

A G E N D A
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room or Virtually at
<https://meet.goto.com/950500189>
February 21, 2023
9:30 A.M.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(d) Labor Negotiations
 - B. (2)(e) Real Property Transactions
 - C. (2)(h) Consultation with Counsel

2. **PUBLIC HEARING**
 - A. Ordinance 23-02-003L, Amending Article Six, Division Three of the Coos County Code

3. **DEPARTMENT HEADS**
 - A. Request Approval of Amendment #1 to IGA 171978 with Oregon Health Authority & Authorize Chair to Sign- Coos Health & Wellness (CHW)
 - B. Request Approval of Amendment #1 to IGA 173256 with Oregon Health Authority & Authorize Mike Rowley to DocuSign- CHW
 - C. Request Approval of Employment Agreement with Dr. Peter Lund- CHW
 - D. Request Acceptance of National Environmental Health Association/USFDA Grant- CHW
 - E. Request Approval to Purchase Remote Temperature Monitoring Devices- CHW
 - F. Request Approval to Hire Ana Leypoldt Above Step 2- CHW
 - G. Request Approval to Hire Allen Lively Above Step 2- Road
 - H. Request Approval to Terminate Contract for Lost Dog Road Sale- Forestry
 - I. Request Approval of Order Directing Sheriff to Sell Real Property- Land Agent
 - J. Request Approval of Resolution 23-02-029B, Correcting Resolution 23-01-024B- Sheriff
 - K. Request Approval of Resolution 23-02-028B, Transferring Expenditure Appropriations- SCINT
 - L. Request Approval to Declare Supplies/Equipment as Surplus & Authorize Auction- Maintenance
 - M. Request Acceptance of Quote for Remodel Work- Community Development
 - N. Request Approval of Agreement with Charleston Merchants Association for TLT Funds- Counsel
 - O. Request Approval of IGA with Oregon Judicial Dept for Courthouse Improvements- Counsel
 - P. Request Approval of Resolution Amending Chapter 1 of Coos County Rules- Counsel
 - Q. Request Approval of Resolution Amending Chapter 2 of Coos County Rules- Counsel

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.

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

A. Approval of Minutes

Worksession- Moving CHW to Non-Profit Status- January 30, 2023
Worksession- Courthouse Security- January 30, 2023
Workgroup Minutes- January 31, 2023
Worksession- Possible Sheriff's Office Move & DA Scanning Project- January 31, 2023
Regular Meeting Minutes- February 7, 2023
Worksession- Taking Over On-Site Septic Program & Environmental Health- February 7, 2023
Executive Session (2)(i)- February 7, 2023
Worksession- Use of Opioid Settlement Money- February 8, 2023
Executive Session (2)(h)- February 10, 2023
Worksession- Future Use of ARP Funds- February 13, 2023

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

Transfer of Appropriation Within Department- Jail- TruNarc purchase

C. Orders & Resolutions

Correcting Order 23-02-014C, In the Matter of Correcting a Name for an Appointment to the Garden Drive Special Road District Board of Directors
Resolution 23-02-030P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Ire Date
Resolution 23-02-031P, In the Matter of Granting Salary Merit Step Increases for Various CCSO Employees Effective February 1, 2023
Resolution 23-02-032P, In the Matter of Granting a Salary Merit Step Increase for Laurie Reis Retroactive to December 1, 2022
Resolution 23-02-033P, In the Matter of Granting Salary Merit Step Increases for various Employees Effective February 1, 2023
Resolution 23-02-034P, In the Matter of Granting a Transfer for Taryanne Lay and Filling a Vacant Position in the CCSO Effective February 21, 2023
Resolution 23-02-035P, In the Matter of Granting Various Merit Step Salary Increases Retroactive to January 1, 2023
Resolution 23-02-036P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective February 1, 2023
Resolution 23-02-037P, In the Matter of a Personnel Transfer and Promotion for Bradlee Davis Within the Sheriff's Department Effective February 1, 2023
Resolution 23-02-038P, In the Matter of Granting a 5 Year Longevity Increase for Rosa Atencio Retroactive to January 1, 2023
Resolution 23-02-041P, In the Matter of Working Out of Class pay for Jennifer Bray Effective February 20, 2023

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

Contract with Lexipol- Community Corrections- on-line training courses
Contract with Winter Lake Recycling- Land Agent- cleanup of tax foreclosed properties
Contract Renewal with Independent Actuaries, Inc.- Finance/Tax- GASB 75 reporting
Contract with Rachele Chevalier- CHW- subtenant agreement
Contract for Crystal Schott- CHW- sign on bonus
Contract with B&B Janitorial- CHW- carpet & vinyl floor cleaning
Contract Amendment with Lane County- CHW- on-line food handler classes

5. **LATE AGENDA ITEMS**

6. **COMMISSIONERS REPORTS**

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Executive Session Requested

Department: Counsel **Requested Agenda Date:** 2/21/2023

Contact Person: Nathaniel Johnson **Phone/Ext.:** 7693

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

- ORS 192.660(2)(e) – to negotiate real property transactions
- ORS 192.660(2)(h) – consulting with regard to current litigation and litigation likely to be filed
- ORS 192.660(2)(d) – to conduct deliberations with persons designated by the governing body to carry on labor negotiations

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

Date: 2/6/2023

Signature of Dept. Head: Nathaniel Johnson

Departments Affected:

COUNSEL: NJ

BOC only:
Consent Agenda _____
Regular Agenda _____

HEARING AGENDA ITEM COVERSHEET

Agenda Item Title: PUBLIC HEARING: Hearing on Ordinance 23-02-003L Amending Article Six, Division Three of the Coos County Code

Department: Office of Legal Counsel **Requested Agenda Date:** 2/21/2023

Contact Person: Nathaniel Johnson **Phone/Ext.:** 7693

Background and description of need or problem: This public hearing has been set for the purpose of adopting Ordinance 23-02-003L. Notice of this hearing was published in The World newspaper and posted in accordance with ORS 203.045. The Ordinance would amend the rules for hearing appeals from exclusions from County property under Article Six, Division Three of the Coos County Code. Currently, the Board of Commissioners hears all appeals on exclusions from County Property. The Ordinance would allow the Board of Commissioners to appoint a hearings officer to hear these appeals and render the County's final decision.

Funding Source: N/A

Requested Action:

- 1. BOC to read Ordinance 23-02-003L by title.
- 2. BOC to take public comment on the Ordinance, if any.
- 3. BOC to adopt Ordinance 22-02-003L amending Article Six, Division Three of the Coos County Code.

Date: 2/2/2023 Signature of Dept. Head: *Nathaniel Johnson*

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 *AS*

Treasurer *MS*

JA

BOARD OF COMMISSIONERS
COUNTY OF COOS
STATE OF OREGON

Ordinance Amending Article Six)
Of the Coos County Code to Modify)
The Rules and Regulations for)
Hearing Appeals of Exclusions from) ORDINANCE 23-02-003L
County Buildings and Property)

Now before the Coos County Board of Commissioners, sitting for the transaction of County business on the 21st day of February, 2022, is the matter of amending Coos County Code, Article Six, Division Three - Rules and Regulations for Exclusion of Persons from County Buildings and Property. The Board makes the following findings of fact:

- A. The Board may in some circumstances wish to delegate the hearing of appeals of exclusions from County property to a neutral hearings officer of the County's choosing.
- B. The Board wishes to amend Section 06.03.100 of the Coos County Code to allow for the utilization of an appointed hearings officer to hear appeal under Article Six, Division Three of the Coos County Code.
- C. The Board also wishes to clarify that all final decisions under Article Six, Division Three of the County are appealable by filing a timely Writ of Review in the Coos County Circuit Court.

NOW THEREFORE, BASED ON THE FOREGOING, THE BOARD OF COMMISSIONERS FOR THE COUNTY OF COOS ORDAINS AS FOLLOWS:

SECTION 1. TITLE

This ordinance shall be known as Ordinance 23-02-003L, an ordinance amending Article Six of the Coos County Code to modify the rules and regulations for hearing appeals of exclusions from County buildings and property.

SECTION 2. AUTHORITY

This Ordinance is enacted pursuant to ORS 203.035.

SECTION 3. PURPOSE

The purpose of this Ordinance is to modify the rules for hearings on appeals of exclusions from County property and buildings pursuant to Section 06.03.100 of the Coos County Code to allow for hearings conducted by an appointed hearings officer.

SECTION 4. ADOPTION

Exhibit "A", attached hereto and incorporated herein by this reference, is adopted as an amendment to the Coos County Code and shall replace the text of Article Six, Division Three. In Exhibit "A", deleted text is shown with strike throughs, with new text underlined.

SECTION 5. REPEALER

Ordinance 91-01-002L, the ordinance which adopted the Coos County Code, and all amendments thereto, are hereby repealed to the extent they conflict with this Ordinance.

SECTION 6. SAVINGS CLAUSE

The amendment of the Coos County Code shall have no effect on existing litigation and shall have no effect on any action or proceeding pending on the date of adoption of this ordinance.

SECTION 7. SEVERANCE CLAUSE

If any section, subsection, provision, clause or paragraph of this Ordinance shall be adjudged or declared by any court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect the validity of the remaining portions of this Ordinance; and it is hereby expressly declared that every other section, subsection, provision, clause or paragraph of this Ordinance enacted, irrespective of the enactment or validity of the portion thereof declared to be unconstitutional or invalid, is valid.

SECTION 8. EMERGENCY CLAUSE

The Coos County Board of Commissioners hereby finds this Ordinance necessary for the immediate preservation and protection of the public peace, health, safety, and general welfare for Coos County and declares that an emergency exists, and this Ordinance shall be in full force and effect on its passage.

