

CROOK COUNTY WORK SESSION

**Administration Conference Room
203 NE Court Street, Prineville, OR**

Tuesday January 17, 2023 at 9 a.m.

Members of the public and media are welcome to attend in person with social distancing or via WebEx 1-408-418-9388; Access Code: 2557 624 5694

Meeting Password: 37qgD2rbpy2

Requester	Discussion Matter	Packet Docs
1	Public Comment	
2	Casey Daly Bids for Interior Repair Indoor Arena Kitchen	✓
3	Casey Daly Lean To Shop Expansion	✓
4	Casey Daly Bid - Grizzly Mountain Pavilion Expansion	✓
5	Katie Plumb New Position – Health Strategist III STI Coordinator	✓
6	Katie Plumb Position Reclassification – CD Specialist	✓
7	Katie Plumb Position Reclassification – Administrative Assistant	✓
8	Andy Parks Department Presentations	✓


Requester

Executive Discussion Matter

Packet Docs

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

January 17, 2023 Work Session Agenda

Exec #1		ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed	
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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

January 17, 2023 Work Session Agenda

AGENDA ITEM REQUEST



Date:
January 6, 2022

Meeting date desired:
Work Session 1/17/23

Subject:
Bids for Interior Repair Indoor Arena Kitchen

Background and policy implications:
Roof Failure- Damage to interior kitchen

Budget/fiscal impacts:
Will be paid with Capital Project Fund

Requested by:
Casey Daly- Fairgrounds Manager

Presenters:
Casey Daly

Legal review (only if requested):
NA

Elected official sponsor (if applicable):
/



November 7, 2022

RE: CC Fairgrounds Concession Building Re-Paint Kitchen - Proposal

Griffin Construction LLC is pleased to offer this proposal for consideration and are excited to build upon our great relationship with Crook County as a result of this project.

We have priced the re-paint of the kitchen walls and ceiling at the Crook County Fairgrounds Concession Building. This is approximately 3,090 SF of painted surface. We will clean and prep existing walls/ceiling and mask off adjacent surfaces as required. We will move items away from the walls that can be moved. We will clean up all messes upon completion.

We strive to do quality work and build lasting relationships with our clients. Please allow us to prove our expertise to you again and I thank you for your consideration for your project. Quote is good for 30 days.

Base Bid = \$18,991

Exclusions: builders risk insurance, unforeseen conditions, building permits and plan review fees, special inspections/testing.

Sincerely,

A handwritten signature in cursive script that reads 'Samuel Griffin'.

Griffin Construction LLC

1411 NW Murphy Court
Prineville, OR 97754
p. (541) 447-7237

Website: www.griffinconstructionllc.com

1537 Bargeway Road Ste. 100
The Dalles, OR 97058
p. (541) 447-7237

2 Estimate

Bex Construction
 PO Box 330
 Prineville, OR 97754

Date	Estimate #
12/19/2022	332

Name / Address
Crook county 1280 main st Prineville OR 97754

Customer

			Project
Description	Qty	Cost	Total
KITCHEN DRYWALL REPAIR AND PAINT CEILINGS AND WALLS.			
Plans[permits/architect's fees. (No Permits in this quote)		0.00	0.00
plumbing and fixtures. (No Plumbing in this quote)		0.00	0.00
Electrical wiring and fixtures. (No electrical in this quote)		0.00	0.00
Interior Painting. Materials for the priming of the drywall and for the repainting of all the walls and the ceilings in the Kitchen area. Materials	1	984.00	984.00
Interior Painting. Labor to Paint. Prime drywall area clean the existing surfaces from grease and mask and spray all walls and ceilings same color white. clean surfaces with T.S.P. prior to Painting.Paper floor prior to painting walls and ceilings standard 4ft paper.	1	5,825.00	5,825.00
Move appliances and movable items and replace no range hoods or cook stoves. or sinks. will work around those.	1	410.00	410.00
Drywall. Demo drywall and clean up nails and area remove insulation and haul everything off.	1	1,680.00	1,680.00
Drywall. Materials 5/8" green board Mud tape texture to finish.	1	685.00	685.00
Drywall. Labor to hang and mud finish and texture to match existing as close as possible.	1	2,860.00	2,860.00
Insulation Labor and materials to re Insulate the area demoed. Pick up install and clean up.	1	892.00	892.00
Haul off all trash and clean up of job during work. Dump fees and Labor.	1	315.00	315.00
		Total	


