

A G E N D A
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room, 201 N. Adams, Coquille
or Virtually at <https://meet.goto.com/128350125>
May 21, 2024

1. **8:30 AM- EXECUTIVE SESSION under the authority of ORS 192.660, - in the small conference room. The public is excluded from this portion of the meeting**
 - A. (2)(d) Labor Negotiations
 - B. (2)(e) Real Property Transactions
 - C. (2)(h) Consultation with Counsel

2. **9:30 AM PUBLIC PORTION OF THE MEETING, BEGINNING WITH THE PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

3. **PUBLIC HEARINGS**
 - A. Library Service District Budget Hearing
 - B. 4H & Extension Service District Budget Hearing
 - C. Coos County Budget Hearing

4. **DEPARTMENT HEADS**
 - A. Request Approval of Contract with Bravelly, Inc. & Authorize Mike Rowley to Sign- Coos Health & Wellness (CHW)

 - B. Request Approval of Public Health Clinical Manager Job Description- CHW

 - C. Request Approval of Contract for Electrical Repairs on Glen Aiken Creek Road & Authorize Paul Slater to Sign- Road

 - D. Request Approval to Purchase Diesel Tank Canopy- Road

 - E. Request Award of Timber Sales- Forestry

 - F. Request Approval of Reclass/Promotion for Cole Waddington- Forestry

 - G. Request Approval of Memorandum of Agreement with CADS & Authorize Chair to Sign- Sheriff

 - H. Request to Declare Equipment/Supplies/Van as Surplus & Approval to Auction- Maintenance

 - I. Request Approval to Purchase Switches- Information Technology (IT)

 - J. Request Approval of IGA with Building Codes Division & Authorize Jill Rolfe to Sign- Planning

 - K. Request Approval of Building Permit Tech I Job Description/Approve Filling Position- Community Development

 - L. Request Approval of Building Permit Tech II Job Description/Approve Filling Position- Community Development

 - M. Request Approval of Permit Assistant Job Description/Approve Filling Position- Community Development

 - N. Request Approval of Policy re: FMLA/OFLA Usage Tracking & Authorize Chair to Sign- Human Resources

 - O. Discussion re: Code Enforcement Ordinance Modifications- BOC

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.

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

A. **Approval of Minutes**

Compensation Committee- April 3, 2024
Worksession- Road Maintenance & Code Enforcement- April 30, 2024
Worksession- Proposed Dedication of Public Roads- April 30, 2024
Worksession- Patrol/Code Enforcement Deputy- May 9, 2024
Regular Meeting Minutes- May 7, 2024
Executive Session (2)(d)- May 13, 2024
Worksession- Acceptance of Congressional Grant- May 13, 2024
Worksession- Contract for Geotechnical Engineering Services; Patrol/Code Enforcement Deputy- May 13, 2024

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

Transfer of Appropriation Within Department- Waste Disposal- overtime expenses
Transfer of Appropriation Within Department- Juvenile- vehicle expenses
Transfer of Appropriation Within Department- Sheriff/Criminal- wage shortage
Transfer of Appropriation Within Department- Sheriff/Jail- roof & plumbing repairs

C. **Orders & Resolutions**

Rescinding Resolution 24-04-067P, In the Matter of Rescinding Working Out of Class Pay for Michelle Wellington Effective April 22, 2024
Resolution 24-05-079P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
Resolution 24-05-080P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective May 1, 2024
Resolution 24-05-081P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective June 1, 2024
Resolution 24-05-082P, In the Matter of a Promotion Due to Certification for Tristan Gresham Effective May 1, 2024
Resolution 24-05-083P, In the Matter of a Stipend Due to Lead Duties for Chloe Eberlein Effective June 1, 2024
Resolution 24-05-084P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to April 1, 2024

D. **Post-Action Notifications Pursuant to County Rule 10.043 (5)**

Contract with Coast Pavement Maintenance- CHW- parking lot striping
Amendment #1 to IGA #179188- CHW- changes in cost pool member amount
Amendment #7 to IGA #180006- CHW- increase for tobacco retail license program
Amendment #3 to IGA with Bandon School District- CHW- extends agreement to 6/30/26
Contract with Strat Design- Fair- geotechnical services for food pavilion project

6. **LATE AGENDA ITEMS**

7. **COMMISSIONERS REPORTS**

8. **CITIZEN COMMENTS- limited to 3 minutes per person**

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel

Requested Agenda Date: 05/21/2024

Contact Person: Colton Totland

Phone/Ext.: 7690

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

Funding Source: N/A

Requested Action: Go into Executive Session during Board meeting as stated above.

- **ORS 192.660(2)(d)** – To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- **ORS 192.660(2)(e)** – Conducting deliberations with persons designated by the governing body to negotiate real property transactions
- **ORS 192.660(2)(h)** – Consulting with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Date: 05/14/2024

Signature of Dept. Head: Colton Totland

For all 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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT

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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

Requested Agenda Date: May 21, 2024

Contact Person: Megan Simms

Phone/Ext.: 7730

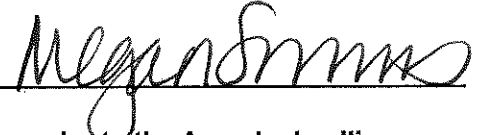
Background and description of need or problem: Hearing on the 2024-2025 budget that was approved by Budget Committee on April 3, 2024.

Funding Source: n/a

Requested Action: Ask for public comment on the 2024-2025 approved budget

Date: 4/22/2024

Signature of Dept. Head: _____



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County Counsel _____



Treasurer _____



Human Resources _____

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Coos County Library Service District Board will be held on May 21, 2024 at 9:30 a.m. at the Owen Building Conference Room, 201 N. Adams St., Coquille, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Coos County Library Service District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Finance Office, 250 N. Baxter St., Coquille, Oregon, between the hours of 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. The budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Megan Simms

Telephone: (541) 396-7730

Email: treasurer@co.coos.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2022-2023	Adopted Budget This Year 2023-2024	Approved Budget Next Year 2024-2025
Beginning Fund Balance/Net Working Capital	43,517	40,000	40,000
Federal, State and all Other Grants, Gifts, Allocations and Donations	31,966	30,000	0
All Other Resources Except Current Year Property Taxes	127,605	200,000	125,000
Current Year Property Taxes Estimated to be Received	4,198,203	4,261,042	4,411,825
Total Resources	4,401,291	4,531,042	4,576,825

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Materials and Services	4,368,322	4,531,042	4,576,825
Unappropriated Ending Balance and Reserved for Future Expenditure	32,969	0	0
Total Requirements	4,401,291	4,531,042	4,576,825

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Not Allocated to Organizational Unit or Program	4,401,291	4,531,042	4,576,825
FTE	0	0	0
Total Requirements	4,401,291	4,531,042	4,576,825
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
No prominent changes

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2022-2023	Rate or Amount Imposed This Year 2023-2024	Rate or Amount Approved Next Year 2024-2025
Permanent Rate Levy (rate limit \$0.7289 per \$1,000)	0.7289	0.7289	0.7289

