

REGULAR MEETING MINUTES
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
March 17, 2020
8:30 A.M.

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

EXECUTIVE SESSION under the authority of ORS 192.660

This portion of the meeting took place in the small conference room, with Treasurer/Finance Director Megan Simms and Human Resource Officer Caroline Barr also attending. Chair Cribbins read the statutory authority for the Board to meet in executive session, noting that no media were present. This portion of the meeting started late due to problems with the door lock.

1C. (2)(d) Labor Negotiations

The AFSCME initial proposal and the budget repercussions were discussed. Direction was given to Mr. Johnson and Ms. Barr for going forward. At the end of the discussion, Ms. Simms and Ms. Barr left the meeting.

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

Chair Cribbins discussed some concerns about the South Slough proposed trade brought forward by County Forester Lance Morgan.

These sessions were informational only; no decisions were made during these sessions. At the end of these session, the Board met in the large conference room, where Chair Cribbins led the pledge of allegiance and opened the public portion of the meeting.

DEPARTMENT HEADS

3A. Tidegate Outreach Collaboration- Coos Watershed Association

Due to the coronavirus warnings, Coos Watershed Association asked that this presentation be moved to a later date.

3B. Request Approval of Amendment to Marine Board Contract; Authorize Sheriff to Sign; Approval Resolution Making Additional Appropriations- Sheriff/Marin

Sheriff Craig Zanni said that this amendment is an additional \$26,000 to the current contract, and it's for the purchase and installation of 2 Honda outboard engines and rigging for the 2006 ACB boat.

Commissioner Main moved to approve amendment #1 to IGA 19-20 CCOS-001 with Oregon State Marine Board in the amount of \$26,000 and to authorize Sheriff Zanni to sign. Commissioner Sweet seconded the motion. Vote was taken and unanimously carried.

Commissioner Main moved to approve Resolution 20-03-047B, In the Matter of Making an Additional Appropriation in the Amount of \$26,000 Within the General Fund. Commissioner Sweet seconded the motion. Vote was taken and unanimously carried.

3C. Request Approval to Fill Vacant Patrol Deputy Position- Sheriff

Sheriff Zanni said that he would actually hire a Corrections Deputy, as he has someone currently working in the Jail who would transfer to Patrol.

Commissioner Main moved to approve filling the vacant Deputy position. Commissioner Sweet seconded the motion.

Commissioner Sweet asked Sheriff Zanni to clarify that he would be filling a position in the Jail. Sheriff Zanni said that he always gives Jail staff the option to move to Patrol when a position becomes vacant. Commissioner Sweet then said that he is concerned about budget issues, and that he is reluctant to take on new employees at this time. Commissioner Main asked if this request could be postponed for 2 months, and Sheriff Zanni replied that it becomes problematic with schedules and training to not have this position filled. He then said that if a person were hired and then laid off, he doesn't think that they would have a problem finding another job. Sheriff Zanni went on to say that he has a former employee who resigned due to issues with DPSST; those issues have now been resolved and he is ready to return to work. Commissioner Sweet then said that he is still on the fence; he understands that we need to honor our commitment to Weyerhaeuser for timber patrol, but he doesn't want to be bringing on new people at this time. Chair Cribbins said that we do have a contractual obligation that we need to keep.

Vote was taken and unanimously carried.

3D. Request Approval to Renew Medical Services Contract & Authorize Sheriff to Sign- Jail

Sheriff Zanni read from the agenda coversheet: "Inmate medical services for the Jail are provided by Wellpath (formerly Correct Care). Our current contract agreement ends June 30,2020. We have received our sixth amendment to our medical agreement which includes a 4/0% CPI increase, raising the monthly base compensation from \$55,988.34 up to \$58,227.87. This increase raises our annual cost \$698,734.44." Chair Cribbins asked if this was the best, most cost effect plan, and Sheriff Zanni replied absolutely. He said that we used to have our own doctor and nurse on staff but we ran into problems when they left; we weren't able to find replacements for them. Commissioner Main asked where they come up with a 4.0% CPI, when what he could find online was 2.6% at the most. Sheriff Zanni said that he believes that this number is part of the contract, and Mr. Johnson said that he would double check on this.