2 Estimate

Bex Construction
 PO Box 330
 Prineville, OR 97754

Date	Estimate #
12/19/2022	332

Name / Address
Crook county 1280 main st Prineville OR 97754

Project

Description	Qty	Cost	Total
P.O.H. Bex	1	1,225.00	1,225.00
Date: _____ Customer sign _____		0.00	0.00
Date: <u>12/19/22</u> Contractor sign 		0.00	0.00
Total			\$14,876.00

CUSTOMER

Bex Construction
Commercial-Residential
Building--Remodeling

Marshall Bex
Naileun518@hotmail.com
541-350-7800
CCB # 47747
Po Box 330
Prineville, Or 97754

Commercial &
Residential
Billing Process

Customers name: Crook County Fairgrounds
Jobsite address: 1280 main st
Work to be performed: Kitchen Paint + Drywall Repair

Description of Charges for vendors and workers on each project:

Est # 332 12/19/22

All work done thru Bex Construction will be as follows:


All workers & subcontractors & Temp payroll Agency will be billed out at a hourly rate of \$82.00. Per man hour, this includes Marshall Bex's hours. The List of workers licensed will carry their own sub-contractors Insurance and be updated with builders Board. Bex will have those on file. The ones working thru temp agency will be covered on workman's comp. A list of the workers, working hourly are listed below. If there is another worker brought on site, they will be either Licensed contractor or be ran thru on a temp agency service as described above..

- 1. Cal Petz
- 2. Richard McConnell
- 3. Dylan Hatch
- 4. Derek Nash
- 5. Ernie Nash

All vendors will have a 12% OHP mark up on the job they Perform. This includes suppliers ran thru Bex Construction for the materials and services on project. Example listed

- 1. Electric company (ex: Cooper Electric
- 2. Lumber and supplies (Parr lbr/Home depot/true value etc.
- 3. Plumbers
- 4. H.V.A.C. (heating & cooling firms
- 5. Concrete suppliers and concreté finishers
- 6. Insulators
- 7. Excavation all phases
- 8. Roofing companies and supplies

Date : _____ Customer signature: _____

Date : 12/19/22 Contractor signature: 

24'

2

Repaint walls
and ceiling
Approx 2400 sq.
surface.

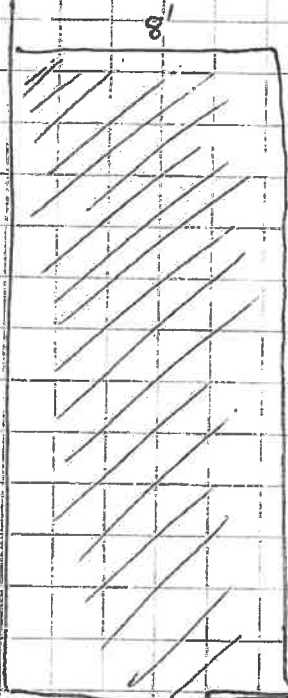
Kitchen

48'

Ⓐ Remove 8' X 24'
Drywall on ceiling.

Ⓑ Remove Insulation
Replace Insulation

Ⓒ Patch mud and
Texture ceiling
to match existing.



door



*BRADAMAR
541-977-5010
NOV. 19, 22*

Clear view painting INC.

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- Po box 1165, Prineville, OR, United States, Oregon
- +1 541-977-5010
- Clearviewpainting@yahoo.com
- Not yet rated (0 Reviews)
- Add diversity info

Clear view painting INC.
January 26, 2021 · 🌐
for all you're painting and staining needs
Give me a call @541-977-5010!!



4

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Clear view painting INC.

August 26, 2020



One more done !!!



4

1 comment

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Write a comment



Tim Evans
Atta boy!

Like Reply 2y



Clear view painting INC.

April 13, 2020



Today's repaint!!!!

Call us for your free estimate 5419775010





AGENDA ITEM REQUEST

**Date:**

1/6/2023

Meeting date desired:

1/17/2023

Subject:

Lean To Shop Expansion

Background and policy implications:

ShopLeanTo

Budget/fiscal impacts:

Capital Project Funding

Requested by:

Casey Daly- Fairgrounds

Presenters:

Casey Daly

Legal review (only if requested):

Three bids requested. Marshal Bex Construction - attached. Blain Noland contacted by phone. Setup walk thru for 1/3/2023 for Both projects. No show. Central Oregon Pole Buildings contacted VM left with office. No response.

Elected official sponsor (if applicable):

/



For more

233-9619 or stop by our office.