ADOPTED this _____ day of _____, 2023.

ATTEST

BOARD OF COMMISSIONERS

Recording Secretary

Chair

APPROVED AS TO FORM



Office of Legal Counsel

Commissioner

Commissioner

Emergency Adoption: _____

Effective Date: _____

ARTICLE SIX - COUNTY PROPERTY REGULATIONS

DIVISION THREE - EXCLUSION OF PERSONS FROM COUNTY BUILDINGS AND PROPERTY

[Adopted as Division Three of Article Six on July 17, 2018, Amended by Ordinance 22-11-008L]

SECTION 06.03.010 TITLE

Exclusion of Persons from Coos County Buildings and Property.

SECTION 06.03.020 PURPOSE

To establish a policy and procedure for lawfully excluding disruptive or threatening persons from Coos County buildings and property.

SECTION 06.03.030 GENERAL POLICY

A person who engages in certain disruptive or threatening behavior, as described in this Division, in County buildings or on County property shall be subject to immediate exclusion to ensure the safety of others, the safety of County property, and the ability to conduct County business.

SECTION 06.03.040 PERSONS SUBJECT TO EXCLUSION

- (1) A person shall be subject to exclusion from County buildings and property if that person engages in any of the following types of conduct while on County property:
 - (a) Fighting, engaging in threatening behavior, or disorderly conduct;
 - (b) Interfering with county employees' ability to conduct County business;
 - (c) Making unreasonably loud or disturbing noise;
 - (d) Causing damage to or defacing County property;
 - (e) Intentionally entering or attempting to enter an area not open to the public;
 - (f) Violating any federal or state law;
 - (g) Violating any County Ordinance regulating the use of County property, including but not limited to the Park Regulations found in Article Six, Division One of the Coos County Code and the County Forest Regulations found in Article Six, Division Two of the Coos County Code;

Exhibit "A"

- (h) Remaining on County property for purposes other than to conduct legitimate business with the County or to use that property under the applicable rules and laws; or
- (i) Refusing to vacate County property after being lawfully asked to do so by a County employee.

SECTION 06.03.050

PERSONS IN CHARGE

- (1) For the purposes of this Division, the "persons in charge" of County buildings and property are the Coos County Board of Commissioners (hereinafter "Board") or the Board's designees. Persons in charge shall have the authority to exclude persons from County property under this Division. The Board designates the following "persons in charge" of the County property specified below:
 - (a) The County Forester is hereby designated as the person in charge of all County Forest property subject to Article Six, Division Two of the Coos County Code.
 - (b) The Parks Director is hereby appointed as the person in charge of all County Parks property subject to Article Six, Division One of the Coos County Code.
 - (c) The Board may at any time designate additional persons in charge of County property.

SECTION 06.03.060

EXCLUSION DECISION; LENGTH OF EXCLUSION

- (1) Persons in charge shall have the discretion to exclude persons from County property and buildings for a reasonable period of time. An exclusion may be from all County property and buildings or limited to certain specified property or buildings, subject to any Board order or decision limiting or otherwise defining the authority of persons in charge. All persons in charge shall consider the following factors when excluding persons from County property:
 - (a) The nature of the conduct;
 - (b) The level of threat posed, including any risk of violence;
 - (c) Any relevant history of past exclusions or similar conduct; and
 - (d) The likelihood of repeated conduct.

Exhibit "A"

- (2) The following guidelines shall apply to exclusion of individuals who, at the time of exclusion, have not previously been excluded from County Property:
 - (a) Except as provided in subsection (b) and (c) below, exclusions shall be no less than (7) days and shall not exceed two (2) years.
 - (b) An exclusion may be up to five (5) years if it is issued as a result of theft of more than \$100.00 of County property, intentional or reckless actions causing more than \$100.00 in damage to County property, fighting or other offensive physical contact, threats of physical violence, and any behavior constituting a crime on County property.
 - (c) Exclusions for up to a lifetime ban may be issued to individuals who have committed, or attempted to commit, activity that constitutes a felony under Oregon law while on County property.
- (3) The following guidelines shall apply to the exclusion of individuals who, at the time of exclusion, have been previously excluded from County property:
 - (a) An individual who receives a second exclusion under subsection (2)(a) above shall be subject to exclusion for up to five (5) years.
 - (b) An individual who receives a third exclusion under any combination of subsections (2)(a) and (2)(b) above may be permanently excluded from County property.
 - (c) An individual receiving a second exclusion under Section (2)(b) above may be permanently excluded from County property.

SECTION 06.03.070

NOTICE OF EXCLUSION

- (1) If the person in charge determines that exclusion is necessary, the person in charge shall issue a written notice of exclusion. The notice shall be personally served on the person to be excluded, or may alternatively be served by mailing a copy by first-class mail to the excluded individual's residence or mailing address. Service is not required if an excluded person cannot, after reasonable inquiry, be located for personal service or service by mail.
- (2) All notices of exclusion shall contain the following information:
 - (d) The name and address (if known) of the excluded individual;

Exhibit "A"

- (e) Date and time of the event(s) resulting in the exclusion;
 - (f) A description of the behavior resulting in the exclusion sufficient to put the excluded person on notice of the reason for the exclusion;
 - (g) The duration of time for which the exclusion will remain in effect and a statement of the County property from which the person shall be excluded (whether from specific property or all property generally);
 - (h) A statement that the excluded person may ask for reconsideration of the exclusion and how such a request may be made;
 - (i) A statement that an excluded person may obtain necessary County services pursuant to Section 06.03.090 herein;
 - (j) A statement that violation of the notice of exclusion could result in arrest and prosecution pursuant to Oregon law, including ORS 164.245.
 - (k) A full copy of this policy for reference.
- (4) In order to ensure the efficient administration of this Division, County Counsel shall prepare and distribute notice of exclusion forms for use by persons in charge.

SECTION 06.03.080

VIOLATION OF EXCLUSION NOTICE

- (1) A person who violates an exclusion notice, after such notice is served pursuant to Section 06.03.070 above, may be arrested and face criminal prosecution for trespass under ORS 164.245 and any other applicable criminal statute.
- (2) Violation of an exclusion issued under this Division shall additionally constitute a Class A Violation subject to enforcement under the provisions of Article Eleven, Division One of the Coos County Code.

SECTION 06.03.090

NECESSARY COUNTY SERVICES

Any person excluded under this policy may obtain necessary County services during the exclusion period. To do so, the excluded person shall schedule to meet with County staff at a specific location and at a mutually agreed upon time. The excluded individual must conduct him or herself appropriately during any such meeting.

Exhibit "A"

SECTION 06.03.100

APPEAL OF EXCLUSION

- (1) Excluded persons may appeal the exclusion by mailing a written appeal within ~~ten~~ (105) days of the exclusion to the Coos County Board of Commissioners. An appeal may ask to have the exclusion rescinded or the exclusion period shortened.
- (2) A written appeal shall contain:
 - (a) Appellant's name;
 - (b) Appellant's mailing address and contact information;
 - (c) A concise statement of the basis on which the decision to exclude is invalid, unauthorized, or otherwise improper; and
 - (d) A copy of the notice of exclusion.
- ~~(3)~~ The Board Hearings of appeals shall be held by either the Board or a hearings officer appointed by Board order. -The Board or the appointed hearings officer shall set a date and time for the appeal hearing not less than ten (10) days nor more than ~~sixty~~thirty (630) days after the receipt of a properly and timely filed appeal. The Board or hearings officer may alter the date and time for the hearing on its own motion or at the request of the appellant for good cause. The hearings officer appointed by the Board may designate a County employee to set the date and time for the appeal hearing, after consultation with the hearings officer.
- ~~(3)~~(4) The County shall issue a Notice of Hearing to the person filing a written appeal of an exclusion, stating the date, time and place for the hearing on the appeal filed. The Notice of Hearing shall be issued as soon as reasonable after the date the hearing has been set.
- ~~(4)~~(5) At the hearing, the County has the burden of showing by a preponderance of the evidence that the exclusion is warranted given the totality of the circumstances.
- ~~(5)~~(6) The Board or hearings officer shall issue the ~~final~~ decision in the form of a written order and shall provide a copy of the order to the appellant.
- ~~(6)~~(7) The ~~Board's~~ decision of the Board or hearings officer ~~upon~~ on the appeal shall be the final decision of the County on an exclusion under this Division. The County's final decision is appealable by a timely Writ of Review filed in Coos County Circuit Court pursuant to ORS 34.010 to ORS 34.102.

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: 171978-1(if applicable)

Name/Agency Name and Address: Oregon Health Authority 500 Summer Street NE, Salem OR 97301

Contact Person: Jewelee Bell Phone No: 971-208-4144 Email: jewelee.m.bell@odhsoha.oregon.gov

Amount of Contract/Grant Award: \$ 135,000.00 NTE (increase \$35,000)

Payment Terms: Per monthly expenditure reports (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: 6/30/2023 (if known)

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

Description: IGA 171978-1 adds \$35,000.00 in funds to support OHP services provided by Coos Health & Wellness.

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 |
|---------|---------|--------------------------------|---|
| | | 93.767 | |

*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: \$ 100,000.00
Previous Date: Original Date: 7/1/2021

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: MT

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Amendment one to Intergovernmental Agreement 173256

Department: Coos Health & Wellness

Requested Agenda Date: 2/21/2023

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: Amendment one reinstates IGA 173256 in its entirety as of December 31, 2022, provides additional \$98,529.62 in funds for the behavioral health choice model program and extends the end date through June 30, 2023.