Commissioner Main moved to approve the contract renewal in the amount of \$698,734.44 and to authorize Sheriff Zanni to sign, pending County Counsel confirming that the 4.0% CPI is correct. Commissioner Sweet seconded the motion.

Commissioner Sweet asked how the CPI could be included in a contract that expires in June. Mr. Johnson said that there was a table included in the original contract, and he'll just have to check and make sure that this number is correct. Commissioner Sweet then said that he doesn't want to approve 4% if that's not correct, so Mr. Johnson suggested that the matter be tabled until questions can be answered.

Commissioner Main withdrew his motion, and Commissioner Sweet withdrew his second.

Commissioner Main moved to table this matter until the next Board meeting. Commissioner Sweet seconded the motion. Vote was taken and unanimously carried.

3E. Request Approval of Contract for Website Redesign, Hosting & Support- IT

Director Daris Bouthillier said that it's time to renew the software license that we use to host our website, and since the site is in need of redesigning, he looked at hosting sites to see what is available. He said that he believes that having another company design and host the site will save money, as he will no longer have to purchase and upgrade servers, and his staff will no longer have to maintain the site. Mr. Bouthillier then said that he was planning to propose this in next year's budget, but he has the money in the current budget to cover this purchase.

Commissioner Sweet moved to approve the contract with Municode in the amount of \$12,000. Commissioner Main seconded the motion. Vote was taken and unanimously carried.

Chair Cribbins asked if the new web design would be more mobile friendly, and Mr. Bouthillier replied yes, it will be. He then said that it also forces us to be ADA compliant, and it uses the same calendar program that we are currently using.

3F. Request Approval of Security Agreement with Dora-Sitkum RFPD & Authorize Chair to Sign- Counsel

Mr. Johnson explained that this is part of the on-going project with the Dora-Sitkum Rural Fire Protection District, and it requires the district to operate the new facility in accordance with the Community Development Block Grant rules and requirements for a specified amount of time.

Commissioner Sweet moved to approve the agreement as presented and to authorize Chair Cribbins to sign. Commissioner Main seconded the motion. Vote was taken and unanimously carried.

3G. Request Approval of Purchase & Sale Agreement- Counsel

Mr. Johnson read from the agenda coversheet: "This is an agreement to sell a vacated undeveloped county park property located along the shores of Tenmile Lake. The county has previously adopted orders vacating the park and finding that it is in the best interest of the public to sell the property via private sale. This purchase and sale agreement, and draft deed referenced therein, would require the preservation of public access to the shores of Tenmile Lake as required by Oregon State Planning Goal 17."

Commissioner Main moved to approve the agreement with David & Geri Littrell as presented. Commissioner Sweet seconded the motion. Vote was taken and unanimously carried.

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

A. **Approval of Minutes**

Worksession- Off Shore Wind- January 28, 2020
Worksession- PERS- February 7, 2020
Worksession- Radio System Tax Levy- February 12, 2020
Worksession- Juvenile Vehicles- February 12, 2020
Worksession- Land Sale- February 25, 2020
Regular Meeting Minutes- March 3, 2020

B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**

Transfer of Appropriation Within Department- Sheriff/Jail- food card
Transfer of Appropriation Within Department- Juvenile- vehicle lease
Transfer of Appropriation Within Department- Juvenile- supplies