10/27 MIKEY
12/28 BLAINIE
SET UP
APPT
WITH BLAINIE/3
NOSHAW

Blaine Noland Construction and Painting

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Intro

New Construction, Remodels, Additions, Pole Barns, Roofing, Concrete, Decks, Fences, Handyman Service

- Page · House Painting
- 896 NE 3rd st. Prineville Or., Prineville, OR, United States, Oregon
- +1 541-233-9619
- office@blainenoland.com
- blainnoland.com
- Price Range · \$\$\$\$
- Not yet rated (4 Reviews)
- Add diversity info

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See all photos



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Filters



Blaine Noland Construction and Painting was live. September 2, 2022



0 0 1

9

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FRI, SEP 2, 2022

Perk Event - Blaine Noland Construction & Painting

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896 NE 3rd St, Prineville, OR 97754

1 person went

9

1 comment

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Comment

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Most relevant



Write a comment..



Prineville Chamber
We're so very excited too!!

Like Reply 18w



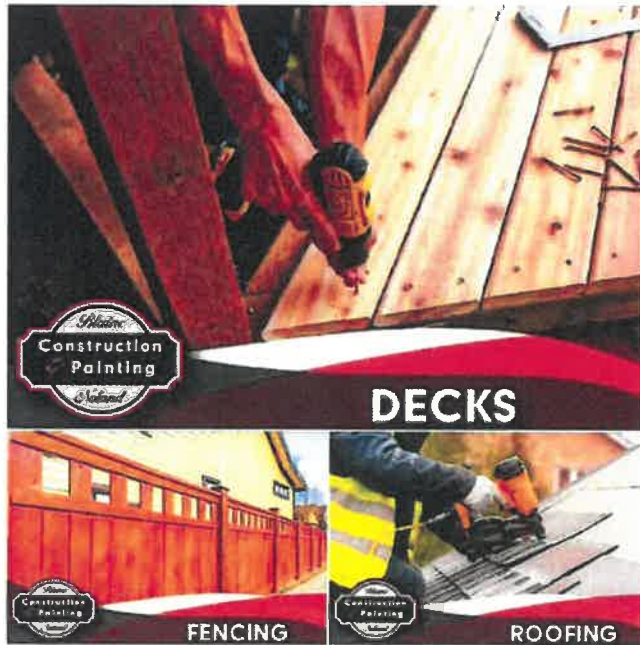
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August 22 2022

...

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*VM-
12/7/22
NO response*

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Estimate

Bex Construction
 PO Box 330
 Prineville, OR 97754

Date	Estimate #
10/30/2022	330

Name / Address
Crook county 1280 main st Prineville OR 97754

Customer

Project

Description	Qty	Cost	Total
maintenance Building side cover for equipment 100ft long 25ft out roof			
Plans[permits/architect's fees. footing engineering. Architect Summary . est cost for the services to submit to county.	1	9,200.00	9,200.00
excavation/backfill/final grading. Gravel excavation of footings and rock and backfill and grading.R.M. Remove and haul off old concrete fule container.	1	11,040.00	11,040.00
foundation materials. Concrete for the footings for the new building. Based on footings 3x3x3 with riser for the bolt pattern. estimated 40 cy. Labor and materials form up pour strip.	1	11,480.00	11,480.00
Building of structure will be 6x6 post 6"x12" glue lam beams sitting on top of posts brackets for positive connections 2x6 perlins 24" on center. metal will be 3ft standard 26 gauge panel. color to match close as possible with existing roofing on maintenance shed.			0.00
Materials . Building roof package columns rafters and perlins metal for the roof..	1	35,636.00	35,636.00
Labor for Framing Installing posts beams and perlins.	128	82.00	10,496.00
Labor to put the roof metal and trims on.	69	82.00	5,658.00
siding materials. No siding on project.		0.00	0.00
Electrical wiring and fixtures. (None in this bid.)		0.00	0.00
plumbing (No Plumbing work.) (No gutters)		0.00	0.00
Rental Lift BEX Rental 4 weeks. Fuel and Mob in and out. Other Rentals forklift crane misc. will need use of C.C.F.G. fork lift at times.	1	3,800.00	3,800.00
		Total	