Funding Source: Oregon Health Authority

Requested Action: Board to approve amendment one to Intergovernmental Agreement 173256 with Oregon Health Authority and authorize department head, Mike Rowley to DocuSign.

Date: 2/13/2023

Signature of Dept. Head: _____

Mike Rowley

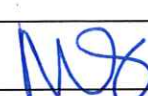
Digitally signed by Mike Rowley
DN: cn=Mike Rowley, o=Coos Health & Wellness, ou,
email=mike.rowley@chw.coos.or.us, c=US
Date: 2023.02.13 09:28:37 -08'00'

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? Patricia Crawford

County Counsel 

Treasurer 

Human Resources _____



CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: 173256-1(if applicable)

Name/Agency Name and Address: Oregon Health Authority 635 Capitol St NE, STE 350 Salem, OR. 97301

Contact Person: Larry Briggs Phone No: 503-945-6879 Email: LARRY.O.BRIGGS@dhsosha.state.or.us

Amount of Contract/Grant Award: \$ 295,588.86 (increase \$98,529.62)

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

Effective Date: 12/31/2023 Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: 6/30/2023 (if known)

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

Description: Amendment one reinstates IGA 173256 in its entirety as of December 31, 2022, provides additional \$98,529.62 in funds for the behavioral health choice model program and extends the end date through June 30, 2023.

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
 Previous Amount: \$ _____
 Previous Date: _____

Modification
 Original Amount: \$ 197,059.24
 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: *NR*

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Employment agreement with Peter Lund, M.D.

Department: Coos Health & Wellness

Requested Agenda Date: 2/13/2023

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: Dr. Peter Lund has provided health care services to Coos County public health division for a significant period of time, including serving as the local public health officer for the County pursuant to ORS 431.418(2). Coos Health & Wellness would like to formalize the arrangement in an employment contract.

Funding Source:

Requested Action: Board to approve and sign employment agreement with Peter Lund, M.D.

Date: 2/13/2023

Signature of Dept. Head: _____

Mike Rowley

Digitally signed by Mike Rowley
DN: cn=Mike Rowley, o=Coos Health &
Wellness, ou,
email=mike.rowley@chw.coos.or.us, c=US
Date: 2023.02.13 10:42:07 -0800

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? Patricia Crawford

County Counsel MS _____

Treasurer MS _____

Human Resources _____

CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: Peter Lund, M.D. 93467 Promise Ln., Coos Bay OR 97420

Contact Person: Peter Lund Phone No: 541-269-9819 Email: peter.lund@chw.coos.or.us

Amount of Contract/Grant Award: \$ 600.00 monthly stipend

Payment Terms: Monthly (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: auto-renewal (if known)

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

Description: Formalized employment agreement with Dr. Peter Lund for provisions of providing continued health care services to P.H. and serving as the local public health officer for the County. Monthly stipend of six hundred dollars (\$600.00) based on six (6) guaranteed hours each month. Additional hours of work billed at the rate of one hundred dollars (\$100.00) per hour.

Staff Requirements: [] New [x] Existing [] Subcontract

Will unemployment cost be incurred? [] Yes [x] No

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

Table with 4 columns: 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: _____

BOC only:
 Consent Agenda _____
 Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Grant funding from the National Environmental Health Association – U.S. Food and Drug Administration

Department: Coos Health & Wellness

Requested Agenda Date: 2/21/2023

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: Environmental Health’s application to NEHA-FDA’s Retail Flexible Funding Model Grant Program was approved. The award amount of 17,160.00 will be used to supply Coos County food service operations, on a volunteer basis, with a set of remote temperature monitoring devices in order to advance the concept of Active Managerial Control. The anonymized data collected by the sensors will be used to increase awareness of cold holding conditions to promote a reduction in cold holding violations.

Funding Source: FAIN Number U2FFD00735 - CFDA Number: 93.103

Requested Action: Board to approve accepting \$17,160.00 in grant funding from the National Environmental Health Association – U.S. Food and Drug Administration.

Date: 2/13/2023

Signature of Dept. Head: Mike Rowley
Digitally signed by Mike Rowley
 DN: cn=Mike Rowley, o=Coos Health & Wellness, ou,
 email=mike.rowley@chw.coos.or.us, c=US
 Date: 2023.02.13 10:20:02 -0800

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 MS

Treasurer MS

Human Resources _____

310

BOC only:
 Consent Agenda _____
 Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Purchase of remote temperature monitoring devices from Cousins & Sears LLC, dba SensorPush.

Department: Coos Health & Wellness

Requested Agenda Date: 2/21/2023

Contact Person: Mike Rowley

Phone/Ext.: 541-266-6700

Background and description of need or problem: Environmental Health has been approved to receive \$17,160.00 in grant funds from the National Environmental Health Association – U.S. Food and Drug Administration to purchase remote temperature monitoring devices for distribution to volunteering Coos County food service operations. Only two suppliers were located and a quote was received from both.

Funding Source: FAIN Number U2FFD00735 - CFDA Number: 93.103

Requested Action: Board to approve the purchase of remote temperature monitoring devices from Cousins & Sears LLC, dba SensorPush.

Date: 2/13/2023

Signature of Dept. Head: _____

Mike Rowley

Digitally signed by Mike Rowley
 DN: cn=Mike Rowley, o=Coos Health & Wellness, ou,
 email=mike.rowley@chw.coos.or.us, c=US
 Date: 2023.02.13 10:28:49 -08'00'

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 AA _____

Treasurer MS _____

Human Resources _____

ZE

SUMMARY OF QUOTES
COOS COUNTY

County Department: Coos Health & Wellness

Goods and/or Services Specifications:

1. Remote temperature sensor
2. Wifi gateway

How Solicited: Written Oral

The Department requested quotes from the following firms:

| Date | Firm | Contact Person | Quoted Price |
|--------|----------------|------------------|--------------|
| 1.9.23 | SensorPush | Jonathan Cousins | \$14,395.80 |
| 1.9.23 | Amazon | Online | \$23,993.00 |
| | None available | | |
| | | | |
| | | | |

If evaluation factors other than price:

| Firm | | | | | Total Score |
|------|--|--|--|--|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Solicitor: Peter Cooley

Department's Recommendation: SensorPush has the products needed and the best pricing.

BOC only:
Consent Agenda _____
Regular Agenda _____

**AGENDA ITEM COVERSHEET
REQUEST TO START NEW HIRE ABOVE STEP 2**

Department: Coos Health & Wellness **Requested Agenda Date:** 2/21/2023

Contact Person: Mike Rowley **Phone/Ext.:** 541-266-6700

Name of Hire: Ana Leypoldt **Hire Date:** 2/21/2023

Proposed Paygrade: 447 **Proposed Step:** 5 +5%

Starting Salary: \$6,385 p/month

Please explain in detail reason to hire above Step 2.

Request Board approval to hire Anastasia Leypoldt back at Step 5 of paygrade 447, Mental Health Specialist II. Ana previously worked for Coos Health & Wellness from May 2014 until November 2020, when she moved out of the area related to an opportunity presented to her partner. During her time with CHW, Ana progressed up through the top step/step 5 of the MH Specialist II position and then was promoted further into an MH Specialist II-Lead role. She worked in both the Brief Therapy/Crisis team as well as the Older Adult Clinical team. Ana has subsequently returned to the area and we recommend that she be returned to the step she previously attained.

Anastasia has 15 years of clinical and therapeutic experience and is fully licensed within the State of Oregon. She is already knowledgeable regarding CHW procedures, policies, electronic health records, and billing processes. Ana gained additional experience as well prior to her return to CHW. She will be able to step into this role pretty much where she left off. Due to those reasons, we believe that Step 5 hire is appropriate.

Funding Source: 021-1302-444.10-01

Requested Action: Approve hiring of Anastasia Leypoldt at Step 5+5% of paygrade 447 for the position of MHS II, effective February 21, 2023.

Date: 2/13/2023

Signature of Dept. Head: Mike Rowley
Digitally signed by Mike Rowley
DN: cn=Mike Rowley, o=Coos Health &
Wellness, ou,
email=mike.rowley@chw.coos.or.us, c=US
Date: 2023.02.13 14:05:37 -0800

The Board of Commissioners will make a determination based on the following bona-fide factors:

- Education (substantive knowledge acquired through relevant coursework, as well as any completed certificate or degree)
- Training (on the job training acquired in current or past positions or through formal training program);
- Experience (must be relevant experience)
- Travel (if travel is necessary and regular for the employee)
- Workplace location (if different from regular workplace location)
- Any combination of the above

Departments Affected:

COUNSEL: AR

TREASURER: MS

HUMAN RESOURCES: CW

3F

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Contract Termination

Department: Forestry

Requested Agenda Date: 2/21/23

Contact Person: Lance Morgan

Phone/Ext.: 7751

Background and description of need or problem: Contractor will not have adequate time to complete the obligations of the contract known as BH-5-21, Lost Dog Rd. Sale prior to the completion date. Both parties agree that it is in the best interest of the County to terminate the contract.

Funding Source: N/A

Requested Action: Sign attached Termination Agreement for Contract BH-5-21.

Date: 2/13/23


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  _____

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: Frontier Unlimited, LLC 93877 Lamont Lane, Coos Bay, OR 97420.

