




CROOK COUNTY WORK SESSION

Administration Conference Room
203 NE Court Street, Prineville, OR

Tuesday **December 21, 2021** at 9 a.m.

Requester	Discussion Matter	Packet Docs
1	Katie Plumb Public Health Modernization Manager Job Description	
2	Corey Lopez B58 Roofing Project	

Requester	Executive Discussion Matter	Packet Docs
Exec #1	ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions	

Items placed on the Work Session agenda are intended for discussion only, without making decisions or finalizing documents unless an emergency exists.

**The Court may add additional items arising too late to be part of this Agenda. Agenda items may be rearranged to make the best use of time.*

**The meeting location is accessible to persons with disabilities. If additional accommodations are required, please submit your request 48 hours prior to the meeting by contacting County Administration at 541-447-6555.*

*Requests to be placed on the Work Session agenda are
due by 5 p.m. the Thursday before the Work Session*

December 21, 2021 Work Session Agenda



HIRING AUTHORIZATION REQUEST
Crook County Court

DATE: 12/15/2021 DEPARTMENT: Health

POSITION TO BE FILLED: Public Health Modernization Manager

POSITION OPEN DATE: December 22, 2021 POSITION CLOSE DATE: When filled

NEW POSITION? No (Creation of a new position must be pre-approved by County Court.)

STARTING PAY RANGE:

FROM: Grade 123 Step 1 Annual Salary \$55,868.80 Hourly \$26.86

TO: Grade 123 Step 5 Annual Salary \$62,857.60 Hourly \$30.22

POSITION TYPE:

Full-Time ☒ Part-Time ☐ Temporary ☐ Total hours per week:

Is this position already in your budget? X yes (has been restructured) no

Fund/Dept: 301 - 1414 Line Item #: 510.01-22 (.4)

Fund/Dept: 301 - 1423 Line Item #: 510.01-22 (.6)

Fund/Dept: - Line Item #:

The position will be posted in one or more of the following locations Central Oregonian, Bend Bulletin, and Craigslist. **Please attach a copy of the wording you would like placed in the posting.** If there are other sites or publications you would like to have this position posted to, please call Human Resources.

Attach the Job Description to this form.

An Interview Committee, consisting of a minimum of three members, must be named below:

1. Katie Plumb

2. Jo McCabe

3. Joie Stephens

4. Lauren Simmons

Katie Plumb

Department Head

County Court

HR Manager



Health & Human Services Public Health Modernization Manager JOB DESCRIPTION

Department: Crook County Health Department

Reports To: Health & Human Services Director

Classification : Non-exempt

Salary Grade : 123 1-5

Salary : \$55,869 - \$62,858

Summary

The primary duties of this position are to support the coordination and management of public health and human services programs under the guidance and general supervision of the Health & Human Services Director. The position will work closely with the Director to develop and implement programs for Crook County that are:

- data-driven,
- developmentally appropriate,
- culturally informed,
- equitable,
- trauma-informed,
- and as comprehensive and sustainable as possible.

This position will work collaboratively on a variety of public health initiatives in support of the department-wide mission to *...provide fair opportunity for those in our community to achieve their full health potential*. As supervisor for the Prevention & Health Promotion team, position will oversee the implementation of prevention and health promotion activities for Crook County Health Department to include program planning, community mobilization, strategic communication, implementation of programs, data gathering, interpretation, and evaluation.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Leadership

1. Coordinate operational planning for all department programs.
2. Support strategic coordination of work being conducted across the department.
3. Support staff meetings
4. Coordinate staff training and professional development
5. Support and participates in the ongoing Strategic Planning process for the department.
6. Participate in workgroups through the Coalition of Local Health Officials, the National Association of County and City Health Officials, and Central Oregon Health Council.
7. Serve on local, regional, state, and national boards and/or committees as applicable to best serve the department and the community we serve.