FORM LB-1

NOTICE OF BUDGET HEARING

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Contact: Megan Simms

Telephone: (541) 396-7730 Email: treasurer@co.coos.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2022-2023	Adopted Budget This Year 2023-2024	Approved Budget Next Year 2024-2025
Beginning Fund Balance/Net Working Capital	343,223	300,000	262,984
Federal, State and all Other Grants, Gifts, Allocations and Donations	3,894	1,500	0
All Other Resources Except Current Year Property Taxes	27,344	25,000	23,500
Current Year Property Taxes Estimated to be Received	512,180	519,112	537,481
Total Resources	886,641	845,612	823,965

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Materials and Services	474,270	577,658	586,200
Contingencies	0	126,842	123,595
Unappropriated Ending Balance and Reserved for Future Expenditure	412,371	141,112	114,170
Total Requirements	886,641	845,612	823,965

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Not Allocated to Organizational Unit or Program	886,641	845,612	823,965
FTE	0	0	0
Total Requirements	886,641	845,612	823,965
Total FTE	0	0	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
No prominent changes

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2022-2023	Rate or Amount Imposed This Year 2023-2024	Rate or Amount Approved Next Year 2024-2025
Permanent Rate Levy (rate limit \$0.0888 per \$1,000)	0.0888	0.0888	0.0888

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Coos County Budget Hearing

Department: Finance

Requested Agenda Date: May 21, 2024

Contact Person: Megan Simms

Phone/Ext.: 7730

Background and description of need or problem: Hearing on the 2024-2025 budget that was approved by Budget Committee on April 3, 2024.

Funding Source: n/a

Requested Action: Ask for public comment on the 2024-2025 approved budget

Date: 4/22/2024

Signature of Dept. Head: Megan Simms

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County Counsel CT

Treasurer MS

Human Resources _____

FORM OR-LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Coos County Board of Commissioners will be held on May 21, 2024 at 9:30 a.m. at the Owen Building Conference Room, 201 N. Adams St., Coquille, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Coos County Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Finance Office, 250 N. Baxter St., Coquille, Oregon, between the hours of 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. The budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Megan Simms

Telephone: (541) 396-7730 Email: treasurer@co.coos.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2022-2023	Adopted Budget This Year 2023-2024	Approved Budget Next Year 2024-2025
Beginning Fund Balance/Net Working Capital	45,182,652	58,064,431	59,574,500
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	21,031,948	24,956,437	22,475,103
Federal, State & all Other Grants, Gifts, Allocations & Donations	36,514,575	31,597,033	35,033,455
Interfund Transfers / Internal Service Reimbursements	6,602,572	8,746,072	12,171,874
All Other Resources Except Current Year Property Taxes	12,100,929	7,400,201	5,092,498
Current Year Property Taxes Estimated to be Received	13,485,612	12,087,751	18,269,916
Total Resources	134,918,288	142,851,925	152,617,346

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	37,440,766	48,994,981	51,349,724
Materials and Services	29,085,643	42,790,006	43,547,819
Capital Outlay	3,068,039	10,671,000	13,642,271
Debt Service	3,655,658	2,232,109	1,272,101
Interfund Transfers	5,498,386	7,641,886	12,171,874
Contingencies	0	14,489,644	14,202,833
Special Payments	1,079,407	1,488,321	1,356,095
Unappropriated Ending Balance and Reserved for Future Expenditure	55,090,389	14,543,978	15,074,629
Total Requirements	134,918,288	142,851,925	152,617,346

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program FTE for that unit or program			
GENERAL FUND			
Assessor's Department	1,368,989	1,628,229	1,674,784
FTE	14.000	15.000	15.000
Juvenile Department	725,662	1,040,590	996,847
FTE	6.000	6.000	6.000
Maintenance Department	727,217	960,756	945,857
FTE	4.900	7.150	6.460
Sheriff's Department - Criminal Division	4,385,948	5,638,867	5,912,573
FTE	30.500	31.150	32.500
Sheriff's Department - Jail Division	6,584,708	7,874,807	0
FTE	41.000	41.000	0.000
Sheriff's Department - Marine Division	353,560	451,595	467,315
FTE	2.500	2.500	2.500
Sheriff's Department - Dunes Division	361,733	596,061	595,235
FTE	3.500	3.500	3.500
Surveyor's Department	198,325	255,645	315,369
FTE	2.010	2.350	2.770
Finance & Tax Department	847,903	948,983	1,024,249
FTE	6.000	6.000	6.000
Veteran's Department	170,438	197,231	209,480
FTE	2.000	2.000	2.000
Board of Commissioners Dept - Commissioners Division	499,919	539,178	541,415
FTE	4.000	4.000	4.000
Board of Commissioners Dept - Information Technology Division	766,462	904,813	775,441
FTE	3.500	3.500	2.850
County Counsel Department	807,364	821,687	855,325
FTE	4.650	4.650	4.550
County Clerk's Department	656,903	749,521	778,984
FTE	5.000	5.000	5.000
District Attorney's Department - Prosecution Division	1,304,264	1,939,720	0
FTE	13.500	13.500	0.000
District Attorney's Department - Medical Examiner's Division	217,388	244,532	252,358
FTE	1.500	1.500	1.500
District Attorney's Department - Support Enforcement Division	199,097	229,819	237,340
FTE	2.000	2.000	2.000
Not Allocated to Organizational Unit or Program	6,924,048	4,961,107	10,172,924
	27,099,928	29,983,141	25,755,496
	146.560	150.800	96.630

ANIMAL CONTROL FUND	529,870	481,625	526,242
FTE	3.000	3.000	3.000
PUBLIC WORKS FUND			
Surveyor's Department - Road Survey Division	54,440	49,503	57,293
FTE	0.520	0.450	0.530
Public Works Department - Road Maintenance Division	5,386,235	6,482,487	6,652,444
FTE	26.944	26.194	25.294
Public Works Department - Fleet Services Division	1,598,789	1,764,642	1,675,398
FTE	3.582	4.582	4.582
Public Works Department - Capital Projects Division	1,042,796	2,572,860	3,235,719
Not Allocated to Organizational Unit or Program	8,906,434	5,586,630	5,985,000
	16,988,694	16,456,122	17,605,854
	31.046	31.226	30.406
PUBLIC HEALTH FUND	5,738,450	5,993,921	5,885,598
FTE	26.400	26.400	25.400
COMMUNITY DEVELOPMENT FUND			
Planning Department	448,492	665,286	635,770
FTE	5.500	5.300	4.800
Building Codes	797,914	1,311,484	1,571,376
FTE	7.500	8.300	8.800
Code Compliance	0	172,509	187,239
FTE	0.000	1.400	1.400
Not Allocated to Organizational Unit or Program	753,222	337,468	188,715
	1,999,628	2,486,747	2,583,100
	13.000	15.000	15.000
LAW LIBRARY FUND	460,925	500,186	563,888
FTE	0.000	0.000	0.100
COUNTY PARKS FUND	3,793,183	3,445,411	3,603,161
FTE	11.900	11.900	11.650
COMMUNITY CORRECTIONS FUND	4,602,384	4,221,300	4,562,564
FTE	18.000	18.000	18.000
CRIME VICTIM ASSISTANCE FUND	404,972	361,332	367,924
FTE	3.500	3.450	3.450
SCINT FUND	343,175	189,315	355,347
FTE	0.000	0.350	0.450
HEALTH & WELLNESS FUND			
Health & Wellness Department - Local Administration Division	2,910,695	3,448,985	6,273,803
FTE	21.600	21.600	22.550
Health & Wellness Department - Behavioral Health Svcs Division	12,632,596	19,390,381	19,917,321
FTE	71.899	87.399	86.449
Not Allocated to Organizational Unit or Program	11,554,394	6,354,244	4,231,558
	27,097,685	29,193,610	30,422,682
	93.499	108.999	108.999
ECONOMIC DEVELOPMENT FUND	869,560	851,000	563,200
BANDON DUNES ASSESSMENT FUND	1,898,246	2,000,500	2,200,700
RADIO COMMUNICATIONS FUND	1,421,612	1,448,345	1,655,517
CHARLESTON TRANSIENT LOGDING TAX	122,887	500,000	535,200
OPIOID SETTLEMENT	597,689	216,000	910,000
PUBLIC SAFETY FUND			
Sheriff's Department - Jail Division	0	0	9,661,783
FTE	0.000	0.000	51.000
District Attorney's Department - Prosecution Division	0	0	2,205,932
FTE	0.000	0.000	14.500
	0	0	11,867,715
	0.000	0.000	65.500
PL 110-343 TITLE III FUND	52,293	474,712	363,070
COUNTY FOREST FUND	14,629,481	14,516,919	16,107,376
FTE	4.000	5.250	5.000
ADMINISTRATIVE GRANT FUND	525,065	1,165,108	970,803
COUNTY SCHOOL FUND	330,812	416,300	216,500
LIBRARY SERVICE DISTRICT FUND	4,401,291	4,531,042	4,576,825
4H & EXTENSION SERVICE DISTRICT FUND	886,641	845,612	823,965
FOOT PATHS & BICYCLE TRAILS FUND	833,823	888,000	985,000
INDUSTRIAL DEVELOPMENT FUND	12,710	0	0
COOS COUNTY MEDIATION FUND	265,513	280,172	279,399