Contact Person: Daniel Nielsen Phone No: 541-404-7417 Email: _____

Amount of Contract/Grant Award: \$ _____

Payment Terms: _____ (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: Upon Completion (if known)

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

Description: Termination of Timber Sale Contract BH-5-21, Lost Dog Rd. 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 _____

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: _____ *MS*

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: 23-02-013L, Land Sale List

Department: Land Agent

Requested Agenda Date: 2/21/2023

Contact Person: Cole Waddington

Phone/Ext.: 541-396-7752

Background and description of need or problem:

Requesting signature for order to sell, 23-02-013L, See Attached*

Funding Source:

Requested Action:

Signing Order To Sell

Date: 2/13/2023

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 NS

Treasurer MS

Human Resources _____

BOARD OF COMMISSIONERS
COUNTY OF COOS
STATE OF OREGON

In the Matter of Directing the Sheriff) ORDER 23-02-013L
of Coos County to sell Real Property)

Now before the Board of Commissioners sitting for the transaction of County business on the 21st day of February, 2023 is the matter of directing the Sheriff of Coos County to sell real property which has been acquired by Coos County and is described in Exhibit A, attached hereto and incorporated herein:

And it appearing to the Board that pursuant to ORS 275.110 the Sheriff shall sell any real property owned by the County, when directed to do so by the Board of Commissioners;

And it further appearing that it is in the best interest of Coos County to sell the property listed in Exhibit A;

And it further appearing that the Board of Commissioners has fixed a minimum price for each parcel to be sold;

NOW, THEREFORE, IT IS ORDERED that the Sheriff of Coos County is directed to sell the real property described in Exhibit A;

AND IT IS FURTHER ORDERED that the Sheriff of Coos County shall publish a notice of the sale in a newspaper of general circulation once each week for four consecutive weeks prior to the sale;

AND IT IS FURTHER ORDERED that the notice of sale shall state:

1. the time and place of the sale
2. the description of the property to be sold
3. if available from the tax roll, the real market value of the property to be sold
4. the minimum price for the property to be sold
5. the date of the order directing the sale

Coos County will sell the below described property to the highest and best bidder, at not less than the minimum price shown on the following terms and conditions.

1. Purchaser shall either pay the full bid price on the day of the sale or enter into a Purchase Agreement and pay a bid deposit of 20% of the listed minimum bid of the parcel. The balance of the purchase price must be paid in cash, cashiers check or money order by April 20, 2023. If purchaser fails to complete the terms of the Purchase Agreement by April 21, 2023, the purchaser shall forfeit all rights to the property, and the bid deposit will be forfeited to Coos County as liquidated damages. Any person who has been in default of any contract with Coos County or failed to complete a transaction of purchase with Coos County within the past five years will only be allowed to purchase on a full cash basis at the time of sale.
2. No sale shall be made of any of the below described parcels for less than the minimum price shown.
3. The Real Market Value is from the last certified tax roll (ORS 311.105). The minimum price shown is a tax sale value and is not binding upon the Coos County Assessor for assessment purposes.

4. Foreclosure of taxes may not extinguish liens. Coos County will convey this property by Quitclaim Deed. No warranties, expressed or implied, are given. Bidders are expected to inspect the property and investigate physical, environmental and zoning matters before bidding. All properties are being sold AS IS, without any warranties, notwithstanding any representations by any agent, officer or employee to the contrary.

AND IT IS FURTHER ORDERED that proof of publication of such notice shall be made and filed by the Sheriff of Coos County with the County Clerk of Coos County and then recorded in the Deed Records of the County.

Dated this ___ day of _____, 2023.

BOARD OF COMMISSIONERS

Commissioner

Commissioner

Commissioner

Approved as to form:



Office of County Counsel

EXHIBIT A, 2023 COOS COUNTY LAND SALE – APRIL 8, 2023 at 10:00AM

1. Acct. 7465700 T23-12-07CC TL03200 Min. Bid \$40,000
Lot 6, Block 1, Leisure Estates, Coos County, Oregon.

2. Acct. 3506400 T31-12-13DB TL10200 Min. Bid \$25,000
Lots 17 and 18, Block 11, Townsite of Powers, Coos County, Oregon.

3. Acct. 378101 T25-13-30AA TL03501 Min. Bid \$50,000
Beginning at a point in the E. J. Foley Donation Land Claim No. 40 in Section 30, Township 25 South, Range 13 West of the Willamette Meridian, from which point the Northeast corner of the said Section 30 bears North 50°13' East 1347.15 feet; thence North 46°15' West 438.05 feet to a point on the Easterly boundary of the extension Southerly of Washington Street in the Frist Addition to Empire; thence South 68° 37' West along said boundary of the Extension of Washington Street 200.00 feet; thence South 46°01' East 522.15 feet; thence North 43°45' East 181.46 feet to the point of beginning, being a portion of the E. J. Foley Donation Land Claim No. 40 in Section 30, Township 25 South, Range 13 West of the Willamette Meridian, Coos County, Oregon.

ALSO, all of Painter Avenue vacated in instrument recorded July 17, 1952, in Book 219, Page 628, Deed Records of Coos County, Oregon.

EXCEPTING that portion described as follows: Beginning at a point in the E. J. Foley Donation Land Claim No. 40, in Section 30, Township 25 South, Range 13 West of the Willamette Meridian, Coos County, Oregon, said point also being the Southeast corner of the intersection of Washington Street and Painter Avenue; thence North 68°37' East 200.00 feet along the Southerly line of said Washington Street to an iron pipe; thence South 46°15' East 138.72 feet along a line parallel to and 181.15 feet Northeasterly from the Northeasterly line of Painter Avenue; thence South 43°45' West 181.15 (181.46 record) to the Northeasterly line of said Painter Avenue; thence North 46°15' West 223.00 feet along the Northeasterly line of Painter Avenue to the point of beginning.

4. Acct. 1422901 T31-12-13D TL00200 Min. Bid \$1,500
That part of Government Lot 9 in Section 13, Township 31 South, Range 12 West of the Willamette Meridian lying and being between the Railroad Right-of-Way and North Boundary of Government Lot 9.

5. Acct. 2128000 T26-14-01BA TL02200 Min. Bid \$15,000
Lots 32 and 33, Block 17, Plat of Hollywood, Coos County, Oregon.

6. Acct. 5730700 T25-13-22AA TL05400 Min. Bid \$10,000
Lot 8, Block 41, Flanagan's Addition to North Bend, Coos County, Oregon.

7. Acct. 1171902 T29-12-32D TL03600 Min. Bid \$10,000
Beginning at a point 617 feet North and 220 feet West of the Section corner common to Sections 32 and 33, Township 29 South, Range 12 West of the Willamette Meridian, and Sections 4 and 5, Township 30 South, Range 12 West of the Willamette Meridian, in Coos County, Oregon; running thence North parallel with the Section line 296.3 feet; thence West 150 feet; thence South parallel with the Section line 296.3 feet; thence East 150 feet to the place of beginning.

8. Acct. 397202 T25-13-35CD TL02400 Min. Bid \$85,000
Beginning at a point which is North 564.63 feet and West 119.75 feet from the quarter corner on the South boundary of Section 35, Township 25 South, Range 13 West of the Willamette Meridian; thence North 89°42' West a distance of 291.98 feet to an iron pipe; thence North 0°18' East a distance of 94.26 feet to an iron pipe on South boundary of the county road; thence North 89°57' East a distance of 167.14 feet along said South boundary to the beginning of a curve to the left of a 316.5 feet radius; thence along said curve to a point North 0°03' West from the point of beginning; thence South 0°03' East a distance of 122.68 feet to the point of beginning.

9. Acct. 99917897 T23-13-36 TL01201 Min. Bid \$13,320
Beginning at the Southwest corner to that parcel described in Microfilm Reel No. 1998-56960, Deed Records of Coos County, which the Southwest corner of the SE ¼ of Section 36, Township 23 South, Range 13 West of the Willamette Meridian, Coos County, Oregon, bears North 88°52'18" West 887.85 feet along the South line of said SE ¼; thence North 88°52'18" West 474.82 feet along the said South line to a 5/8 inch iron rod on the Easterly right-of-way of Shuttters Landing County Road; thence Northeasterly along said Easterly right-of-way to the North line of the SW ¼ of the SE ¼ of said SE ¼; thence Easterly along said North line to the Northwest corner of the parcel described in Microfilm Reel No. 1998-56960; thence in a Southwesterly direction along the old boundary line on the following courses: South 18°32'10" West 213.30 feet; thence South 55°53'40" West 339.54 feet; thence South 33°57'40" 314.30 feet to a 5/8 inch iron rod being the point of beginning.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Correction to Resolution 23-01-024B *with Resolution 23-02-029B*

Department: Coos County Sheriff's Office **Requested Agenda Date:** 2/21/2023

Contact Person: Cpt. Sean Sanborn **Phone/Ext.:** 541-396-7874


Background and description of need or problem:

The Coos County Sheriff's Office received a grant from the Coquille Community Tribal Fund for the amount of \$20,000 which will be utilized to purchase a narcotic identification instrument. Resolution number 23-01-024B was made and the spending authority increased into the SCINT budget which was an error. I request the resolution be corrected to reflect an increase in spending authority in the below listed line item which is the General Fund for the Jail Division of the Coos County Sheriff's Office.