C. **Orders & Resolutions**

Order Initiating Vacation 20-02-008PL, In the Matter of the Vacation of a Portion of Sugarloaf Lane, Myrtle Point, Coos County, Oregon
Order 20-03-010PL, In the Matter of the Adoption of an Official Name of a Road "Seeley Lane" Located Off of Seven Devils Road, North of the City of Bandon
Resolution 20-02-038P, In the Matter of a Salary Adjustment Due to Certification for Christopher Gill, a Coos County Employee, Retroactive to February 1, 2020
Resolution 20-03-041P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
Resolution 20-03-042P, In the Matter of Granting a Salary Merit Step Increase for Kelsey Orr Retroactive to January 1, 2020
Resolution 20-03-043P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to February 1, 2020
Resolution 20-03-044P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective March 1, 2020
Resolution 20-03-045P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective April 1, 2020
Resolution 20-03-046P, In the Matter of Filling a Vacant Position Effective April 1, 2020

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

Contract with Bloom Consulting- CHW- regional work plan
Contract with Douglas Public Health Network- CHW- prescription drug overdose prevention program
Contract Amendment with West Coast Fencing- CHW- extending completion date
Contract Amendment with Adapt- CHW- exhibit H corrections
Contract Renewal with Bay Clinic- CHW- child health team
Quitclaim Deed to Diavik Investments LLC- Land Agent
Contract with Ironclad Security- Maintenance- security locks for Juvenile Building

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

LATE AGENDA ITEMS

5A. Request Approval of Order Declaring Local State of Emergency- Counsel

Mr. Johnson read from the agenda coversheet: "Order 20-03-049L would declare a local state of emergency in response to COVID-19 pursuant to ORS 401.305 and Chapter 10 of the Coos County Code. The emergency declaration states that county resources have been, or likely will be, expended in the response to COVID-19. As such, the declaration authorizes the county to seek emergency assistance from the state and federal governments. The declaration also suspends procurement rules for COVID-19 related purchases, creates a process for expediting relevant contracts, and states that the Board may modify personnel leave, payroll process, and workplace requirements to address impacts associated with COVID-19."

Commissioner Sweet moved to approve Order 20-03-49L, In the Matter of Declaring a County State of Emergency and Declaring Emergency Measures. Commissioner Main seconded the motion.

Chair Cribbins then asked Mr. Johnson to read what is ordered. After the reading, Chair Cribbins then said that she would like to amend #5 to state that written notice was to be provided to the Board, to County Counsel and to the Finance Director. Mr. Johnson stated that this correction has been made in the version of the order ready for signing, but the changes had not been made prior to copies being made for Board packets. (a copy of the corrected order is attached).

Vote was taken and unanimously carried.

5B. Request Approval of Resolution to Transfer Funds for Medical Expenses- Jail

Sheriff Craig Zanni stated that this resolution is the result of medical bills coming to the Jail that are over the cap. He said that staff continues to review these invoices and they are trying to get as much information as possible to confirm that these are legitimate charges.

Commissioner Sweet moved to approve Resolution 20-03-048B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$7,881 Within the General Fund. Commissioner Main seconded the motion. Vote was taken and unanimously carried.

Sheriff Zanni then said that he has more information on item 3D, which was tabled by the Board. He said that the current term says that they will use the CPI for urban consumers, with a not to exceed amount of 4%.

Commissioner Sweet moved to take the agenda item from the table and approve the contract as presented. Commissioner Main seconded the motion.

Commissioner Main said that he still has heartburn about this, as we have an extremely difficult budget session coming up. Commissioner Sweet said that he agrees, but he doesn't see any other choice.

Vote was taken and unanimously carried.

Sheriff Zanni then stated that a lack of competition on this matters drives up the price, and Chair Cribbins noted that we only had one bidder respond when we did an RFP for these services. She then said that some of the Eastern Oregon counties received no bids when they went out. Sheriff Zanni then said that the Jail is refusing to receive anyone who appears ill at this time, in order to avoid spreading COVID-19.

5C. Request Approval to Deposit SAIF Retro Premium Adjustment Payment- Human Resources

Charity Train, Risk Manager, said that the county has received a check from SAIF as a premium adjustment, and she is asking permission to deposit this check into the general fund.