911/DISPATCH FUND			
Sheriff's Department - Dispatch Division	848,617	983,070	1,016,918
FTE	7.010	7.010	7.440
Sheriff's Department - PSAP Division	627,054	693,229	633,199
FTE	4.990	4.990	4.560
Not Allocated to Organizational Unit or Program	331,630	104,049	111,896
	1,807,301	1,780,348	1,762,013
	12.000	12.000	12.000
COUNTY CLERK RECORDS FUND	137,589	134,428	140,226
PUBLIC LAND CORNER PRESERVATION FUND	169,712	119,000	80,800
FTE	1.470	1.200	0.700
RECORD MANAGEMENT SYSTEM BOARD FUND	72,236	44,155	42,151
AMERICAN RESCUE PLAN FUND	2,908,365	6,375,000	1,675,000
COUNTY FOREST RESERVE FUND	2,429,812	1,643,029	1,601,528
DISPATCH EQUIPMENT RESERVE FUND	31,368	30,986	46,560
HEALTH & WELLNESS RESERVE FUND	0	1,200,000	1,410,000
COOS COUNTY FAIR FUND	1,022,113	730,167	1,131,464
FTE	1.433	1.433	1.340
WASTE DISPOSAL FUND			
Waste Disposal Department - Operations Division	2,400,678	4,878,082	6,310,522
FTE	3.934	3.928	3.798
Waste Disposal Department - Closure/Post-Closure Division	105,479	192,388	195,686
FTE	0.073	0.073	0.073
Not Allocated to Organizational Unit or Program	3,006,761	568,777	332,064
	5,512,918	5,639,247	6,838,272
	4.007	4.001	3.871
WASTE DISPOSAL RESERVE FUND	1,130,041	1,284,132	1,341,350
HOUSEHOLD HAZARDOUS WASTE FUND	913,452	976,013	1,010,856
FTE	0.220	0.223	0.253
GAS PIPELINE FUND	1,392,444	1,299,000	1,250,000
BONDED DEBT FUND	1,484,420	150,000	0
Total Requirements	134,918,288	142,851,925	152,617,346
Total FTE	362.535	393.232	401.749

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The Public Safety Fund is new and is to account for a levy that will be on the ballot in May. This budget is prepared based on the levy passing. The majority of the FTE change is due to increased jail capacity and additional Deputy District Attorneys associated with the aforementioned levy.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2022-2023	Rate or Amount Imposed This Year 2023-2024	Rate or Amount Approved Next Year 2024-2025
Permanent Rate Levy (rate limit \$1.0799 per \$1,000)	1.0799	1.0799	1.0799
Local Option Levy - Radio Communication System	0.2000	0.2000	0.2000
Local Option Levy - Public Safety	0.0000	0.0000	0.9800

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
Other Borrowings	\$1,330,889	\$0
Total	\$1,330,889	\$0

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Contract with Bravely, Inc.

Department: Coos Health & Wellness

Requested Agenda Date: 5/21/2024

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: In an effort to improve employee engagement, productivity and retention of our departmental staff, CHW management will receive individualized, one-on-one professional coaching and workplace guidance to develop and improve supervisory, management and leadership skills. The cost is set not to exceed \$73,350.

Funding Source:

Requested Action: Board to approve contract with Bravely Inc. and authorize department head, Mike Rowley to DocuSign.

Date: 5/10/2024

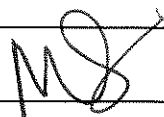
Signature of Dept. Head: 

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- If Insurance is required, Is the Insurance Certificate attached?
- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing? Patricia Crawford

County Counsel CT

Treasurer 

Human Resources _____

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: _____ (if applicable)

Name/Agency Name and Address: Bravely, Inc. 2578 Broadway, Suite 542, New York, NY 10025-8844

Contact Person: Jessie Moug-Garriga Phone No: 630.244.8722 Email: jessie@workbravely.com

Amount of Contract/Grant Award: \$ 75,350.00 (NTE)

Payment Terms: \$68,500.00 lump sum (state lump sum or amount and time of payments)

Effective Date: upon execution Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: _____ (if known)

County Department and Employee Responsible for Performance: Coos Health & Wellness, Mike Rowley, Director.

Description: Professional coaching for CHW managers. Annual contract amount is sixty-eight thousand, five hundred dollars (\$68,500). Additional fee for no-shows, total NTE amount is seventy-five thousand, three hundred fifty dollars (\$75,350.00).

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

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 CFDA number, each segment must have its own summary form.

- New Renewal Modification
- Previous Amount: \$ Original Amount: \$
- Previous Date: Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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
- Under \$50,000 for Quotes
- Under \$150,000 & Approval from Board for Quotes
- Sole Source
- Contract with Public Agency

- Equipment Maintenance
- Office Supplies
- Used Vehicles
- State Purchasing
- Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

- Under \$5,000
- Under \$50,000 for Quotes
- Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- Alternative Contracting Method Approved by Board
- Other _____

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 No

Certificate of insurance required? Yes No

Date Approved by BOC: _____ Reviewed by Counsel: CT

SUMMARY OF QUOTES - COOS COUNTY

County Department: Coos Health & Wellness

Goods and/or Services Specifications:

1. One on One Management Coaching

How Solicited: X Written Oral

The Department requested quotes from the following firms:

Date	Firm	Contact	Quoted Price
1/2/24	Bravely	Jesse Moug	68,500
12/28/23	BetterUp	Heather	61,594
10/26/23 & 12/28/23	Torch	Web Request	0

If Applicable, Evaluation factors other than price (Scale of 0-10):

Firm	(factor #1) Organization Oriented	(factor #2) Coaching based on 360 review	(factor #3) Same day Coaching	Total Score
Bravely	10	10	9	29
BetterUp	0	5	10	15
Torch	0	0	0	0

Solicitor: Mike Rowley and Eric Gleason

Department’s Recommendation:

Bravely is the best option. They are organization orientated, they offer same day coaching, 24/7 coaching, they help identify areas for improvement and work with our staff to address those areas. They also offer a digital library for self-directed development as well as monthly webinars facilitated by Bravely.