001-1601 423 60-01: Increase Spending Authority by \$20,000

Funding Source: Coquille Community Tribal Fund

Requested Action: Board to approve *and sign Resolution 23-02-029B* ~~an amendment to resolution number 23-01-024B.~~

Date: 2/10/2023 **Signature of Criminal Division Commander:** 

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 *via email*
Treasurer *MS*
Human Resources _____

3J

1 BOARD OF COMMISSIONERS
2 COUNTY OF COOS
3 STATE OF OREGON

4 In the Matter of Correcting Resolution) RESOLUTION
5 23-01-024B and Making an Additional) 23-02-029B
6 Appropriation in the Amount of \$20,000)
7 Within the General Fund)

8 THIS MATTER HAVING COME BEFORE the Board of Commissioners at a meeting
9 held February 21, 2023, and whereas Resolution 23-01-024B was approved and signed by the
10 Board of Commissioners on February 7, 2023; and

11 WHEREAS, it was discovered that the Resolution 23-01-024B added appropriations to
12 the SCINT Fund when they should have been added to the General Fund; and

13 WHEREAS, the General Fund has been awarded a grant from the Coquille Community
14 Tribal Fund in the amount of Twenty Thousand Dollars (\$20,000); and

15 WHEREAS, the above stated amount to be used for the purchase of a Narcotic
16 Identification instrument which was not anticipated and were not included in the budget; and

17 WHEREAS, the above stated amount should be appropriated according to O.R.S.
18 294.338(2);

19 NOW, THEREFORE, BE IT RESOLVED that Resolution 23-01-024B is hereby
20 rescinded and the appropriations added to the SCINT Fund on Resolution 23-01-024B be
21 removed as follows and an additional amount of Twenty Thousand Dollars (\$20,000) be
22 appropriated in the General Fund as follows:

23 019 SCINT FUND

24 Resources

25 337.01-02 Local Government Grants -\$20,000

26 Expenditures

27 1607 SCINT Division

28 Capital Outlay

421.60-01 Equipment -\$20,000

1 001 GENERAL FUND
Resources
2 337.01-02 Local Government Grants \$20,000

3 Expenditures
4 1601 Jail Division

5 Capital Outlay
6 423.60-01 Equipment \$20,000

7 DATED THIS _____ day of February 2023.

8 BOARD OF COMMISSIONERS

9
10
11 _____
Commissioner Commissioner Commissioner

12 Prepared by:
13 
14 _____
Budget Office

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BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Transfer of appropriations to cover 2022 Fabform Trailer not budgeted.

Department: SCINT

Requested Agenda Date: 2/21/23

Contact Person: Gabe Fabrizio

Phone/Ext.: 7827

Background and description of need or problem: SCINT would like to purchase a 2022 Fabform Trailer for \$9,999.00 with the CJC Grant monies. They Equipment line item only has \$6,434.27 a shortage of \$3,565.00. Would request to move the shortage from Contracted Service to Equipment.

Funding Source: 019-1607-421.60-01 *and sign*

Requested Action: Request BOC approve resolution 23-02-028B appropriations transfer of \$3,565.00.

Date: 2/10/23

Signature of Dept. Head: *Gabe Fabrizio*

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 _____

Treasurer *MS* _____

Human Resources _____

3K

BOARD OF COMMISSIONERS
COUNTY OF COOS
STATE OF OREGON

In the Matter of a Transfer of Expenditure)
Appropriations in the Amount of \$3,565) RESOLUTION
Within the SCINT Fund) 23-02-028B

NOW BEFORE THE BOARD OF COMMISSIONERS sitting for the transaction of County business at a meeting on February, is the matter of a transfer of appropriations in the amount of \$3,565,

WHEREAS, the reason, need and purpose of the request for transfer of expenditure appropriations is for appropriations needed for unexpected additional costs associated with the purchase of a trailer;

WHEREAS, a transfer of expenditure appropriations would be allowable according to O.R.S. 294.463 as expenditures were not anticipated during the preparation of the current fiscal year's budget;

NOW, THEREFORE, BE IT RESOLVED that the transfer of appropriations be approved and be transferred between the categories and amount as shown below:

019 SCINT FUND
1607 – SCINT Division

From:
Materials & Services
421.36-01 Contracted Services \$ 3,565

To:
Capital Outlay
421.60-01 Equipment \$ 3,565

Dated this _____ day of February 2023.

BOARD OF COMMISSIONERS

Commissioner

Commissioner

Commissioner

Prepared by:



Budget Office

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Declare Equipment and supplies as surplus and approve sale through public auction

Department: Maintenance

Requested Agenda Date: 2/21/2023

Contact Person: Kyla Foster

Phone/Ext.: 7742

Background and description of need or problem: When we purchased the Maintenance building at 142 N Adams we had a substantial amount of equipment and supplies that were donated. A lot of the equipment and supplies are specific to cabinetry and will not be of use for the maintenance department. We would like to auction the excess equipment and supplies that are listed through public auction.

Funding Source: N/A

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

Date: 2/6/23

Signature of Dept. Head: _____

Kyla Foster

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 _____

MS

Treasurer _____

MS

Human Resources _____

| Inventory # | Description | Brand | | | |
|--------------------|-----------------------------|--------------|-----------------------|--|--|
| NT866 | Lift Table | Orange | | | |
| 13023 | Shaper | Grizzly | | | |
| 13020 | Shaper | Rockwell | | | |
| 13025 | Overarm router | Woodtek | | | |
| 13022 | Ovehead router | Jet | | | |
| 13009 | Wood Lathe | Grizzly | | | |
| 13021 | Shaper | Delta | | | |
| N/A | Bandsaw sander | Craftsman | | | |
| N/A | Router Table | 29 inch | | | |
| N/A | Router Table | 32 Inch | | | |
| N/A | Router Table | 40 Inch | | | |
| N/A | Router Table | 50 Inch | | | |
| N/A | Router Table | 30 Inch | | | |
| N/A | Lathe duplicator w/knives | Grizzly | | | |
| N/A | Venitlation unit | Delta | | | |
| 13019 | Shaper | Delta | | | |
| N/A | Drill press | Jet | | | |
| N/A | Radial arm saw | Delta | | | |
| N/A | Radial arm saw | Delta | Not working at moment | | |
| 13015 | Mini press / Hinge machine | Blum | | | |
| 13016 | Mini press / Boring machine | Riter | | | |
| N/A | Radial arm saw | Dewalt | | | |
| N/A | Planer | Delta | | | |
| N/A | Scroll saw | Craftsman | | | |
| N/A | Table Saw | Delta | | | |

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Quote
Agenda Item Title: Accept bid from Crow/Clay & Associates and move forward with the renovation/remodel of the Community Development portion of the Owen Building.

Department: Community Development

Requested Agenda Date: February 21, 2023

Contact Person: Jill Rolfe, Director


Phone/Ext.: 7770

Background and description of need or problem: Staff solicited three (3) registered design professionals for the remodel, received quotes from two (2) and the third withdrew. The quote provides and overall cost break down.

Funding Source: American Rescue Funds (ARP)

Requested Action: Move to accept the quote from Crow Clay and allow County Counsel to complete the contract.

Date: February 8, 2023

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:

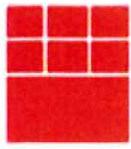
- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the Contract signed first by the vendor (except state/federal grants or contracts)?
- If Insurance is required, Is the Insurance Certificate attached?
- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel MS

Treasurer MS

Human Resources _____

3M



CROW/CLAY & ASSOCIATES INC.

ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

January 9, 2023

Coos County Building Department

c/o Kyla Foster

kfoster@co.coos.or.us

office: 541-396-7742

cell: 541-404-8323

**RE: Coos County Building Department - Office Remodel
Project No. 22033**

Dear Kyla,

Thank you for taking the time to meet and show me around the Building Department, as well as explain your plans for the department's upcoming remodel. It sounds like a much-needed improvement for the community.

This letter is intended to document and formalize our understanding of the nature and scope of the architectural services required from our firm in connection with the above referenced project. When executed, this letter will serve as the Contract between us for the provision of these architectural services.

The scope of our schematic design is specifically described as follows:

- Determine existing conditions, including scanning existing drawings and taking measurements (as needed).
- Provide two floor plan design options based on the attached site visit notes (see attached).
- Provide structural calculations to maintain bearing wall line.
- Coordinate material design and remodel process with Allen Jones (Maintenance Dept.).
- Assist Allen Jones (as needed) with take offs and project cost estimating.
- One additional session of redesign, as needed.

Our work will be performed at our current office hourly rates with compensation for expenses as indicated in the enclosed schedule. We will bill you monthly and our billings will be itemized. For our Schematic Design work, our fees will not exceed \$7,400.00. Payment is due and payable upon receipt of our invoice. Billings unpaid after thirty (30) days from the date of the invoice will incur a service charge of 1-1/2% per month.

Coos Bay, Oregon

125 W. Central Ave., Suite 400 • Coos Bay, OR 97420 (541) 269-9388

MEMBERS AMERICAN INSTITUTE OF ARCHITECTS

www.crowclay.com

| | |
|----------------|-------|
| BOC only: | |
| Consent Agenda | _____ |
| Regular Agenda | _____ |

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Agreement with the Charleston Merchants Association for the Use of Transient Lodging Tax Funds

Department: Counsel

Requested Agenda Date: 2/21/2023

Contact Person: Nathaniel Johnson

Phone/Ext.: 7693

Background and description of need or problem:

Funding Source: Transient Lodging Tax Revenue

Requested Action: The proposed agreement between the County and the Charleston Merchants Association ("Association") is intended to facilitate the Association's mission of promoting tourism in the Charleston Area. Under the agreement, the Association would receive 31% of the Charleston Area transient lodging tax revenues received by the County. The Association would be required to use these funds for tourism promotion under ORS 320.350. The Association currently operates the Charleston Area Visitors Center. Within a year of entering the agreement, the Association will be required to present the BOC with a plan either improving the current Visitor Center or moving it to a new location. Funds received by the Association under this agreement may be used to complete this project. Additionally, the Association's yearly plans for use of the funds under the proposed agreement must be presented to and approved by the BOC.