Estimate

Bex Construction
 PO Box 330
 Prineville, OR 97754

Date	Estimate #
10/30/2022	330

Name / Address
Crook county 1280 main st Prineville OR 97754

Project

Description	Qty	Cost	Total
No Vapor Barrier under roofing			0.00
sealing of wood structure will be sealed with clear coat Thompson's water seal or equiv. posts will be PT no sealing just 2x6 gurts and beams.	1	840.00	840.00
BEX POH	1	9,054.00	9,054.00
Date: _____ Customer sign _____		0.00	0.00
Date _____ Customer sign _____		0.00	0.00
		Total	\$97,204.00

Bex Construction
Commercial-Residential
Building--Remodeling

Marshall Bex
Nailgun518@hotmail.com
541-350-7800
CCB # 47747
Po Box 330
Prineville. Or 97754

Commercial &
Residential
Billing Process

Customers name: Good County Fairgrounds

Jobsite address: _____
Work to be performed: Maintenance Building
100' x 25' Roof cover.

Est # 330 10/30/2022

Description of Charges for vendors and workers on each project:

All work done thru Bex Construction will be as follows:

All workers & subcontractors & Temp payroll Agency will be billed out at a hourly rate of \$82⁰⁰ Per man hour, this includes Marshall Bex's hours. The List of workers licensed will carry their own sub-contractors Insurance and be updated with builders Board. Bex will have those on file. The ones working thru temp agency will be covered on workman's comp. A list of the workers, working hourly are listed below. If there is another worker brought on site, they will be either Licensed contractor or be ran thru on a temp agency service as described above..

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2. Richard McConnell
3. Dylan Hatch
4. Derek Nash
5. Ernie Nash

All vendors will have a 12% OHP mark up on the job they Perform. This includes suppliers ran thru Bex Construction for the materials and services on project. Example listed

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2. Lumber and supplies (Parr lbr/Home depot/true value etc.
3. Plumbers
4. H.V.A.C. (heating & cooling firms
5. Concrete suppliers and concrete finishers
6. Insulators
7. Excavation all phases
8. Roofing companies and supplies

Date : _____ Customer signature: _____

Date : _____ Contractor signature: _____

3

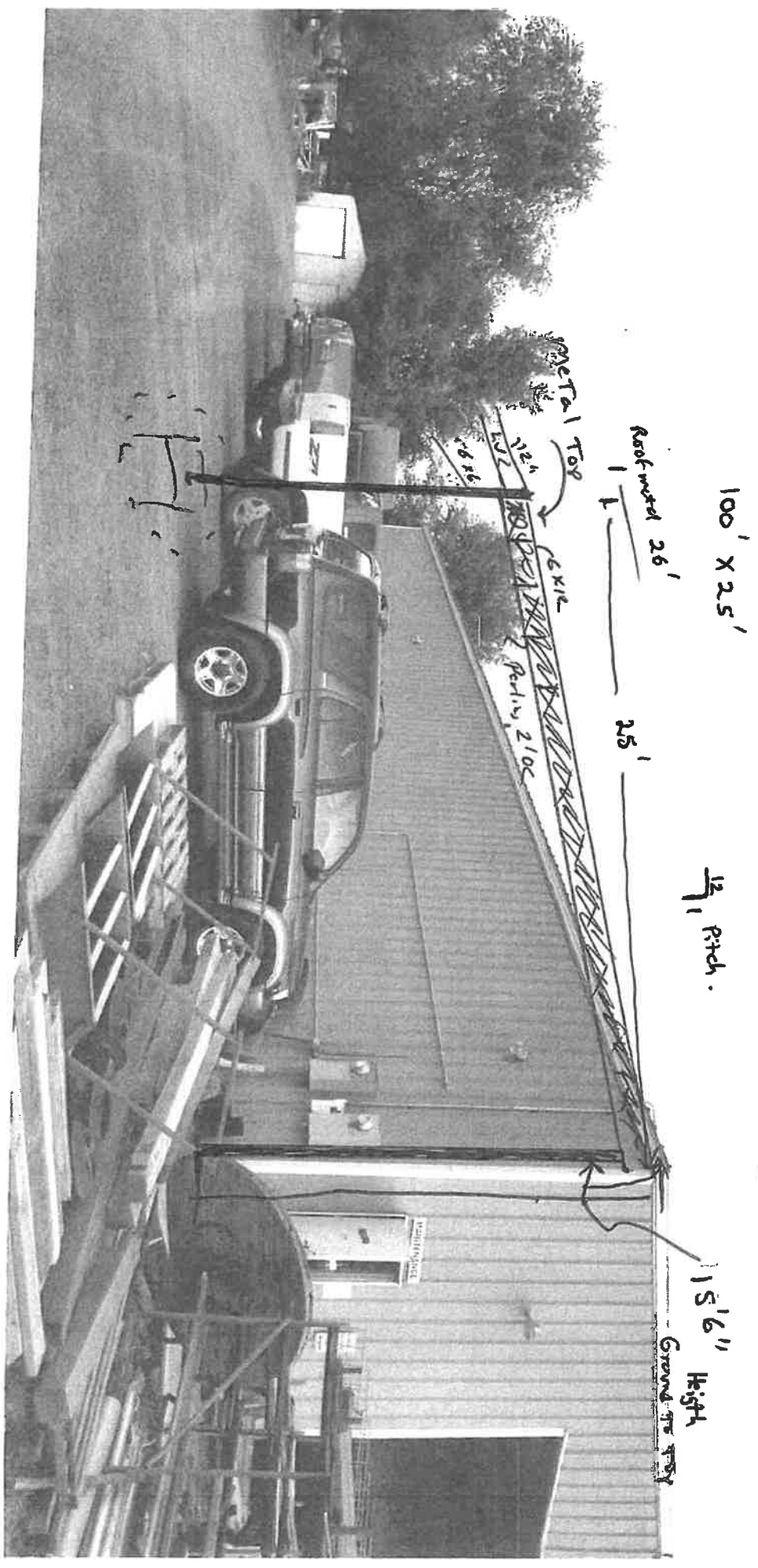
① Bid. on New Package.