Health Improvement, Protection, & Preparedness



Health & Human Services Public Health Modernization Manager JOB DESCRIPTION

1. Consults with community advisors, local leaders, partners, and stakeholders, to develop the strategic direction and priorities for the Crook County Health Department.
2. Engages and mobilizes community leaders to become local champions for health department initiatives and advocate for public policy.
3. Educates community leaders, including elected officials, about effective strategies for improving public health through policy, systems, and environmental change.
4. Communicates with local media to support department programs and community organizing to advance public policy initiatives.
5. Conducts civic and other group presentations.
9. Conducts regular assessment of the public health needs of Crook County in coordination with the Regional Health Assessment and Regional Health Improvement Plans.
10. Develops and implements data collection and assessment tools, and analyzes data related to specific public health issues when necessary.
11. Research and reviews current policy, environmental, and systems change strategies that support public health initiatives.
12. Participates on the Central Oregon Health Council workgroups.
13. Completes Public Health Preparedness Training: IS 100, 200, 700, and 800.
14. Participates in Public Health Preparedness exercises and events.

Public Health Modernization Coordinator

1. Lead for the Public Health Modernization grant.
2. Lead for local Modernization work plan.
3. Point person for development and implementation of subcontracts and agreements with partners that implement aspects of the Modernization work plan
4. Participation in learning collaborative and regional Modernization activities as needed.
5. Participate in the development of the Modernization Health Department Plan for 2023.

Grant Writing:

1. Conducts prospect research on potential government, foundation, and individual grantors using internet sites and other research resources.
2. Coordinates, writes, and implements grant activities as needed.
3. Writes, edits, and proofreads proposals in accordance with grantor standards and requirements.
4. Provides technical assistance to community partners in the areas of grant writing, data analysis and collection, and community health assessment.
5. Maintains and tracks grant requests and reporting requirements. Maintains database and files regarding information about grantors, including contact information, requests for funding, reporting requirements, deadlines, and whether the requests are funded or not funded.
6. Corresponds with prospects and grantors, including following up to check on status of proposals and reporting back to them on their program investments. Coordinates on-site visits with prospects / grantors as needed.
7. Collaborate with health department staff, sub-contractors and partners to prepare accurate and timely progress reports.

Public Health Accreditation Coordinator:



Health & Human Services Public Health Modernization Manager JOB DESCRIPTION

1. Serves as the Public Health Accreditation Coordinator
2. Coordinates Performance Management with the Quality Improvement Team
3. Responsible for the monitoring and maintaining the Public Health Advisory Board (PHAB) – Crook County site for accreditation yearly reports and re-accreditation.

Competencies

1. Technical Capacity: Equipment uses – personal computer and related software, telephone, printer/copier/facsimile.
2. Teamwork and Collaboration: Ability to work in a team setting collaboratively and promote a positive work environment.
3. Time Management: Ability to work in a fast paced environment and meet deadlines.
4. Communication Proficiency: Ability to communicate effectively in both verbal and written form. Learn and explain established policies and procedures using judgement and diplomacy.
5. Flexibility: Ability to adapt quickly and work evenings and weekends as necessary. Ability to travel as needed.
6. Ethical Conduct: Ability to maintain confidentiality, abide by county/state and federal laws with knowledge of Public Health and county rules.
7. Initiative: Ability to work independently and initiate new or innovative strategies for prevention efforts.
8. Data collection and interpretation skills

Performance Indicators

1. Contribution to Quality Improvement processes, including a minimum of one per year specific to Administrative Services.
2. Implementation of VMSG database across department programs and utilization to evaluate program performance and overall effectiveness.
3. Development, implementation, and completion of operational plans for all program Service groups across the department.
4. Engagement in Regional Health Improvement Plan efforts.
5. Documentation of sustainability efforts, including but not limited to grant submissions, partnership development and maintenance, et cetera.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This role will include a combination of sedentary desk work, standing presentations, and active group facilitation; some filing, lifting and carrying may be required. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and presentation equipment – including microphones, audio and video recorders, projectors, lighting and backdrops. Presentations and events will be off-site at times and may require working in a variety of indoor and outdoor settings.

Physical Demands



Health & Human Services Public Health Modernization Manager JOB DESCRIPTION

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; lift; use hands to finger, handle or feel; and reach with hands and arms. Ability to lift up to 20 pounds, twist, and bend.

Position Type and Expected Hours of Work

This is a grant-funded full-time position. Funds are determined bi-annually; the current biennium is July 1, 2021-June 30, 2023. Funding may change at conclusion of the biennium. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Some weekends and evenings will be required for travel, events, and/or training.

