this is basically room and board plus 20 hours of assistance per week for 4 units, and this is long-term care.

*Commissioner Cribbins moved to approve the amendment as presented in an amount not to exceed \$12,040 per month. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

**3B. Request Approval of the Idea of a Contract with Personal Transformation Institute (PTI)- CHW**

Mr. Geels showed a short video from YouTube on EMDR (eye movement desensitizing and reprocessing) treatment and said that this is the type of training that he is looking at bringing to the county. He said that Post Traumatic Stress Disorder (PTSD) is the number one diagnosed disorder in Coos County but we only have one in-house and one contracted provider for this service. Mr. Geels then said that this is an evidence based practice, and no one is really sure why it works but it does. He also said that he looked at four different providers for this training, and PTI is the best fit for the county.

*Commissioner Cribbins moved to approve pursuing a contract with PTI for training. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

**3C. Request Approval to Hire Merna Peterson at Step 3- CHW**

Mr. Geels said that this position has been vacant for a very long time, and they feel fortunate that Merna Peterson has applied. He said that Ms. Peterson has extensive experience, she has a PhD in Clinical Psychology and is also a Certified Commitment Investigator and Examiner, which is rare in this area. Commissioner Cribbins asked what position this is, and Mr. Geels replied that it's a Mental Health Specialist/Corrections position, but not the one that goes to the Jail. He said that Ms. Peterson will aid and assist clients that would otherwise end up at the state hospital; the state is funding this position with the hopes that we are able to reduce the number of clients that end up in the hospital because they aren't able to assist with their defense.

*Commissioner Cribbins moved to approve hiring Merna Peterson at Step 3 for the MH/Corrections position. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

### **3D. Request Approval to Increase Funding for Winter Family Gathering- CHW**

Mr. Geels explained that this request is to fix a screw-up made by CHW. He said that they didn't come to the Board to get permission for this expense because the quote was for less than the \$5,000 limit, but once they were informed that there was an increase in the cost, they should have come to the Board right away. Mr. Geels further explained that the original quote included more children and fewer adults than actually showed up, and the adult meals cost about twice what the kids meals were. He added that because of the increased number of participants, Black Market Gourmet had to rent a tent for the event, and CHW agreed to pay half the cost for this.

Commissioner Cribbins asked if there were any problems with the procurement process for this event, and Mr. Johnson said that they were fine. Eldon Rollins then asked what the "Winter Family Gathering" was all about. Mr. Geels said that it was an event held in November to celebrate all of the achievements of the past year, with family and invited guests. Chair Sweet added that this was on the eve of Ginger Swan's retirement, so it was a good way to celebrate her achievements with everyone also.

*Commissioner Cribbins moved to approve increasing the funding for the gathering to a total of \$8,407.70. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

### **3E. Request Approval of Safe Routes to School Program Grant- Road**

Public Works Director John Rowe said that Region 3, which includes Coos County, did very well with the Safe Routes to School funding program; Coos County and Coos Bay School District got about a third of the total funding. He said that the county project will be from Coquille High School to Winter Lakes School's new location, and it will include sidewalks, retaining walls, crosswalks, bike lanes and stripping. Mr. Rowe said that the grant amount is a maximum of \$1,499,034, or 80% of the eligible costs, and he plans on applying for STF funding for the county's 20% match. He also said that he met with officials from ODOT on this project and the Charleston Scenic Bike Route project; ODOT wants this project completed before July 2020. Mr. Rowe said that ODOT will do all of the contracting for the Charleston project, and the county will pay the 20% match from the bike path fund.

*Commissioner Cribbins moved to approve the grant agreement as presented in the amount of \$1,499,034. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

Mr. Rowe then said that ODOT is also looking to make improvements on "The Loop" in Coquille; this is the area where a lot of people walk along Highway 42.

### **3F. Request Approval of Request for Gate Hearing- Road**

Mr. Rowe said that he is just asking permission now to get a gate hearing scheduled. He said that the Barnum's own both sides of the road and the county is the only affected party.

Commissioner Cribbins moved to approve setting a date for a gate hearing. Chair Sweet seconded the motion. Vote was taken and unanimously carried.

Commissioner Cribbins then said that the date will be set by staff at a later time.

Chair Sweet then said that he was going to move down the agenda, as no one is here from the Sheriff's Office to present their items.

### **3I. Request Approval of Resolution Amending County Rules Chapter 2- Human Resources**

Human Resource Officer Caroline Barr said that this amendment is in light of the new pay equity laws that became effective January 1, 2019. She explained that the new rule is that department heads and elected officials may hire at Step 1, but anything above Step 1 must come to the Board for approval. She then said that the new law would allow employees to file a BOLI complaint for being paid different for work of comparable character, and it would allow that employee to receive up to 2 years of back compensation for failure to comply with the rules. Commissioner Cribbins said that most entities are scrambling with this issue, and they are hiring outside vendors to write the rules for them, but Ms. Barr has done a phenomenal job for the county.

*Commissioner Cribbins moved to approve Resolution 19-02-018P, In the Matter of Amending Coos County Rules Chapter 2- Personnel Policies and Procedures. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

**5B. Request Approval of Revised Job Descriptions- Human Resources**

Ms. Barr said that because of the pay equity analysis, she worked with CHW Director Mike Rowley on these job description, and they are now more in line with what the employees are actually doing.