Commissioner Main moved to approve the deposit into the general fund in the amount of \$372,340.51. Commissioner Sweet seconded the motion.

Commissioner Main then thanked all of the employees; everyone is doing much better with safety issues, which resulted in this refund.

Vote was taken and unanimously carried.

COMMISSIONERS REPORTS

Commissioner Sweet said that he took part in a barbecue for coaches and referees during the basketball tournament held in Coos Bay; this is the 10th year of the tournament and the 10th year that this group of citizens have provided the barbecue. He then said that he attended the AOC monthly meeting in Salem last week, and then he went to Portland meet with his BLM counterpart on the Coos Bay Wagon Road Appraisal committee.

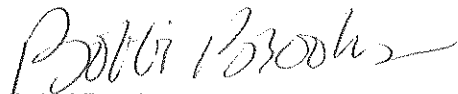
Commissioner Main said that he attended a meeting of the South Coast Anglers and that he took a tour of the Elections office with members of Homeland Security to look at security issues within the courthouse. He then said that the commissioners finished meeting with departments to look at budget proposals.

Chair Cribbins started by announcing that the next Board meeting will be held April 7. She then said that the coronavirus has everyone changing the course of business, and more and more meetings are being cancelled every day. She said that she was in Washington DC when this first started, and people were already cancelling things.

Commissioner Sweet then said that he wanted to stress the importance of the measures that everyone is taking to stop the spread of the virus. He said that we will have dire impacts from this, but they will be much worse if we don't do everything that we are being asked to do.

Chair Cribbins adjourned the meeting.

Respectfully submitted,



Bobbi Brooks
Business Operations Manager



Commissioners Approval for Submission to the Board

ROSTER

Meeting: Pool meeting

Date: 3/17/2020

Name:

Address:

PHIL THOMPSON

C.R.

Dick Mork

CB

FABRIZIO

CCSO

Melvin Simms

Finance

Charity Train

HR

Craig Zanni
Boe County Sheriff's Office

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
March 17, 2020
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
- C. (2)(d) Labor Negotiations

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. Tidegate Outreach Collaboration- Coos Watershed Association
- B. Request Approval of Amendment to Marine Board Contract; Authorize Sheriff to Sign; Approval Resolution Making Additional Appropriations- Sheriff/Marin
- C. Request Approval to Fill Vacant Patrol Deputy Position- Sheriff
- D. Request Approval to Renew Medical Services Contract & Authorize Sheriff to Sign- Jail
- E. Request Approval of Contract for Website Redesign, Hosting & Support- IT
- F. Request Approval of Security Agreement with Dora-Sitkum RFPD & Authorize Chair to Sign- Counsel
- G. Request Approval of Purchase & Sale Agreement- Counsel

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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 20-03-043P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to February 1, 2020
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5. **LATE AGENDA ITEMS**

- A. Request Approval of Order Declaring Local State of Emergency- Counsel
B. Request Approval of Resolution to Transfer Funds for Medical Expenses- Jail
C. Request Approval to Deposit SAIF Retro Premium Adjustment Payment- Human Resources

6. **COMMISSIONERS REPORTS**

1 BOARD OF COMMISSIONERS

2 COUNTY OF COOS

3 STATE OF OREGON

4
5 In the Matter of Declaring a County State of Emergency and) ORDER
6 Declaring Emergency Measures) 20-03-049L

7 WHEREAS, ORS 401.305 provides authority for Coos County to act as an emergency
8 management agency, including authority to establish policies and protocols for defining and
9 directing responsibilities during time of emergency; and

10 WHEREAS, Coos County has enacted a local ordinance (County Code Article 10)
11 pursuant to the authority granted by ORS Chapter 401, that provides for executive responsibility
12 in times of emergency and provides that the Coos County Board of Commissioners has the
13 authority to declare a state of emergency; and