Travel

Local and regional travel for presentations, events, and training can be expected. State or national travel may be an option for training and/or presentation purposes.

Required Education and Experience

- Bachelor Degree in Public Health or related field and five years of experience in public health, health care, or social services
- OR
- Master of Public Health or related field and three years of experience in public health, health care, or social services

Preferred Education and Experience

- Master of Public Health
- At least two years of experience in public health administration
- Experience with community organizing, event planning and coordination
- Bilingual

Additional Eligibility Requirements

- Able to complete a thorough employment and/or criminal history check.
- Final candidates will be required to provide official proof of college degree and certified transcripts (not required for all positions).

Safety Sensitive Requirements

- This position is considered to be a safety sensitive position subject to drug screen(s) and adherence to all vaccine/immunity requirements for the healthcare setting.

AAP/EEO Statement



Health & Human Services Public Health Modernization Manager JOB DESCRIPTION

- This position is 'at-will', and either Crook County or the employee may terminate the relationship at any time with or without cause.
- Crook County is an equal opportunity employer

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Print Name: _____

Date: _____

Employee Signature: _____

Date: _____

Supervisor/HR Signature: _____

Date: _____



HIRING AUTHORIZATION REQUEST
Crook County Court

DATE: 12/15/21

DEPARTMENT: Health

POSITION TO BE FILLED: Prevention & Health Promotion Supervisor – TPEP Coordinator

POSITION OPEN DATE 12/22

POSITION CLOSE DATE Until filled

NEW POSITION? Yes (Creation of a new position must be pre-approved by County Court.)

STARTING PAY RANGE:

FROM: Grade 119 Step 1 Annual Salary \$46,488.00 Hourly 22.35

TO: Grade 119 Step 5 Annual Salary \$52,332.80 Hourly 25.16

POSITION TYPE:

Full-Time ☒ Part-Time ☐ Temporary ☐ Total hours per week:

Is this position already in your budget? X yes no

Fund/Dept:	<u>301</u>	-	<u>1402</u>	Line Item #:	<u>510.01-22</u>	<u>(.62)</u>
Fund/Dept:	<u>301</u>	-	<u>1424</u>	Line Item #:	<u>510.01-22</u>	<u>(.3)</u>
Fund/Dept:	<u>301</u>	-	<u>1951</u>	Line Item #:	<u>510.01-22</u>	<u>(.08)</u>

The position will be posted in one or more of the following locations Central Oregonian, Bend Bulletin, and Craigslist. **Please attach a copy of the wording you would like placed in the posting.** If there are other sites or publications you would like to have this position posted to, please call Human Resources.

Attach the Job Description to this form.

An Interview Committee, consisting of a minimum of three members, must be named below:

1. Katie Plumb
2. Cindy Vargas
3. Jefferson Co or Deschutes Co TPEP Coordinator, TBD

Katie Plumb

Department Head

County Court

HR Manager



HEALTH STRATEGIST III Prevention & Health Promotion Supervisor/Tobacco Prevention & Education Coordinator JOB DESCRIPTION

Department: Health Department
Reports To: Director
Classification: Exempt
Salary Grade: 119

Summary

Under the general supervision of the Health Director, the primary duties of this position are to supervise the Prevention & Health Promotion programs, along with the oversight of multiple public health programs. This position coordinates activities pertaining to tobacco prevention in Crook County and is expected to follow tobacco prevention funding requirements as outlined by the Oregon Health Authority. This position will focus on decisionmaker education, sustainable policy development, adoption, implementation, and maintenance.

Overall, the position will be responsible for the development, coordination, implementation and evaluation of assigned public health programs that are:

- Data-driven,
- Developmentally appropriate,
- Culturally informed,
- Equitable,
- Trauma-informed,
- And as comprehensive and sustainable as possible.