*Commissioner Cribbins moved to approve the revised job descriptions Front Desk Manager and Administrative Services Manager as presented. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

**5C. Request Approval of Merit Step Increase- Human Resources**

This item was pulled from the agenda.

**3J. Request Approval of Contract Amendment with DLB Construction- County Counsel**

Mr. Johnson said that this amendment extends the current contract to the end of May, and that this is for the Emergency Operations Center retrofit project.

*Commissioner Cribbins moved to approve the amendment as presented. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

**3K. Request Approval of Access Easement- County Counsel**

Assistant County Counsel Colton Totland said that this is for property located between Coquille and Myrtle Point, and that Randy Sturgill has a piece of property that is landlocked by the county's property. He said that he worked with Northwest Natural on this to make sure that there would be no additional risk to the pipeline, and that he added certain restrictions to the easement at Northwest Natural's request. Mr. Totland then said that Mr. Sturgill has been billed for about 10 hours of county time to work on this project and he has agreed to pay the recording fees.

*Commissioner Cribbins moved to approve the access easement for Randy Sturgill in the amount of \$1,250 plus recording fees. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

**3G. Request Approval of Basic Crew Member Course Training- Sheriff**

Deputy Scott Moore apologized for being late, but Sheriff Craig Zanni is in Roseburg today and he was asked at the last minute to fill in. He then read from the agenda coversheet: "Coos County Sheriff's Office is requesting permission to pay the cost associated with the NASBLA Boat Crew Member Course. The five day/35- hour course will focus on the basic elements of vessel operation as listed in the US Coast Guard's Boat Operations and Training Manual Volume II and meet the national standards of training, qualification, credentialing and typing established in the NASBLA Boat Operations and Training Manual Volume II, and prepare students for port security, response and recovery operations. Total course cost is \$7,500 and no general fund dollars will be expended."

*Commissioner Cribbins moved to approve the NASBLA training costs in the amount of \$7,500. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

Commissioner Cribbins then asked if Deputy Moore knew how many people would be attending the training, and he replied that he did not know.

**3H. Request Approval to Pay Additional Expenses for Peer Support Training- Sheriff**

Deputy Moore read from the agenda coversheet: "The Coos County Sheriff's Office is requesting permission to pay the cost associated with Peer Support training. This class was held in January and due to an oversight, went over budget by \$600. This course, sponsored by the Combined Services Unit, cost \$5,600 and facilitated the instructor level training of 28 of our local emergency responders. No general fund dollars will be expended."

*Commissioner Cribbins moved to approve paying the additional \$600 for training, with the total cost being \$5,600. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

**5A. Request Approval to Purchase 5 Computer- Community Corrections**

Business Operations Manager Kelly Church said that this purchase is a part of their annual rotation, and these computers have been approved by IT staff.

*Commissioner Cribbins moved to approve the purchase of 5 computers utilizing the State Purchasing contract in the amount of \$5,498.70. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

**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

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

*Commissioner Cribbins moved to approve the Consent Calendar as presented. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

At this time, Chair Sweet recessed the regular Board meeting and opened the governing body portion of the meeting.

**GOVERNING BODIES**

**LIBRARY SERVICE DISTRICT**

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

*Commissioner Cribbins moved to approve Order 19-02-011C, In the Matter of Appointing Megan Simms the Budget Officer for the Coos County Library Service District for 2019. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

**4H/EXTENSION SERVICE DISTRICT**

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

*Commissioner Cribbins moved to approve Order 19-02-012C, In the Matter of Appointing Megan Simms as the Budget Officer for the 4H/Extension Service District for 2019. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

**CCAT**

**7C. Request Approval of Order Appointing Melissa Metz as Budget Officer**

*Commissioner Cribbins moved to approve Order 19-02-013C, In the Matter of Appointing Melissa Metz as the Budget Officer for CCAT for 2019. Chair Sweet seconded the motion. Vote was taken and unanimously carried.*

Chair Sweet adjourned the governing body portion of the meeting and returned to the regular Board meeting.

**6. COMMISSIONERS REPORTS**

Commissioner Cribbins said that the legislature is in full swing right now, and she will be in Salem Thursday to testify on the bill to remove cranberries from the high value farm land classification, which effects about 150 farms in Coos and Curry Counties. She said that she spent a lot of time in Salem last week.

Chair Sweet said that he, too, spent a lot of last week in Salem, as there is a lot going on with natural resource issues, as well as the Justice Reinvestment Act meetings. He also attended a community wellness event at the History Museum and the Gorse Fest in Bandon last weekend.

Frank Williams said that the state is misusing public lands. He said that a few years ago, Menasha sold timber lands for \$4,000 per acre, and now the governor wants to sell the Elliott State Forest for \$1,200 per acre. He then said that with the tribes wanting to put in a new district, it makes him wonder if they are considering a floating casino.

Chair Sweet adjourned the meeting.

Respectfully submitted,



Bobbi Brooks  
Business Operations Manager



Commissioners Approval for Submission to the Board

# ROSTER

Meeting: Ex meeting

Date: 2/19/19

Name: ELDON ROLLINS Address: Co Luille

PHIL THOMPSON CB

Diek MORK CB

David JENNINGS Co Luille

David Burt Co Luille

Megan Simms Finance

Keely Ann Com Com

**REVISED AGENDA**  
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Owen Building Large Conference Room  
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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**  
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  - 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**  
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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**

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