14 WHEREAS, the following conditions have resulted in the need for a state of emergency:

- 15 - Covid-19 is a contagious and novel Coronavirus and the public is at risk of contracting
16 the disease;
17 - Oregon announced its first presumptive case of COVID-19 on February 28, 2020, and the
18 Governor has since issued orders restricting gatherings, closing schools and encouraging
19 social distancing;

20 WHEREAS, the following damage to life and property can be expected from the above
21 conditions:

- 22 - COVID-19 is an emerging disease and requires significant resources at the local level for
23 response in order to keep the public informed and as safe as possible. Additionally,
24 significant resources are needed for contact tracing and disease investigation. Funding for
25 these functions is expected to be exhausted;

26 WHEREAS, the entire County is in a state of emergency; and

27 WHEREAS, County Code Chapter 10 and ORS 401.309 authorize certain actions to be
taken during a state of emergency when necessary to public safety or for the efficient conduct of
activities to minimize or mitigate the effects of the emergency; and

WHEREAS, a preliminary assessment of property damage or loss, injuries or death is set
forth above; and

WHEREAS, all local resources have, or will likely be, expended, and there is need of the
following additional resources from the State:

- Assistance with disease investigation, contact tracing, and assistance with implementation
Order 20-03-049L

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of the most appropriate public health measures to prevent cases and control local outbreaks;

NOW, THEREFORE, IT IS HEREBY ORDERED that:

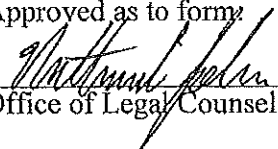
1. The Coos County Board of Commissioners formally declares a state of emergency for Coos County, effective this 17th day of March, 2020 and continuing for sixty (60) days from the date of this Order, unless extended or terminated earlier by the Board of Commissioners.
2. Upon this declaration of emergency, the Board of Commissioners shall be authorized to take and/or direct such actions and issue such orders as are determined to be necessary to protect the public and property and to efficiently conduct activities that minimize or mitigate the effect of the emergency as authorized by the Oregon Revised Statutes, Chapter 10 of the Coos County Code, and the Coos County Emergency Operation Plan.
3. The Board of Commissioners, Local Public Health Administrator, and Emergency Manager shall take all necessary steps authorized by law to coordinate response and recovery from this emergency including, but not limited to, coordinating with State of Oregon and the federal government in order to qualify Coos County for all available state and federal emergency assistance, including but not limited to use of shared resources, assistance from state and federal agencies, and financial assistance and reimbursements.
4. The Board of Commissioners further suspends standard competitive bidding procedures to obtain goods, services, and/or equipment necessary to respond to the emergency.
5. The Board further delegates authority to the director of Coos Health & Wellness to enter into any contracts and conduct all procurements necessary to acquire the labor, services, or equipment needed to conduct disease investigations, contract tracing, and any other appropriate public health function necessary to track or prevent the spread of COVID-19 in the most expeditious manner possible, with subsequent written notice to the Board of Commissioners, County Counsel, and the Finance Director. When possible, County Counsel and Finance shall be consulted in accordance with the County Rules.
6. With regard to county employees, the Board of Commissioners may authorize modifications to relevant personnel leave, payroll processes, and workplace requirements/designations as deemed necessary to address impacts associated with COVID-19.
7. This declaration of emergency is effective upon signing.

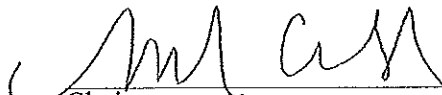
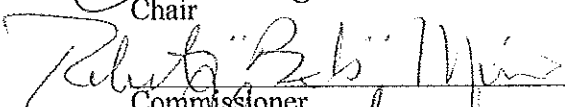
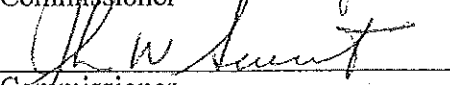
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Dated this 17th day of March, 2020.

BOARD OF COMMISSIONERS

Approved as to form:

Office of Legal Counsel


Chair

Commissioner

Commissioner