As a member of the Prevention & Health Promotion and Leadership teams, this position will work collaboratively on a variety of public health initiatives in support of the department-wide mission to *provide fair opportunity for those in our community to achieve their full health potential*. The position will carry out prevention and health promotion activities for Crook County Health Department to include program planning, community mobilization, strategic communication, implementation of programs, data gathering, interpretation, and evaluation.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



HEALTH STRATEGIST III Prevention & Health Promotion Supervisor/Tobacco Prevention & Education Coordinator JOB DESCRIPTION

Program Oversight and Supervision

- Knowledgeable of all federal, state and local clinic program policies and procedures
- Supervise and provide direction to assigned staff
- Promote excellent customer service
- Develop, implement, and maintain policies and procedures in coordination with the Director
- Interview, train staff, and conduct performance reviews
- Coordinate and approve training for Prevention & Health Promotion staff
- Ensure Prevention & Health Promotion Operational Plan data tracking, goal setting, and activities are current
- Assure completion of all program reports as indicated by each program supervised
- Seek and secure funding to ensure program sustainability

Department Leadership

- Participation in Department Leadership Team
- Participation in We are Crook County Public Health onboarding and quarterly training program
- Represent the department in a professional and respectful manner collaborating with community members and partners
- Oversee onboarding of new employees
- Work with the Director and Human Resources on hiring, performance management and other personnel needs
- Ensure staff practice and are educated on emergency procedures
- Support and contribute to department strategic planning, quality improvement, and performance management processes

Program Coordination

- Perform duties required to develop, initiate and implement a community work plan for tobacco use prevention
- Submit timely written plans in conformance with any authorizing agency
- Meet deadline dates, content, format and signatures for grant opportunities



HEALTH STRATEGIST III Prevention & Health Promotion Supervisor/Tobacco Prevention & Education Coordinator JOB DESCRIPTION

- Communicate goals, objectives and work plans clearly to promote an efficient and effective work environment
- Coordinate activities and budget with Crook County and the Oregon Health Authority: Public Health Division
- Prepare and submit biennial work plan and budget as required to assure continued funding
- Complete semi-annual reports to Oregon Health Authority
- Attend all trainings and meetings as outlined in TPEP Program Element 13
- Develop and implement data collection and assessment tools, and analyze data related to specific public health issues as needed
- Research and review current policy, environmental, and systems change strategies that support public health initiatives
- Identify and pursue resources that support sustainability of programs and practices
- Strategically coordinate program logistics and requirements with Prevention & Health Promotion team and other Health Department programs as necessary
- Serve as team representative on Department-wide planning committees, as needed

Enforcement

- Monitor complaints and enforce Indoor Clean Air Act (ICAA)
- Educate businesses on ICAA compliance

Reduction of the Burden of Tobacco-Related Chronic Disease

- Participate in regional and statewide workgroups and committees that address chronic disease prevention
- Advocate with systems and decision makers for public health practices that would reduce the burden of tobacco-related chronic disease

Facilitation of Community and Statewide Partnerships

- Participate in local and regional workgroups and coalitions to promote tobacco prevention
- Engage and mobilize community leaders to become local champions for health department initiatives and to advocate for public policy



HEALTH STRATEGIST III Prevention & Health Promotion Supervisor/Tobacco Prevention & Education Coordinator JOB DESCRIPTION

- Educate community leaders, including elected officials, about effective strategies for reducing the burden of chronic disease through policy, systems, and environmental change
- Communicate with local media to support community organizing to advance public policy initiatives
- Conduct civic and other group presentations
- Work with TPEP Coordinators and partners in the region to promote collaborative efforts in tobacco prevention
- Partner with businesses, students, schools, medical providers, and other stakeholders to share the Oregon Tobacco Quitline and other quit resources

General

- Assist with Emergency Response activities as needed
- Complete training in ICS 100, 200, 700, 800
- Complete other duties as assigned

Competencies

1. Equipment used – personal computer and related software, telephone, printer, copier, facsimile
 - a. Use of computers for word processing, data analysis, email (Microsoft Outlook)
2. Knowledge of principles and practices of public health, health promotion, and resources available through other health and welfare agencies; integration and linkages between community agencies
3. Ability to learn the established practices and procedures of the department
4. Ability to communicate effectively in both oral and written forms and with diverse populations
5. Ability and skill in working with the public, including excellent customer services and de-escalation
6. Teamwork: Ability to work in a team setting collaboratively and promote a positive work environment that aligns with the department vision, mission, and guiding principles.
7. Time Management: Ability to work in a fast-paced environment and meet deadlines
8. Knowledge of Public Health rules and regulations