New Package.

Bex Construction
Marshall Bex 541-3507800

Crook County Fairground.

Maintenance Building



AGENDA ITEM REQUEST

**Date:**

1/6/2023

Meeting date desired:

1/17/2023

Subject:

Bid- Grizzly Mountain Pavilion Expansion

Background and policy implications:

Building Expansion approx- 2500 SF

Budget/fiscal impacts:

Capital Project Funding plus \$20,000 grant for Crook County Foundation

Requested by:

Casey Daly- Fairgrounds

Presenters:

Casey Daly

Legal review (only if requested):

Three bids requested. Marshal Bex Construction - attached. Blain Noland contacted by phone. Setup walk thru for 1/3/2023 for Both projects. No show. Central Oregon Pole Buildings contacted VM left with office. No response.

Elected official sponsor (if applicable):

/



For more

233-9619 or stop by our office.



12/07 Alley
12/28 Blaine
SET UP
APPT
WITH Blaine 1/3
NO SHOW

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Intro

New Construction, Remodels, Additions, Pole Barns, Roofing, Concrete, Decks, Fences, Handyman Service

Page · House Painting

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+1 541-233-9619

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blainenoland.com

Price Range · \$\$\$\$

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Blaine Noland Construction and Painting was live September 2, 2022



134

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FRI, SEP 2, 2022

Perk Event - Blaine Noland Construction & Painting

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896 NE 3rd St. Prineville OR 97754

1 person went

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1 comment

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Prineville Chamber
We're so very excited too!

Like Reply 18w

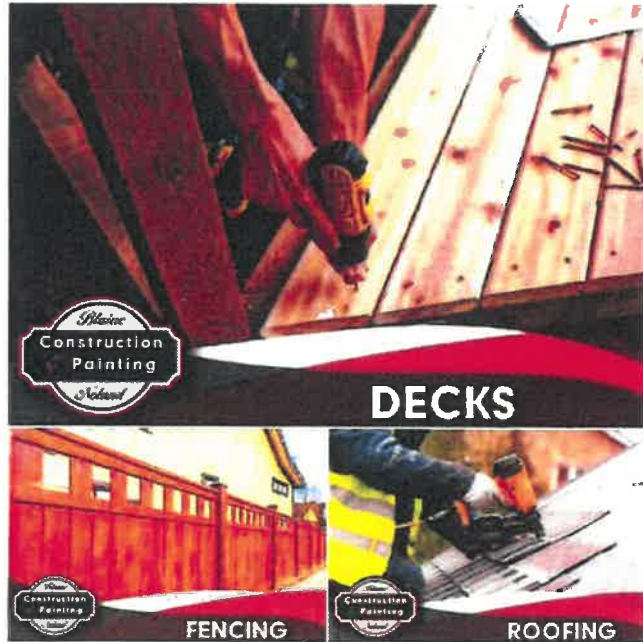


Blaine Noland Construction and Painting

August 22, 2022

Let our team of experienced and professional craftsmen help you with your next Deck, Fence, or Roofing project! Reliable Construction focusing on Prineville and the surrounding area.