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: PH Clinical Manager Job Description

Department: Coos Health & Wellness

Requested Agenda Date: 5/21/2024

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: Request Board approve the revised/updated job description for our PH Nurse Manager, Lena Hawtin. The job description has not been updated since 2021. We are also requesting a title change from Public Health Nurse VI to Public Health Clinic Manager. This helps differentiate the position from the PH Nurse positions under Home Visiting program and the Clinical program. No paygrade or compensation change is requested.

Funding Source: N/A

Requested Action: BOC to approve revised job description for the PH Clinic Manager position effective immediately.

Date: 5/6/2024

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.

Departments Affected:
COUNSEL: CT _____

TREASURER: MS _____

HUMAN RESOURCES: all _____

DESCRIPTION OF POSITION

Revision Date: 04/26/2024 May 21, 2024

1. Classification Title: Public Health Nurse-VI Public Health Clinic Manager
2. Working Title: Public Health Clinic Supervisor-Manager
3. Department: Coos Health & Wellness Public Health Division
4. Paygrade: 820 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. What is the purpose of this position? Working under the direction of the Public Health Administrator, the Clinic Supervisor coordinates, plans, implements, and evaluates the clinic programs of the Public Health Division. Provides supervision to the staff and volunteers who work in the clinic programs, promotes public health activities in the community and provides public health nursing services to clients.
6. Essential functions of position. 20%: Coordinates the Reproductive Health, Immunization, Communicable Disease, Sexually Transmitted Disease Tuberculosis, Breast & Cervical Cancer Prevention, OHP Enrollment programs; sets goals, implements action plans, evaluates program outcomes, and produces reports according to the Oregon Health Authority and Program Element requirements. 20%: Assesses clients and dispenses medication/administers medication/vaccines using nursing skills according to program protocols. 10%: Provides consultation, supervision and professional / technical assistance to all clinic staff on an ongoing basis; schedules and assigns work. 10%: Writes and updates program policies, procedures, and protocols for approval by the Administrator and Health Officer. 10%: Participates in the Leadership Team and Coos Health & Wellness Leadership Team to assure compliance with program and department standards. 5%: Integrates quality improvement and assurance measures into all aspects of clinic services and monitors to ensure compliance. 5%: Compiles performance data as needed on program services and prepares periodic and special reports. 5%: Develops and provides community health education and serves as a community resource in areas of responsibility. 5%: Provides information to the media on public health issues in area of responsibility. 5%: Provides and/or arranges for in-service training for clinic staff. 4%: With assistance from the Administrator, evaluates clinic staff performance, including recommendations for discipline. 1%: Determines cost basis for calculating fees for clinic services.

7. Supervision

This position is supervised by the Public Health Administrator.
This position does supervise personnel.

Coos County Courthouse
250 N. Baxter
Coquille, OR 97423

DESCRIPTION OF POSITION

8. List other duties assigned to this position.

- Works in other programs, as assigned.
- Attends various in-house meetings and serves on committees, as assigned.
- Participates in the PH accreditation efforts (preparation, application, documentation development, selection, review and submission, site review etc.)
- Embraces the performance management system, QI and Workforce development efforts.
- Will participate in any Emergency Preparedness activities as required
- May need to be part of the Coos Health & Wellness Incident Command Structure
- Other duties, as assigned.

9. Working conditions of position.

Usual schedule is Monday through Friday, 7:30 a.m. to 4:30 p.m., with occasional evening and weekend public health events as directed and approved. Periodic travel to educational seminars and training, some overnight. Requires some lifting, bending, standing or sitting for lengths of time.

10. List required special skills, licenses, certificates, etc.

To successfully perform this job, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge/Skill/Ability:

Ability to develop programs through assessment, planning, implementation, and evaluation.

Knowledge of the methods, principles, techniques and practices of public health nursing.

See attachment for soft skills and Public Health Core Competencies needed to successfully perform this job.

Education and/or experience:

Bachelor's degree in Nursing and three years of progressively responsible public health nursing or any satisfactory equivalent combination of experience and training.

Experience preferred in a public health nursing position with coordination and supervisory responsibilities.

CPR certification.

Must be able to maintain professional, positive interaction with consumers and other constituents on the phone and in person, within appropriate boundaries. Must have ability to use tact and judgment in dealing with staff, the public, and with executives and officials from other entities. Must have ability to effectively train other employees. Regular and consistent attendance is required.

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 effective and harmonious working relationships with other employees, county staff, and outside entities. Must maintain a positive attitude and represent the Department and the County in a positive manner in the community

11. Is operation of motor vehicle required?

Yes No

12. List equipment, tools, machines used in performance of duties.

Multiple line telephone; IBM compatible personal computer; photocopy machine & fax machine; smart phone, desk phone, laptop, printer, vaccine refrigerator/freezers, WiFi temp data loggers, Sensaphones, scales, scanner.

Formatted Table

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Contract for electrical repairs on the Glen Aiken Creek Rd (MP 0.9) Landslide.

Department: Road

Requested Agenda Date: 5/21/24

Contact Person: Paul Slater

Phone/Ext.: 7664

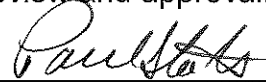
Background and description of need or problem: We recently requested electrical quotes on our Glen Aiken Creek Rd (MP 0.9) Landslide project. M4 Electric had the lowest quote at \$20,020 for electrical repair services.

Funding Source: 003-2703-431.36-01 Contracted Services

Requested Action: Request Board's approval to award contract to M4 Electric for electrical repairs on Glen Aiken Creek Rd (MP 0.9) Landslide for the amount NTE \$25,000 and authorize Roadmaster to sign contract upon County Counsel's review and approval.

Date: 5/13/24

Signature of Dept. Head: _____



For all 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?

County Counsel CT _____

Treasurer MS _____

Human Resources _____

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Requesting approval to Purchase Diesel Tank Canopy.

Department: Road

Requested Agenda Date: 5/21/24

Contact Person: Paul

Phone/Ext.: 7664

Background and description of need or problem: We recently requested quotes for a 26'x40' canopy to cover our new above ground diesel fuel tank. Mascott Equipment was the low bidder at \$77,570.10.

Funding Source: 003-~~2700~~²¹⁰³-431.60-01 Equipment

Requested Action: Request BOC approval to purchase Diesel Tank Canopy from Mascott Equipment for \$77,570.10.