Date: 2/13/2023

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 *NS*

Treasurer *MS*

CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: Charleston Merchants Association, 62785 Cottell Ln. Coos Bay, OR 97420

Contact Person: Tim Hyatt Phone No: 541-297-0350 Email: _____

Amount of Contract/Grant Award: \$ 31% of the actual TLT revenue the County Receives (See pg. 4 of Contract, section 3a.payments)

Payment Terms: Quarterly (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: 2/21/2028 (if known)

County Department and Employee Responsible for Performance: Nathaniel Johnson, County Counsel

Description: Agreement with Charleston Merchants Association for the use of Transient Lodging Tax Funds

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: 1/19

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Approval of Intergovernmental Agreement (IGA) with the State of Oregon Judicial Department for Courthouse Improvements

Department: Counsel

Requested Agenda Date: 2/21/2023

Contact Person: Nathaniel Johnson

Phone/Ext.: 7693

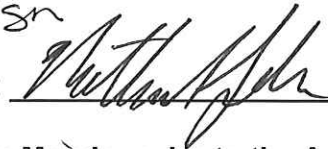
Background and description of need or problem: The proposed intergovernmental agreement would provide the County with \$25,000 to complete an improvement project at the Courthouse facility. The project would include adding a nonstructural wall, replacing carpet, and adding an additional HVAC system in State Court facilities. The Maintenance Department will complete a portion of the work. Some work, such as installation of a new HVAC system, will be completed through a contractor.

Funding Source: N/A

Requested Action: Board to approve IGA with the State of Oregon Judicial Department for courthouse improvements. *Authorize Chair to Sign*

Date: 2/8/2023

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 *NJ* _____

Treasurer *MS* _____

Human Resources _____

CONTRACT / GRANT SUMMARY FORM

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

Name/Agency Name and Address: State of Oregon Judicial Department (OJD)

Contact Person: Thomas Lankford Phone No: 541-396-8372 Ext. 70030 Email: thomas.lankford@ojd.state.or.us

Amount of Contract/Grant Award: \$ 25,000

Payment Terms: 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: 6/30/23 (if known)

County Department and Employee Responsible for Performance: Nathaniel Johnson, County Counsel

Description: IGA with OJD for Courthouse Improvements

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 Svcs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CDFA 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: ND

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Resolution 22-02-026L Amending Chapter 1 of the Coos County Rules

Department: Counsel's Office

Requested Agenda Date: 2/21/2023

Contact Person: Nathaniel Johnson

Phone/Ext.: 7693

Background and description of need or problem: Chapter 1 of the Coos County Rules sets forth Board policies and procedures, including a description of the Department Head and Elected Official with respect to each County department and office. The proposed resolution would update this chapter to reflect changes that have been made to the County's organizational structure. The proposed resolution would also clarify that post-action notifications will appear on the consent calendar pursuant to County Rule 10.043(5).

Funding Source: N/A

Requested Action: Board to approve and sign Resolution 22-02-026L Amending Chapter 1 of the Coos County Code.

Date: 2/6/2023

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 _____



Treasurer _____



Human Resources _____



BOARD OF COMMISSIONERS
COUNTY OF COOS
STATE OF OREGON

IN THE MATTER OF AMENDING COOS COUNTY RULES) RESOLUTION
CHAPTER 1 – BOARD POLICIES AND PROCEDURES) 23-02-026L

NOW BEFORE THE Board of Commissioners sitting for the transaction of County business on the 21st day of February, 2023, is the matter of amending the Coos County Rules;

WHEREAS, Chapter 1: Board Policies and Procedures has needs updating to reflect departmental reorganization and for consistency with other sections of the Coos County Rules;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Commissioners hereby amends Coos County Rules Chapter 1: Board Policies and Procedures, as specified in Exhibit “A” attached.

Dated this _____ day of _____, 2023.

BOARD OF COMMISSIONERS

Approved as to form:


Office of Legal Counsel

Chair _____

Commissioner _____

Commissioner _____

COOS COUNTY RULES

CHAPTER 1 – BOARD POLICIES AND PROCEDURES

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1.005 Definitions

The following definitions are applicable to the terms set forth below when they appear capitalized in Chapter 1 of the Coos County Rules:

“Board” means the Coos County Board of Commissioners.

“Chair” means the chairperson of the Coos County Board of Commissioners selected in accordance with CR 1.015.

“Commissioner” means a member of the Coos County Board of Commissioners.

“Department Head” means the appointed head of a County department or office, but does not include Elected Officials.

“Elected Official” means the elected head of a County office or the person appointed to fill a vacancy in such a position, but does not include Commissioners.

“Vice-Chair” means the vice-chairperson of the Coos County Board of Commissioners selected in accordance with CR 1.015.

The following sets forth by position the Department Head or Elected Official with respect to each County department and office for purposes of Chapter 1 of the Coos County Rules:

- (a) Assessor’s Office: Assessor
- (b) Community Corrections: Director
- (c) County Clerk’s Office: County Clerk
- (d) County Counsel’s Office: County Counsel
- (e) District Attorney’s Office: District Attorney
- (f) Forestry Department: County Forester

| | |
|--|---|
| (g) Health Promotion Department | Director of Coos Health & Wellness |
| (h) Human Resources Department: | County Counsel |
| (i) Information Technology Department: | Director |
| (j) Juvenile Department: | Director |
| (k) Land Agent: | Surveyor/Land Agent |
| (k) Maintenance Department: | Director |
| (m) (l) Behavioral Health Department: | Director of Coos Health & Wellness |
| (m) (m) Parks Department: | Public Works Director Director |
| (n) (n) Planning Department <u>Community Development</u> : | Director |
| (o) (o) Public Health: | Director of Coos Health & Wellness |
| (p) (p) Public Works Department: | Public Works Director / Roadmaster |
| (q) (q) Sheriff's Office: | Sheriff |
| (r) (r) Solid Waste Department: | Public Works Director |
| (s) (s) Surveyor's Office: | Surveyor/ Land Agent |
| (t) (t) Tax Department: | Tax Collector |
| (u) (u) Treasurer's Office: | Treasurer |
| (v) (v) Veteran's Assistance Office: | Officer |
| (w) (w) <u>Finance Department</u> | <u>Finance Director</u> |

1.010 Organization

The Chair presides at Board meetings and has a vote on each matter before the Board. The Chair may make motions or second motions. The Vice-Chair presides when the Chair is absent.

1.015 Appointment of Chair and Vice-Chair

- (1) Pursuant to ORS 203.240(1)(c), the Board will appoint a chairperson from among their number who shall serve until the first Monday in January next following appointment. If two members of the board cannot agree on the appointment of a chairperson, the member of the board who is longest in length of service shall act as chairperson.
- (2) If there is a vacancy in the Chair or Vice-Chair position, the Board will appoint a replacement at the first regular meeting following the vacancy.

1.020 Minutes

- (1) The Board's Administrative Assistant will make a written record of all Board meetings. Once the written minutes are approved by the Board of Commissioners, they will be filed with the County Clerk's office.
- (2) The written record will comply with the Oregon Public Meetings Law. The records will be accessible to the public during regular office hours.

1.025 Meetings

- (1) Meetings Generally:

- (a) All meetings of the Board are open to the public, except executive sessions (ORS 192.660).
 - (b) The Board holds its regular meetings on the first, third and fifth Tuesdays of each month to deliberate on County business and make decisions, except in the event that the Chair finds it necessary to reschedule or cancel a meeting.
 - (c) The Board holds special meetings on such other days as necessary for briefings, executive sessions, work sessions and joint meetings. The Chair may schedule or cancel special meetings or combine them with regular or other special meetings.
 - (d) When it is in the public interest, the Board by majority vote at any meeting may adjourn to another time or to another location that complies with Oregon Public Meetings Law.
- (2) Work Sessions:
- (a) Any Commissioner may call for a work session. The work session notice must include an agenda of items for consideration. The notice must be delivered in such a manner as to ensure that Commissioners receive actual notice of the meeting.
 - (b) Board action at a work session will be listed on the consent calendar portion of the next regular meeting agenda.
- (3) Executive Sessions:
- (a) The Board may meet in executive session in accordance with state law. At the beginning of each executive session, the statutory authority for the meeting must be stated.
 - (b) The Board will require that representatives of the news media and all other attendees are specifically directed not to disclose specified information that is the subject of the executive session.
- (4) Emergency Meetings: Emergency meetings may be called by any Commissioner, Elected Official, or Department Head.

1.030 Notice and Agenda

- (1) The Board's Administrative Assistant will maintain an interested person Board meeting notice list. The list will include the names and email addresses of interested persons including news media that have requested notice of Board meetings. The Administrative Assistant will give notice stating the time and place of Board meetings and the agenda, if applicable, to persons on the list unless email service is unavailable, post the notice to the bulletin board in the County Courthouse, and post the notice to the Board's internet website, unless it is unavailable. Agenda packet materials will also be posted to the website, unless it is unavailable.
 - (a) Notice will be given at least 72 hours before each regular meeting.
 - (b) Notice will be given at least 24 hours before each special meeting.
 - (c) Emergency meetings will be noticed as provided for under state law.
- (2) Each Commissioner, Elected Official, and Department Head may place matters on a Board meeting agenda. The person who places a matter on a Board agenda may withdraw or postpone the matter at any time before the start of the meeting. If the meeting has begun, the Board must decide to continue the matter to another date or postpone it indefinitely.
- (3) The procedure for preparation of the agenda for regular meetings is as follows:

(a) The Commissioner, Elected Official, or Department Head placing an item on the agenda, or his or her designee, will complete an Agenda Item Coversheet. The Requested Action must be written in the form of the motion requested to be made, if applicable. All supporting documents must be attached to the Agenda Item Coversheet and, if the agenda item involves approval of a contract, a Contract/Grant Summary Form must also be attached. The Agenda Item Coversheet must be signed by the Commissioner, Elected Official, or Department Head placing the item on the agenda, and it is his or her responsibility to ensure that all necessary agenda item forms are fully and accurately completed, to attend the meeting as the sponsor of the item and be available to answer any questions, and to ensure that all necessary supporting documents are attached. Incomplete agenda items may be subject to rejection or delay.