HEALTH STRATEGIST III Prevention & Health Promotion Supervisor/Tobacco Prevention & Education Coordinator JOB DESCRIPTION

9. Flexibility: Ability to adapt quickly and work evenings and weekends as necessary. Ability to travel as needed.
10. Ethical Conduct: Ability to maintain confidentiality, abide by county/state and federal laws with knowledge of Public Health and county rules
11. Initiative: Ability to work independently and initiate new or innovative public health strategies. Maintain knowledge of current community resources
12. Data collection and interpretation skills

Performance Indicators

1. Timely response to organization-wide initiatives and requirements (i.e. policy compliance, workforce surveys, training documentation)
2. Timely submission of reporting requirements for each assigned program area, including Operational Plan outcomes recorded in VMSG database
3. Timely compliance with State and Federal reporting guidelines
4. Utilization of Basecamp project management software to support department-wide initiatives including website and social media communications

Supervisory Responsibility

This position has supervisory responsibilities over 6-9 employees

Work Environment

Ability to work in a fast-paced environment, occasionally work evenings and weekends for events, and travel when required. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Regular meetings with community partners, on and off site. Presentations and events will be off-site at times and may require working in a variety of indoor and outdoor settings.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



HEALTH STRATEGIST III Prevention & Health Promotion Supervisor/Tobacco Prevention & Education Coordinator JOB DESCRIPTION

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; lift; use hands to finger, handle or feel; and reach with hands and arms. Ability to lift up to 20 pounds, twist, and bend.

Position Type and Expected Hours of Work

This is a full-time position. Typical days and hours of work are Monday through Friday, 8:00am to 5:00pm

Travel

Local and regional travel for presentation, events, and training may be expected.

Required Education and Experience

- Bachelor Degree in Public Health or related field or commensurate education and experience
- One year experience in public health, health care, or social services
- At least 6 months experience in a lead or supervisory role

Preferred Education and Experience

- Master of Public Health or related field
- 1+ years direct supervisory experience
- At least one year experience in public health, and/or health-related policy development
- Experience with community organizing, event planning and coordination
- Experience with grant-funded projects or programs, including the management and coordination of activities and reporting
- Bilingual

Additional Eligibility Requirements

- Must hold a valid Oregon driver's license
- Able to complete a thorough employment and/or criminal history check
- Able to successfully pass a pre-employment drug test



HEALTH STRATEGIST III Prevention & Health Promotion Supervisor/Tobacco Prevention & Education Coordinator JOB DESCRIPTION

- Final candidates will be required to provide official proof of college degree and certified transcripts (not required for all positions)

Safety Sensitive Requirements

- This position is considered to be a safety sensitive position subject to drug screen(s) and adherence to all vaccine/immunity requirements for the healthcare setting.

AAP/EEO Statement

- This position is 'at-will', and either Crook County or the employee may terminate the relationship at any time with or without cause
- Crook County is an equal opportunity employer

Signatures

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor/HR Signature: _____ Date: _____

Crook County Facilities

B58 Roofing Project

The Facilities Department performed an inspection of the newly acquired facility at 4550 Airport Way and noticed some significant damaged to the roofs. There are 3 total buildings at this location and the EOC/911 and SAR building both require new roofs. Here are the quotes given to us from 3 different contractors. All contactors have a 10 year workmanship warranty and are 20 year roofs.

EOC/911 Building



SAR Building



Contractor	NW Quality		Deschutes		CO Roofing	
Building	EOC/911	SAR	EOC/911	SAR	EOC/911	SAR
Per Build	\$ 13,235.00	\$ 14,300.00	\$ 12,809.11	\$ 14,212.55	\$ 14,065.00	\$ 14,110.00
Total	\$27,535.00		\$27,021.66		\$28,175.00	

Moving forward, the Facilities Department would like to hire Northwest Quality Roofing to replace both building's roofs based on price and previous experience. There was a budgeted amount of \$40,000 in repair costs for this project. This will come out of 709-0900-580.80-03 Capital Outlay/ Building Improvements fund.