Date: 5/9/24

Signature of Dept. Head: 

For all 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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT _____

Treasurer MS _____

Human Resources _____



Project: Coos County Diesel Tank

Project No: 52718.000

ENTERED BY: JS

DATE: 5/2/2024

Item	TFC		JimCo		Mascott		Shelters Direct	
	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
Canopy - Supply & Install	\$73,182.14	\$76,356.45	\$69,995.00	\$108,470.00				
Separate Cost for Canopy Lights	\$0.00	\$0.00	\$2,250.00	\$2,520.00				
Separate Cost for Union Labor	\$4,977.67	\$5,000.00	\$5,000.00	\$0.00				
Separate Cost for Shipping	\$10,000.00	\$11,250.00	\$0.00	\$6,825.00				
Separate CAT Tax	\$400.00	\$0.00	\$325.10	\$400.00				
	\$88,559.81	\$92,606.45	\$77,570.10	\$118,215.00				

cost estimate
cost included in canopy costs above

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Award of Timber Sales

Department: Forestry **Requested Agenda Date:** 5/21/2024


Contact Person: Lance Morgan **Phone/Ext.:** 7751

Background and description of need or problem: A timber sale was held May 8, 2024 pursuant to advertisements which appeared in The World Newspaper dated April 23rd and 30th, 2024. Three of the four sales which were offered received bids. The results are attached. The sale which did not receive bids will be held open for 30 days at the minimum stated in the contract.

Funding Source: N/A

Requested Action: Request the Board award and sign the attached timber sale contracts to the high bidder.

Date: 5/9/2024

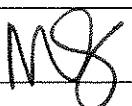
Signature of Dept. Head: 

For all 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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT

Treasurer 

Human Resources _____



5/8/2024

BIDS RECEIVED ON COOS COUNTY TIMBER SALE

BH-1-24, Otto Creek

Minimum Bid

\$472.00/M Doug Fir

Scott Timber Co.

475.89

BH-2-24, Two Bucks

Minimum Bid

\$460.00/M Doug Fir

Scott Timber Co.

465.28

DC-1-24, Last Two

Scott Timber Co

Minimum Bid
\$555.00/M Doug Fir

569.70

DC-2-24, File Shed

No Bid

Minimum Bid
\$418.00/M Doug Fir

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: BH-1-24(if applicable)

Name/Agency Name and Address: SCOTT TIMBER COMPANY, P.O. Box 1088, Roseburg, OR 97470

Contact Person: Brian Schrag Phone No: 541-643-3905 Email: _____

Amount of Contract/Grant Award: \$ 777,405.47

Payment Terms: Progress (state lump sum or amount and time of payments)

Effective Date: 5/21/24 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 8/31/2026 (if known)

County Department and Employee Responsible for Performance: Forestry, Lance Morgan

Description: Timber Sale: BH-1-24, Otto Creek Sale

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

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 CFDA number, each segment must have its own summary form.

- New
 - Renewal
 - Modification
- Previous Amount: \$ Original Amount: \$
- Previous Date: Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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
- Under \$50,000 for Quotes
- Under \$150,000 & Approval from Board for Quotes
- Sole Source
- Contract with Public Agency

- Equipment Maintenance
- Office Supplies
- Used Vehicles
- State Purchasing
- Other Timber Sale

Public Improvement – If Not Using Bid, Mark Exemption:

- Under \$5,000
- Under \$50,000 for Quotes
- Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- Alternative Contracting Method Approved by Board
- Other _____

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 No

Certificate of insurance required? Yes No

Date Approved by BOC: _____	Reviewed by Counsel: <u>CT</u>
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CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: DC-1-24(if applicable)

Name/Agency Name and Address: SCOTT TIMBER COMPANY, P.O. Box 1088, Roseburg, OR 97470

Contact Person: Brian Schrag Phone No: 541-643-3905 Email: _____

Amount of Contract/Grant Award: \$ 1,724,052.40

Payment Terms: Progress (state lump sum or amount and time of payments)

Effective Date: 5/21/24 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 8/31/2026 (if known)

County Department and Employee Responsible for Performance: Forestry, Lance Morgan

Description: Timber Sale: DC-1-24, Last Two Sale

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

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:

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NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have its own summary form.

- New Renewal Modification
- Previous Amount: \$ Original Amount: \$
- Previous Date: Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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
- Under \$50,000 for Quotes
- Under \$150,000 & Approval from Board for Quotes
- Sole Source
- Contract with Public Agency

- Equipment Maintenance
- Office Supplies
- Used Vehicles
- State Purchasing
- Other Timber Sale

Public Improvement – If Not Using Bid, Mark Exemption:

- Under \$5,000
- Under \$50,000 for Quotes
- Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- Alternative Contracting Method Approved by Board
- Other _____

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 No

Certificate of insurance required? Yes No

Date Approved by BOC: _____ Reviewed by Counsel: CT

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: BH-2-24(if applicable)

Name/Agency Name and Address: SCOTT TIMBER COMPANY, P.O. Box 1088, Roseburg, OR 97470

Contact Person: Brian Schrag Phone No: 541-643-3905 Email: _____

Amount of Contract/Grant Award: \$ 587,862.48

Payment Terms: Progress (state lump sum or amount and time of payments)

Effective Date: 5/21/24 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 8/31/2026 (if known)

County Department and Employee Responsible for Performance: Forestry, Lance Morgan

Description: Timber Sale: BH-2-24, Two Bucks Sale

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

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:

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NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have its own summary form.

- New Renewal Modification
- Previous Amount: \$ Original Amount: \$
- Previous Date: Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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
- Under \$50,000 for Quotes
- Under \$150,000 & Approval from Board for Quotes
- Sole Source
- Contract with Public Agency

- Equipment Maintenance
- Office Supplies
- Used Vehicles
- State Purchasing
- Other Timber Sale

Public Improvement – If Not Using Bid, Mark Exemption:

- Under \$5,000
- Under \$50,000 for Quotes
- Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- Alternative Contracting Method Approved by Board
- Other _____

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 No

Certificate of insurance required? Yes No

Date Approved by BOC: _____ Reviewed by Counsel: CT

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Reclassification

Department: Forestry **Requested Agenda Date:** 5/21/2024

Contact Person: Lance Morgan **Phone/Ext.:** 7751

Background and description of need or problem: Cole Waddington has been working for us for 3 years as the Forestry Field Foreman. For an extended period of time Cole has been performing duties beyond his current position description and at a higher level of responsibility. In addition, Cole has taken on the duties of County Land Agent. The only compensation he has received this year for Land Agent work is 44 hours of overtime earned while working on Fridays, with no compensation for the 320 hours he has had to work into his regular work schedule this fiscal year. Request the Board approve reclassification/promotion of Cole Waddington to Forest Operations Foreman because the duties and level of responsibility of that position more closely align with the tasks he is already performing for the Forestry Department. This change was budgeted into the 2023/2024 budget.

Funding Source: 103-9000.461.10-01, Salary.

Requested Action: Request the Board approve reclassification/promotion of Cole Waddington to Forest Operations Foreman, paygrade 424, step 4, effective 5/1/2024.

Date: 5/1/2024 Signature of Dept. Head: _____

For all 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 Filing Coversheet attached?
 - Do you want this returned to you for filing?

County Counsel CT

Treasurer 425 has step 3 for 9 mos + step 4 for 3 mos. Difference is an additional \$3,343. MJ

Human Resources CM

4F

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Memorandum of Agreement - CADS

Department: Sheriff's Office

Requested Agenda Date: 5/21/2024

Contact Person: Sheriff Fabrizio

Phone/Ext.: 541-396-7880

Background and description of need or problem: The County and the CADS Union have agreed to a one-year contract extension for the CADS Union instead of the usual three-year negotiated contract term. Request Board of Commissioners approve Memorandum of Understanding with Coos Association of Deputy Sheriff's, effective July 1, 2024.