(b) All requests for placement of an agenda item on the consent calendar must be indicated on the Agenda Item Coversheet. Any agenda item otherwise eligible for placement on the consent calendar may instead be placed on the regular agenda at the discretion of the Chair. Only the following categories of agenda items are eligible for placement on the consent calendar:

- (i) Approval of minutes;
- (ii) Ratification of routine expenditures, tax overpayments, and adjustments and transfer of funds within the budget;
- (iii) Routine orders and resolutions, such as those for setting hearings or for approving items not subject to the discretion of the Board;
- (iv) Items previously approved by the Board;
- (v) Cancellation and reissuance of checks;
- (vi) Software licenses and maintenance agreements;
- (vii) Post-Action Notifications pursuant to County Rule 10.043(5).

(c) The Agenda Item Coversheet and supporting documents must be submitted to County Counsel's Office no later than 12:00 p.m. (noon) on the Monday that is eight (8) calendar days before the date of the regular meeting for which the agenda item is intended. It is the responsibility of the Commissioner, Elected Official, or Department Head requesting an agenda item to ensure that more complex agenda items and agenda items with lengthy supporting documents are submitted to County Counsel's Office with sufficient additional time to allow for their review.

(d) After reviewing and approving each agenda item, Counsel's Office will forward the agenda item to the Treasurer's Office and/or the Human Resources Department, as appropriate, for further review and approval.

(e) When review and approval by Counsel's Office and, if appropriate, the Treasurer's Office and/or Human Resources Department are complete, the last of the aforementioned departments to review an agenda item will deliver the item to the Board's Administrative Assistant. The deadline for receipt by the Board's Administrative Assistant in order for an item to be placed on the regular agenda or consent calendar is 12:00 p.m. (noon) on the Wednesday that is six (6) calendar days before the date of the regular meeting for which the agenda item is intended.

(f) The Board's Administrative Assistant will determine the order of items on the agenda, in consultation with the Chair, subject to the following guidelines:

- (i) Agenda items necessitating the attendance and/or participation of non-County employees, such as parties to a hearing or consultants making reports to the Board, should be placed first on the regular agenda.
 - (ii) When a department requests multiple agenda items for a single meeting, those items should appear consecutively on the regular agenda.
 - (iii) Items necessitating the attendance of employees of County departments located outside of Coquille should be placed ahead of items requested by departments located in Coquille.
 - (iv) Reasonable requests for particular placement on the regular agenda due to scheduling constraints should be honored to the maximum extent practicable.
 - (g) Items which are not received by the above deadlines but which are reviewed and approved by Counsel's Office and, as appropriate, the Treasurer's Office and/or Human Resources Department, and received by the Board's Administrative Assistant by 9:00 a.m. on the Monday that is one (1) calendar day before the date of the regular meeting for which the agenda item is intended, may be placed on the agenda as late agenda items. If late agenda items will be part of a regular meeting, the Board's Administrative Assistant will circulate and post an amended agenda in the same manner as the original agenda as soon as is practicable after the late agenda item deadline. Any agenda item otherwise eligible for placement on the agenda as a late agenda item may instead be held until the next regular meeting, or another appropriate later meeting, at the discretion of the Chair.
- (4) The procedure for preparation of the agenda for special meetings is as follows:
- (a) The Commissioner, Elected Official, or Department Head placing an item on the agenda will notify the Board's Administrative Assistant and provide all necessary supporting documentation no later than 12:00 p.m. (noon) on the day that is four (4) business days before the date of the meeting for which the agenda item is intended.
 - (b) The Board's Administrative Assistant will prepare the agenda no later than 12:00 p.m. (noon) on the day that is three (3) business days before the date of the meeting. The Board's Administrative Assistant will determine the order of items on the agenda, in consultation with the Chair.
 - (c) Immediately after the agenda has been completed, the Board's Administrative Assistant will submit it to Counsel's Office for review and approval prior to circulation and posting of the agenda. Counsel's Office will consult with the Treasurer's Office and/or the Human Resources Department, as appropriate, regarding the agenda.
 - (d) It is the responsibility of the Commissioner, Elected Official, or Department Head requesting an agenda item to ensure that more complex agenda items and agenda items with lengthy supporting documents are submitted to Counsel's Office with sufficient additional time to allow for their review.
 - (e) No agenda will be required for executive sessions.
- (5) For emergency meetings, the Commissioner, Elected Official, or Department Head calling the meeting will work in conjunction with Counsel's Office and the Board's Administrative Assistant to prepare an agenda and to circulate it, to the maximum extent practicable under the circumstances. When it is not reasonably practicable to prepare and/or circulate an agenda, no agenda will be required.

(6) The above procedures and timelines may be modified at the discretion of the Chair in order to accommodate County holidays, employee work schedules, and other circumstances. Notice of any such modification will be sent to the Commissioners, Elected Officials, and Department Heads as far in advance as is practicable.

1.035 Items Not on the Agenda

- (1) Consistent with the requirements of ORS 192.640(1), a Commissioner, Elected Official, or Department Head may request that the Board consider a matter not on the agenda. The Commissioner, Elected Official, or Department Head making such a request must provide five (5) copies of an Agenda Item Coversheet, completed in accordance with the requirements of CR 1.030(3)(a), to the Board's Administrative Assistant at the meeting at which the item is requested to be considered.
- (2) The Board may act on an item not on the agenda if all Commissioners present vote in favor of a motion to immediately consider the matter.
- (3) For the matter to be adopted, all Commissioners present must vote in favor.
- (4) This Section does not apply to agenda items included on an agenda as late agenda items pursuant to CR 1.030(3)(g).

1.040 Attendance, Quorum

- (1) Commissioners will provide written or email notification of all anticipated absences from Board meetings to each other and the Board's Administrative Assistant.
- (2) Commissioners may attend Board meetings by telephone or other electronic means as available resources allow and as permitted by Oregon Public Meetings Law.
- (3) A quorum consists of two Commissioners.

1.045 Voting

- (1) After a motion and second, the Chair or presiding officer may request an explanation of the agenda matter by the item's sponsor and allow Board discussion. At the conclusion of Board discussion, the Chair or presiding officer will state the motion before the Board and call for the vote.
- (2) After the call for the vote, no further discussion is permitted, but the Chair or presiding officer will permit the maker to withdraw the motion to allow further discussion.
- (3) No voting abstention is allowed, except if there is a conflict of interest, as set forth in ORS Chapter 244.
- (4) Commissioners will vote orally. A roll call vote will be conducted if requested by any Commissioner. The presiding officer will announce the results of the vote, and the vote of each Commissioner will be recorded.
- (5) Motions and amendments to motions fail if there is a tie vote.
- (6) The consent calendar must be approved by a single motion, second and vote of the Board. At the request of any Commissioner, a consent calendar item will be removed from the consent calendar and considered on the regular agenda.
- (7) Agenda items may be taken out of order at the discretion of the Chair or presiding officer.

1.050 Public Testimony

- (1) The Chair or presiding officer may regulate the length and timing of public participation and limit appearances to presentations of relevant points.
- (2) To assist persons wishing to testify at Board meetings, the Board's Administrative Assistant will make public sign-up sheets available. Persons will be called to testify in the order they are submitted to the Board's Administrative Assistant, unless otherwise recognized by the Chair or presiding officer. Each person wishing to testify must state their first and last name and city or area of residence for the record. Anonymous comments and unsigned communications are not part of the public testimony process.
- (3) A person wishing to include documents as part of his or her public testimony should provide ten (10) copies of such documents to the Board's Administrative Assistant for distribution to the Board and the public. Documents introduced generally cannot be returned.
- (4) Audio-visual aids may be used if the Board's Administrative Assistant is notified at least one (1) business day in advance and the Chair or presiding officer approves their use.
- (5) The Chair or presiding officer has authority to keep order and impose reasonable restrictions necessary for the efficient and orderly conduct of a meeting. Any person who fails to comply with reasonable rules of conduct or who creates a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.
- (6) Any member of the public making a comment or asking a question must first be recognized by the Chair or presiding officer. All comments and questions will be directed to the Chair or presiding officer.

1.055 Department Work Group Meetings

- (1) Department Work Group Meetings Generally:
 - (a) The purpose of the Department Work Group Meetings is to promote discussion, information sharing, and cooperation and coordination among County departments and offices.
 - (b) Department Heads report to the Board. The Department Work Group Meetings are intended to facilitate oversight of the County's departments and offices by the Board as a whole.
 - (c) Each Department Work Group Meeting shall consist of the Board and the Department Heads and Elected Officials in charge of the County departments and offices set forth in CR 1.005 above.
- (2) Department Work Group Meetings:
 - (a) Meetings of the Department Work Group are work sessions for the purposes of this Chapter and are subject to all other applicable provisions of this Chapter.
 - (b) The Board will determine meeting schedule and frequency for the Work Group sessions.
 - (c) In addition to the other provisions of this Chapter applicable to work session agendas, the Board's Administrative Assistant will circulate the agenda for Work Group meetings to all Elected Officials and Department Heads via email.
 - (d) Representatives of outside agencies and organizations are encouraged to attend Department Work Group meetings as appropriate based on the topics scheduled to be discussed.

1.060 Commissioner Liaisons

(1) Commissioner Liaisons Generally:

- (a) The purpose of a commissioner liaison is to act as an external representative and:
 - i. To fulfill the coaching, accountability, and basic supervisory needs for the Department Heads of the County departments and offices to which that Commissioner is assigned as liaison.
 - ii. To work in an advisory capacity with the Elected Officials in charge of each County Office to which that Commissioner is assigned as liaison.
- (b) It is not the role of a Commissioner liaison to act as a decision-maker or policy-maker for substantial internal issues unless such authority is specifically delegated by the Board.

(2) Commissioner Liaison Assignments:

- (a) During the first Board meeting in January of each year, and at such other times as the Board may deem appropriate, the Board will take up the matter of the assignment of liaison responsibilities to each Commissioner.
- (b) The Board will assign a liaison Commissioner to each County department and office.
- (c) When deemed appropriate by the Board, the Board may also assign a liaison Commissioner to particular major projects, external groups or agencies, or other subjects or entities.

1.065 Application of Rules

The Board is the governing body for the Coos County Area Transit Service District, the Coos County Library Service District, and the Coos County 4-H and Extension Service District. The Board also sits as part of the Coos County Budget Committee, the Public Contract Review Board, and in other capacities. These Rules apply to the meetings of the Board in all capacities.

1.070 Publication of Rules

- (1) A copy of these Rules shall be available on the Coos County website and at all regular and special meetings of the Board.
- (2) A copy of these Rules shall be provided to each Commissioner.

1.075 Miscellaneous

Failure to comply with any rule not otherwise required by law shall not be the basis for contesting, modifying, or voiding any action of the Board or for any other legal cause of action.

| | |
|----------------|-------|
| BOC only: | |
| Consent Agenda | _____ |
| Regular Agenda | _____ |

AGENDA ITEM COVERSHEET

Agenda Item Title: Resolution 22-02-027L Amending Chapter 2 of the Coos County Rules

Department: Counsel's Office

Requested Agenda Date: 2/21/2023

Contact Person: Nathaniel Johnson

Phone/Ext.: 7693

Background and description of need or problem: Chapter 2, Division 000 of the Coos County Rules sets forth rules governing Departmental Operating Authority. The proposed resolution would update section 2.040 of this chapter to allow Department Heads and Elected Officials to hire an employee above a Step 3 when required by the applicable collective bargaining agreement. This section would apply to situations where union employees are promoted to a position with a higher pay scale, and the applicable collective bargaining agreement states that they must be placed on the step in the new pay scale that will allow them to receive an increase in pay. The proposed resolution also removes the list of all Department Heads and Elected Officials from Chapter 2 and instead references the list that already exists in Chapter 1.

Funding Source: N/A

Requested Action: Board to approve and sign Resolution 22-02-027L Amending Chapter 2 of the Coos County Code.

Date: 2/6/2023


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 

Treasurer 

BOARD OF COMMISSIONERS
COUNTY OF COOS
STATE OF OREGON

IN THE MATTER OF AMENDING COOS COUNTY RULES) RESOLUTION
CHAPTER 2 – DEPARTMENT OPERATING AUTHORITY) 23-02-027L

NOW BEFORE THE Board of Commissioners sitting for the transaction of County business on the 21st day of February, 2023, is the matter of amending the Coos County Rules;

WHEREAS, Chapter 2, Division 000 to allow for new hires to be hired above a Step 3 without Board approval, to the extent that hiring above a Step 3 is required by the applicable collective bargaining agreement;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Commissioners hereby amends Coos County Rules Chapter 2: Department Operating Authority, as specified in Exhibit “A” attached.

Dated this _____ day of _____, 2023.

BOARD OF COMMISSIONERS

Approved as to form:


Office of Legal Counsel

Chair

Commissioner

Commissioner

CHAPTER 2 – PERSONNEL POLICIES AND PROCEDURES

DIVISION 000 – DEPARTMENTAL OPERATING AUTHORITY

2.010 Purpose

The purpose of these rules is to define the extent of, and limitations on, Department Heads' and Elected Officials' operating authority in personnel matters, and to set forth applicable procedures.

2.020 Definitions

The following definitions are applicable to the terms set forth below when they appear capitalized in Chapter 2 of the Coos County Rules.

"Board" means the Coos County Board of Commissioners.

"Department Heads and/or Elected Officials" means those persons identified as Department Heads or Elected Officials in Section 1.005 of the Chapter 1 of these Coos County Rules. the persons in the following County departments and offices serving in the specified positions:

- (a) ~~Assessor's Office: Assessor~~
- (b) ~~Community Corrections: Director~~
- (c) ~~County Clerk's Office: County Clerk~~
- (d) ~~County Counsel's Office: County Counsel~~
- (e) ~~District Attorney's Office: District Attorney~~
- (f) ~~Forestry Department: County Forester~~
- (g) ~~Health Promotion: Director of Coos Health & Wellness~~
- (h) ~~Human Resources Department: Officer~~
- (i) ~~Information Technology Department: Director~~
- (j) ~~Juvenile Department: Director~~
- (k) ~~Land Agent: Land Agent~~
- (l) ~~Maintenance Department: Director~~
- (m) ~~Behavioral Health: Director of Coos Health & Wellness~~
- (n) ~~Parks Department: Director~~
- (o) ~~Planning Department: Director~~
- (p) ~~Public Health: Director of Coos Health & Wellness~~
- (q) ~~Public Works Department: Public Works Director / Roadmaster~~
- (r) ~~Sheriff's Office: Sheriff~~
- (s) ~~Solid Waste Department: Public Works Director~~

- ~~(t) Surveyor's Office: Surveyor~~
- ~~(u) Tax Department: Tax Collector~~
- ~~(v) Treasurer's Office: Treasurer~~
- ~~(w) Veteran's Assistance Office: Officer~~
- ~~(x) Finance Department: Finance Director~~

"Post-Action Notification" means a report provided by a Department Head or Elected Official regarding an action already taken, such report to be made at the next scheduled meeting of the Interdepartmental Work Group of which that Department Head or Elected Official is a member, as set forth in CR 1.055(2).

"Pre-Action Notification" means a written notification provided by a Department Head or Elected Official to their assigned Commissioner Liaison regarding a proposed action not yet taken. The Commissioner Liaison may accept the notification or require the notification to be presented to the Board of Commissioners.

2.030 Departmental Operating Authority Generally

Notwithstanding any other provisions of the County Rules:

- (1) Department Heads and Elected Officials are required to consult with Human Resources and to follow Human Resources procedures and the applicable provisions of any Collective Bargaining Agreement prior to:
 - (a) Advertising a position;
 - (b) Filling a vacant position;
 - (c) Reclassifying or promoting an employee;
 - (d) Providing a step increase for an employee;
 - (e) Changing a pay scale;
 - (f) Changing a job description;
 - (g) Creating a new position;
 - (h) Disciplining an employee;
 - (i) Terminating an employee.
- (2) The Board may, at any time, require that a particular instance of the above actions, or categories thereof, be subject to additional or lesser oversight. Modifications in oversight which are intended to be applicable other than in a specific instance must be reduced to writing and incorporated into these Rules.

2.040 Departmental Operating Authority in Specific Instances

- (1) Advertising a position:
 - (a) Subject to prior written Liaison approval and the requirements of CR 2.030, Department Heads and Elected Officials may, without Board approval, advertise a

EXHIBIT "A"

vacant or soon-to-be vacant position at its existing pay scale, and fill that position at Step 1 on the pay scale.

(b) In all other instances, approval by the Board is required prior to taking this action.

(2) Filling a vacant position with a new hire:

(a) To start a new hire at Step 2 on the current pay scale, Department Heads and Elected Officials shall obtain written Liaison approval.

(b) Except as set forth below, approval by the Board is required prior to starting a new hire at Step 3 and above on the current pay scale. Prior to extending a final offer of employment, Department Heads and Elected Officials shall complete the Agenda Item Coversheet "Request to Start New Hire Above Step 2" and place it on the next available agenda. Department Heads and Elected Officials shall not extend a final offer of employment without first obtaining Board approval. Human Resources shall maintain, update, and make available the "Request to Start New Hire Above Step 2" Agenda Item Coversheet in order to ensure compliance with applicable law. However, Board approval to start a new hire at Step 3 and above shall not be required in the following circumstances:

i. A new hire is a current county employee subject to a collective bargaining agreement that requires any promoted employee to be placed at a new salary step greater than the employee's current salary step; and

-ii. The new hire is being hired into a position covered by the applicable collective bargaining agreement.

(3) Reclassifying or promoting an employee:

(a) Subject to prior written Liaison approval, and the requirements of CR 2.030, Department Heads and Elected Officials may reclassify or promote employees in a manner that is within budget.

(b) In all other instances, approval by the Board is required prior to taking this action.

(4) Providing a performance step increase for an employee:

(a) Subject to a Resolution prepared by Human Resources to be approved by the Board of Commissioners on the consent calendar, Department Heads and Elected Officials may, without Board approval, provide budgeted step increases to the next step on the pay scale.

(b) In all other instances, approval by the Board is required prior to taking this action.

(5) Changing a pay scale:

In addition to meeting the requirements of CR 2.030, approval by the Board is always required prior to taking this action.

(6) Changing a job description:

In addition to meeting the requirements of CR 2.030, approval by the Board is always required prior to taking this action.

(7) Creating a new position:

EXHIBIT "A"

DIVISION 000 – DEPARTMENTAL OPERATING AUTHORITY

000-4

In addition to meeting the requirements of CR 2.030, approval by the Board is always required prior to taking this action.