Funding Source:

Requested Action: BOC to approve and sign MOU with CADS for one year extension on the current CBA, effective July 1, 2024. *Authorize Chair to sign*

Date: 5/9/2024

Signature of Dept. Head: *Fabrizio*

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.

Departments Affected:

COUNSEL: *CT*

TREASURER: *MS*

HUMAN RESOURCES: _____

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Declare Equipment, supplies and Ford van as surplus and approve to auction

Department: Maintenance

Requested Agenda Date: 5/21/2024

Contact Person: Kyla Foster

Phone/Ext.: 7742

Background and description of need or problem: With the potential sale of the Harris building Maintenance has some equipment and lumber that we don't have storage for and would like approval to auction off through public surplus. We have about 8 pieces of equipment and 5 racks of lumber to sell. We also have a Ford van #120036 that we would like to auction.

Funding Source: N/A

Requested Action: Declare equipment, supplies and van as surplus and approve to auction through public auction

Date: 5/9/2024

Signature of Dept. Head: _____



For all 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?
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- If Insurance is required, Is the Insurance Certificate attached?
- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT

Treasurer 

Human Resources _____



Inventory #	Description
13010	Shop Fox Planer/molder
N/A	Jet Overhead pin router
13019	Delter Shaper
13018	Woodmaster Wood planer
13024	Hitachi Bandsaw
13029	Shop Fox Dust collection system
13026	Supermax Double drum sander
13016	Ritter Spindle line drill
V0614	2009 Ford Econoline
N/A	6 racks of various lumber

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA COVERSHEET

Agenda Item Title: Request Approval to purchase switches

Department: Information Technology **Requested Agenda Date:** 5/21/2024

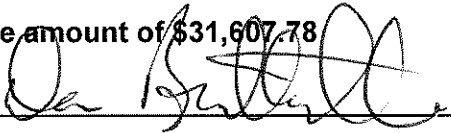
Contact Person: Daris Bouthillier **Phone/Ext.:** 7739

Background and description of need or problem: The County's core network switches (2) have reached end of support. The core switches connect the Internet to our servers, storage and internal network. They are essentially the backbone of our infrastructure. We budgeted to purchase replacement switches this year. I intentionally waited until the end of the fiscal year, just in case something else failed and needed to be replaced. As we are nearing the end of the fiscal year and the funds are still available, I would like to proceed with the planned purchase. We reached out to both SHI and CDW-G for quotes and are requesting approval to purchase new switches from SHI in the amount of \$31,607.78

Funding Source: 001-4002-419.60-02 Computer Hardware \$31,607.78

Requested Action: Approve the purchase of new switches in the amount of \$31,607.78

Date: 5/13/2024

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: CT

TREASURER: MS

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: Intergovernmental Partnership Agreement between Coos County and the Oregon DCBS Building Codes Division

Department: Planning Department

Requested Agenda Date: May 21, 2024

Contact Person: Jill Rolfe, Director (ad) **Phone/Ext.:** 7770

Background and description of need or problem: This Intergovernmental Partnership Agreement is between Coos County and the Department of Consumer and Business Services, Building Codes Division (DCBS) for the use of the ePermit System and services. This system provided electronic access to building permitting information which is hosted by the DCBS.

Funding Source: Community Development

Requested Action: Board of Commissioners to accept the Intergovernmental Partnership Agreement between Coos County and the Oregon Department of Consumer and Business Services (DCBS) for the use of the ePermit System and services, and Authorize the Director to sign.

Date: May 2, 2024

Signature of Dept. Head: Jill Rolfe

For all 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?

County Counsel CT _____

Treasurer MS _____

Human Resources _____

45

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: _____ (if applicable)

Name/Agency Name and Address: Department of Consumer and Business Services, 350 Winters Street NE, Salem, OR 97301

Contact Person: Sydney Wollersheim Phone No: 971-375-7760 Email:

Sydney.Wollersheim@dcbs.oregon.gov

Amount of Contract/Grant Award: \$ 0.00

Payment Terms: _____ (state lump sum or amount and time of payments)

Effective Date: 05/21/24 Start Date: 10/1/2022 (if different from effective date, i.e. retroactive / prospective date)

End Date: _____ (if known)

County Department and Employee Responsible for Performance: Jill Rolfe, Community Development Director

Description: _____

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

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 CFDA number, each segment must have its own summary form.

New

Renewal

Modification

Previous Amount: \$
Previous Date:

Original Amount: \$
Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

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
- Under \$50,000 for Quotes
- Under \$150,000 & Approval from Board for Quotes
- Sole Source
- Contract with Public Agency

- Equipment Maintenance
- Office Supplies
- Used Vehicles
- State Purchasing
- Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

- Under \$5,000
- Under \$50,000 for Quotes
- Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- Alternative Contracting Method Approved by Board
- Other _____

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 No

Certificate of insurance required? Yes No

Date Approved by BOC: _____ Reviewed by Counsel: CT

BOC only: _____
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Building Permit Tech I Job Description

Department: Community Development **Requested Agenda Date:** 5/21/2024

Contact Person: Jill Rolfe, Director (ad) **Phone/Ext.:** 541-396-7770

Background and description of need or problem: With a recent vacancy in the Department, we have decided to replace the Permit Technician position with Building Permit Tech I (or II depending on qualifications of hired applicant). Request Board of Commissioners to approve job description for Building Permit Tech I position at Community Development under paygrade 416, and approve posting and filling the position. The AFSCME Union has reviewed the position description.

Funding Source: Community Development (Building Department)

Requested Action: BOC to approve the job description for Building Permit Tech I position and approve posting/filling the position.

Date: 5/13/2024 Signature of Dept. Head: 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.

Departments Affected:
COUNSEL: CT

TREASURER: MS

HUMAN RESOURCES: _____

4K

DESCRIPTION OF POSITION

Approved by BOC 5/21/2024

1.	Current Classification Title: Building Permit Tech I
2.	Working Title: Building Permit Tech I
3.	Department: Community Development
4.	Pay Grade & Range: 416 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> 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 checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? The Building Permit Technician I provides information related to building permit requirements, codes, and inspection procedures to contractors, design professionals, and the public; processes building permit applications; and issues building permits.
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"> • Provides verbal and written information and education to the public about County building permit processes and procedures to ensure they have a thorough understanding of the building permit process. • Accepts and processes building permit applications and related documents from the public; reviews documents to ensure accuracy, and determines the correct permit type needed; assists with processing all types of building permits received by fax, mail, online via email, and the customer service counter. • Assists the public with questions of forms and documents related to building permit process; provides technical assistance via phone calls and counter contact regarding the application process and county development codes; and processes information related to both administrative and construction codes. • Provides comprehensive responses to requests and inquiries while maintaining a positive, professional approach to all customers, staff, and other parties; asks appropriate questions to gather relevant information before directing customers or advising senior staff on pertinent issues. • Assists inspectors with daily inspection reports and investigations. • Manages digital files and public records pertaining to all permit types using a tracking and permitting system; prepares, enters, maintains, organizes, and updates department files and records according to archive law; and searches and compiles information. • Calculates fees for all building permit applications; provides cashier responsibilities for a variety of County functions, including building permits, records research, and map and document sales. • Accurately enters data into the automated permit software database system. • Monitors the permit review process by routing applications and plans; tracks applications through the entire approval process; and ensures timely processing of application requests. • Assists field inspectors, plans examiners, planners, other County departments, other agencies, and the public with research of permit records in the computer tracking database, project files, microfiche, or other current permit systems. • Coordinates with inspectors, plans examiners, and planners, to determine if a permit is ready for final building inspection and issuance of a Certificate of Occupancy. • Performs other duties as business needs necessitate.

DESCRIPTION OF POSITION

Approved by BOC 5/21/2024

7. Supervision.
This position is not a supervisor position.
This position reports to Management Staff.

8. Working conditions of position.
Typical office setting, usual hours 8-5, Mon-Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Regular and consistent attendance is required. Travel within the County may occasionally be required.

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

Knowledge of:

- County policies and procedures.
- Computer record keeping, file maintenance, and customer service standards and protocols.
- Cash handling, mathematical calculations and basic accounting procedures.
- Construction drawings and building codes.
- Administrative rules and ordinances.
- Building construction types.
- General Office practices and procedures.
- Basic principles and techniques of researching, compiling and analyzing technical data is needed.

Ability to:

- Effectively promote County goals and priorities, and comply with all policies and procedures.
- Understand, explain, and consistently and fairly apply policies, laws, codes, and regulations.
- Review building permit applications for completeness and correctness.
- Provide information to the general public regarding the building permit process, requirements, codes, and inspection procedures.
- Coordinate permit process for projects of larger scope and complexity.
- Provide assistance and guidance related to building permit intake and processing to other staff.
- Establish and maintain an effective working relationship with property owners, developers, building contractors, and the general public.
- Learn and apply the permit process, requirements, building codes, and ordinances.
- Read and interpret building plans and specifications.
- Locate property on an assessor's parcel map, planning maps and from property descriptions.
- Input and access data using a computer.
- Perform research of permit records.
- 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 use good judgment in the interpretation of ordinances and policies and make appropriate process recommendations; follow oral and written instructions; carry out assigned tasks independently and in a group setting as knowledge and experience is gained; prioritize work to meet established deadlines; establish and maintain cooperative working relationships with those contacted in the course of work; and instruct others concerning policies and procedures. Must maintain effective interpersonal relationships with co-workers, subordinates and other agencies. Must have ability to represent the highest public image of the Planning Department and demonstrate courteous behavior at all times when interacting with the general public and staff members.
- Requires ability to read, understand and apply information obtained from a variety of written materials and sources including maps, manuals, diagrams, deeds, plans, architectural drawings, codes, statutes, policies and procedures.
- Work accurately under pressure and time constraints.

DESCRIPTION OF POSITION

Approved by BOC 5/21/2024

Minimum Qualifications: A high school diploma or equivalent **AND** at least two (2) years of administrative support and customer service experience, with preference given to candidates with at least two years' experience or knowledge of land use regulations, the building process, the construction industry, drafting, or mapping; or, one (1) year equivalency of college-level course work in construction technology, blueprint reading, drafting, and building inspection. 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.

10. Is operation of motor vehicle required? Yes No

11. List equipment, tools, machines used in performance of duties.
Standard and specialized computer software applications and tools related Oregon Planning and Building processes. General office 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. Training will be provided on software programs such as Excel, Access, Helion/ORCATS, Accela, and permitting software.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Building Permit Tech II Job Description

Department: Community Development **Requested Agenda Date:** 5/21/2024

Contact Person: Jill Rolfe, Director (ad) **Phone/Ext.:** 541-396-7770

Background and description of need or problem: With a recent vacancy in the Department, we have decided to replace the Permit Technician position with Building Permit Tech II (or I depending on qualifications of hired applicant). Request Board of Commissioners to approve job description for Building Permit Tech II position at Community Development under paygrade 420 and approve posting and filling the position. The AFSCME Union has reviewed the position description.

Funding Source: Community Development (Building Department)

Requested Action: BOC to approve the job description for Building Permit Tech II position and approve posting/filling the position.

Date: 5/13/2024

Signature of Dept. Head: 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.

Departments Affected:

COUNSEL: CT

TREASURER: MS

HUMAN RESOURCES: _____

DESCRIPTION OF POSITION

Approved by BOC 5/21/2024

1.	Current Classification Title: Building Permit Tech II
2.	Working Title: Building Permit Tech II
3.	Department: Community Development
4.	Pay Grade & Range: 420 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> 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 checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? The Building Permit Technician II provides information concerning building permit requirements, codes, and inspection procedures to contractors, design professionals, and the general public. Responsibilities include processing building permit applications and issuing building permits. Positioned at a mid-to-senior level within the Community Development and Building Department, this position exercises significant judgment in interpreting and applying codes, department policies, regulations, and precedents to specific cases or issues. Position requires a higher level of experience compared to the Building Permit Technician I position and ICC Certification.
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">• Provides verbal and written information and education to the public about County building permit processes and procedures. Assists the public with questions of forms and documents related to building permit process; provides technical assistance via phone calls and counter contact regarding the application process and processes information related to administrative and construction codes.• Accepts and processes building permit applications and related documents from the public; reviews applications and supporting documents for accuracy, completeness, and determines the correct permit type needed.• Provides technical and functional guidance to other building permit staff related to the intake and processing of building permits; and responds to inquiries from the public and other permit staff in the absence of supervisory personnel.• Issues building, mechanical, manufactured dwelling, demolition, plumbing, electrical, environmental permits and inspection completion certificates based on information provided by the customer;• Calculates and collects fees for all building permit applications, records research, and map and document sales. Issues receipts and balances cash drawer receipts.• Monitors the permit and plan review status tracking system and provides current information to staff and the public. Enters information into permit records. Monitors the permit review process by routing applications and plans; track applications through the entire approval process; and ensures timely processing of application requests. Manages public records pertaining to all permit types; prepares, maintains, organizes, and updates department files and records; and searches and compiles information.• Develops and maintains procedural manuals for other staff to use as guidance, updating forms and online platforms as needed.• Coordinates the entire permit process of projects that are larger in scope and complexity including the intake, review, processing, and issuance of building permits.• Assists inspectors with daily inspection reports and investigations.• Accurately enters data into the automated permit software database system.

DESCRIPTION OF POSITION

Approved by BOC 5/21/2024

- Assists field inspectors, plans examiners, planners, other County departments, other agencies, and the public with research of permit records in the computer tracking database, project files, microfiche, and other permitting software.
- Coordinates with inspectors, plans examiners, and planners, to determine if a permit is ready for final building inspection and issuance of a Certificate of Occupancy.
- Issues extensions on permits after reviewing with appropriate management staff.
- Performs other duties as business needs necessitate.

7. Supervision.
This position is not a supervisor position.
This position reports to Management Staff.

8. Working conditions of position.
Typical office setting, usual hours 8-5, Mon-Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds. Regular and consistent attendance is required. Travel within the County may occasionally be required.

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

Knowledge of:

- County policies and procedures.
- Computer record keeping, file maintenance, and customer service standards and protocols.
- Cash handling, mathematical calculations and basic accounting procedures.
- Construction drawings and building codes.
- Administrative rules and ordinances.
- Building construction.
- General Office practices and procedures.
- Basic principles and techniques of researching, compiling and analyzing technical data is needed.

Ability to:

- Effectively promote County goals and priorities, and comply with all policies and procedures.
- Understand, explain, and consistently and fairly apply policies, laws, codes, and regulations.
- 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 use good judgment in the interpretation of ordinances and policies and make appropriate process recommendations; follow oral and written instructions; carry out assigned tasks independently and in a group setting as knowledge and experience is gained; and instruct others concerning policies and procedures; prioritize work to meet established deadlines.
- Must be able to establish and maintain cooperative working relationships with those contacted in the course of work. Must have ability to represent the highest public image of the Department and demonstrate courteous behavior at all times when interacting with the general public and staff members.
- Locate property on an assessor's parcel map, planning maps and from property descriptions.
- Input and access data using a computer.
- Perform research of permit records.
- Requires ability to read, understand and apply information obtained from a variety of written materials and sources including maps, manuals, diagrams, deeds, plans, architectural drawings, codes, statutes, policies and procedures.
- Work accurately under pressure and time constraints.
- Deal tactfully and fairly with complaints from the public. Deal positively with the public in tense and difficult situations.
- Communicate effectively orally and in writing.

DESCRIPTION OF POSITION

Approved by BOC 5/21/2024

- Must be able to use good judgment in the interpretation of ordinances and make appropriate process recommendations; follow oral and written instructions; carry out assigned tasks independently and in a group setting as knowledge and experience is gained.

Minimum Qualifications: A high school diploma or equivalent **AND** at least three (3) years of administrative support and customer service experience directly related to land use regulations, the building process, the construction industry, drafting, or mapping; or, one (1) year equivalency of college-level course work in construction technology, blueprint reading, drafting, and building inspection.

Must possess International Code Council (ICC) permit technician certification.

10. Is operation of motor vehicle required? Yes No

11. List equipment, tools, machines used in performance of duties.
Standard and specialized computer software applications and tools related Oregon Planning and Building processes. General office 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. Training will be provided on software programs such as Excel, Access, Helion/ORCATS, Accela, and permitting software.

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Permit Assistant Job Description

Department: Community Development **Requested Agenda Date:** 5/21/2024

Contact Person: Jill Rolfe, Director (ad) **Phone/Ext.:** 541-396-7770

Background and description of need or problem: Request Board of Commissioners to approve job description for Permit Assistant position at Community Development under paygrade 413, and approve posting and filling the position starting July 1st, 2024. The AFSCME Union has reviewed the position description. This is a new position that is a coordinated position between the Planning and Building and included in our budget for fiscal year 24-25.

Funding Source: Community Development

Requested Action: BOC to approve the job description for Permit Assistant position and approve posting/filling the position.

Date: 5/13/2024 Signature of Dept. Head: 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.

Departments Affected:
COUNSEL: CT

TREASURER: MS

HUMAN RESOURCES: _____

4M

DESCRIPTION OF POSITION

Approved by BOC : 5/21/2024

1.	Current Classification Title: Permit Assistant
2.	Working Title: Permit Assistant
3.	Department: Community Development
4.	Pay Grade 413 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> 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 checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? This position performs front desk and customer service duties in direct support of all areas of the Community Development Programs (Building, Planning, Environmental, Enforcement).
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"> • Performs administrative duties in accordance with County procedures and policy, including accurate data entry, record keeping, preparing and processing a variety of documents, and maintaining files; duties may vary according to job assignment. • Receives, reviews, and processes technical, legal, and/or financial documents; reviews accounts, reports, records, and other documents for completeness, accuracy, and compliance with County procedures. • Responds to permit and inspection questions from customers; maintains account records and database, and processes payments and assists in preparing technical documents; • Schedule appointments with planners, building inspectors and other staff members as needed; • Provides excellent customer service, information, and assistance to visitors and others having business with the department; assists clients in a courteous and respectful manner, and responds to requests for information within the scope of authority. • Retrieves and releases information according to procedures, policies, and regulatory requirements. • Answers incoming telephone calls and when appropriate directs the caller to the correct person or department, or takes and relays messages. • Processes customer requests and transactions, receives payments, completes necessary forms for County services, processes fees for services; enters account information into database, verifies accuracy of information, prepares reports and files documents. • Assists clients with filling out permit forms and provides guidance on county codes, ordinances, statutes and rules. • Maintains computer records and filing systems; enters data, processes transactions, and updates database. • Performs other duties as business needs necessitate.
7.	Supervision. <ol style="list-style-type: none"> 1. This position is supervised by the Community Development Director or designee. 2. This position does not supervise other employees.
8.	Working conditions of position. Typical office setting, usual hours 8-5, Mon-Friday. Position may require occasional physical exertion including bending, stooping, reaching, and lifting of stacks of files up to 25 pounds.
9.	List required special skills, licenses, certificates, etc.

DESCRIPTION OF POSITION

High School Diploma or equivalent required, and preferably a minimum of two years of general office clerical experience of a progressively responsible nature. Preference may be given to candidates with experience or training that is relevant to the position and office.

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. Must be familiar with Microsoft Office Software.

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.

10. Is operation of motor vehicle required? Yes No

11. List equipment, tools, machines used in performance of duties.
Skilled in use of current computer and software technology, telephone, copy machine, fax and other general office machines such as personal computer, laptop, microfiche, scanners, copiers calculator, recording equipment, overhead projector.

BOC only: Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of HR Policy

Department: Human Resources

Requested Agenda Date: 5/21/2024

Contact Person: Caroline Morgan

Phone/Ext.: 541-396-7580

Background and description of need or problem: Request Board approve the attached HR Policy that addresses a change to the way the County tracks FMLA/OFLA usage. This change is mandated by Senate Bill 1515, which requires us to enact this change by no later than July 1, 2024. This change will be incorporated into the Employee Handbook, which is being revised currently.

Funding Source: N/A

Requested Action: BOC to approve HR Policy effective July 1, 2024, with Board Chair to sign.

Date: 5/6/2024

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.

Departments Affected:

COUNSEL: _____

CT

TREASURER: _____



HUMAN RESOURCES: _____

COOS COUNTY HUMAN RESOURCES POLICY

FMLA/OFLA TRACKING

Effective July 1, 2024

Pursuant to the requirements of Senate Bill 1515 signed by Oregon’s Governor on March 20, 2024,

This Policy hereby gives notice that effective July 1, 2024 the County shall use a rolling “measure forward” method to track usage under the Oregon Family Medical Leave (OFLA) and Family Medical Leave (FMLA). The method will be used to track protected leave an eligible employee is entitled to within a given one-year period. The rolling “measure forward” leave year is defined as a consecutive 52-week period beginning on the Sunday immediately preceding the date on which the FMLA/OFLA leave commences.

Prior to July 1, 2024, the County shall continue to use the 12-month rolling backwards measure to track leave under FMLA and OFLA, which means that each time an employee takes leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

DATED THIS _____ day of _____, 2024.

Caroline Morgan – HR Manager

Board Chair – Rod Taylor

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Discussion re: Code Enforcement Ordinance Modifications

Department: BOC

Requested Agenda Date: 5/21/24

Contact Person: Bob Main

Phone/Ext.: 7540

Background and description of need or problem:

Funding Source:

Requested Action: discuss possible modifications to ordinance

Date: _____ Signature of Dept. Head: Robert "Bob" Main

For all 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 Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel _____

Treasurer _____

Human Resources _____