#prinevilleoregon #prineville #crookcounty #centraloregon #centraloregonrealestate #remodlemymhouse



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*VM-
12/7/22
NO response*

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541-389-045

Building since 198⁰⁴⁵³

COMMERCIAL



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Building Specialist:*

541-389-045

Building since 198

COMMERCIAL

Estimate

Bex Construction

PO Box 330
Prineville, OR 97754

Date	Estimate #
10/30/2022	331

Name / Address
Crook county 1280 main st Prineville OR 97754

Customer

			Project
Description	Qty	Cost	Total
Goat and Chicken Shed			
1.Plans[permits/architect's fees. Engineering and code analysis as per crook county . (estimated)costs for the drawings and for the engineering. Architect summary.	1	6,400.00	6,400.00
2.excavation/backfill/final grading. R. M. C. estimated dig for the mono footings dig to remove and relocate the water frost free hose bibs.(Plumbing by others) New gravel and prep for the new slab. compacted and ready for the mono pour..	1	9,768.00	9,768.00
3.Concrete. Atlas concrete pour mono pour with a 12" x18" footing 1/2" rebar 2ft oc 3 # 4 in footings Micro Fiber in the concrete and finish to match existing concrete as close as possible. slope to outer side of building no more than 1/4' per foot. estimate# 500	1	18,277.00	18,277.00
4.Double F welding. Remove steel Z girts and install old and new girts and brackets necessary. Install metal on ends and trims. estimate # 1342	1	30,500.00	30,500.00
5.Remove and relocate man door and Garage door. use the existing trim around the doors to relocate.	1	875.00	875.00
6.siding materials. new panels 3ft R- Panels 26 gauge Panels match existing as close as possible. screws new metal ect. for the east wall only will use the existing east metal for the side walls.	1	5,645.00	5,645.00
7. will need the existing building for the staging of the garage door and the man door and the new materials during construction. Moving and staging of parts tru job.	1	656.00	656.00
8.demolition of job site. demo the existing insulation and the metal .Plywood on lower side of the walls reinstall along with new for the end walls to match existing.. Materials and labor. Paint new Plywood. and touch up existing.	1	6,854.00	6,854.00
		Total	

Estimate

Bex Construction
 PO Box 330
 Prineville, OR 97754

Date	Estimate #
10/30/2022	331

Name / Address
Crook county 1280 main st Prineville OR 97754

Project

Description	Qty	Cost	Total
9.Electrical wiring and fixtures. (No Electrical in this quote.)		0.00	0.00
10.plumbing and fixtures.(No Plumbing in this quote). but do have excavation in this for the digging of the new trenches and the relocation of the existing stand pipe hose bibs in their new location.		0.00	0.00
11.dump/haul off/etc. Haul off any materials or trash tru Job during demo and construction. Labor and materials.	1	692.00	692.00
12. P. O. H. Bex	1	8,200.00	8,200.00
Date: _____ Customer sign _____		0.00	0.00
Date: _____ Contractor sign _____		0.00	0.00
		Total	\$87,867.00

Bex Construction
Commercial-Residential
Building—Remodeling

Marshall Bex
Maileun518@hotmail.com
541-350-7800
CCB # 47747
Po Box 330
Prineville, Or 97754

Commercial &
Residential
Billing Process

Customers name: Crook County Fairgrounds
Jobsite address: 1280 Main St
Work to be performed: Garage Chalk Show
mur wall out / Por new slab

Est # 331 10/30/22

Description of Charges for vendors and workers on each project:

All work done thru Bex Construction will be as follows:

All workers & subcontractors & Temp payroll Agency will be billed out at a hourly rate of \$ 82.00 Per man hour, this includes Marshall Bex's hours. The List of workers licensed will carry their own sub-contractors Insurance and be updated with builders Board. Bex will have those on file. The ones working thru temp agency will be covered on workman's comp. A list of the workers, working hourly are listed below. If there is another worker brought on site, they will be either Licensed contractor or be ran thru on a temp agency service as described above..

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2. Richard McConnell
3. Dylan Hatch
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5. Ernie Nash

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2. Lumber and supplies (Parr lbr/Home depot/true value etc.
3. Plumbers
4. H.V.A.C. (heating & cooling firms
5. Concrete suppliers and concrete finishers
6. Insulators
7. Excavation all phases
8. Roofing companies and supplies

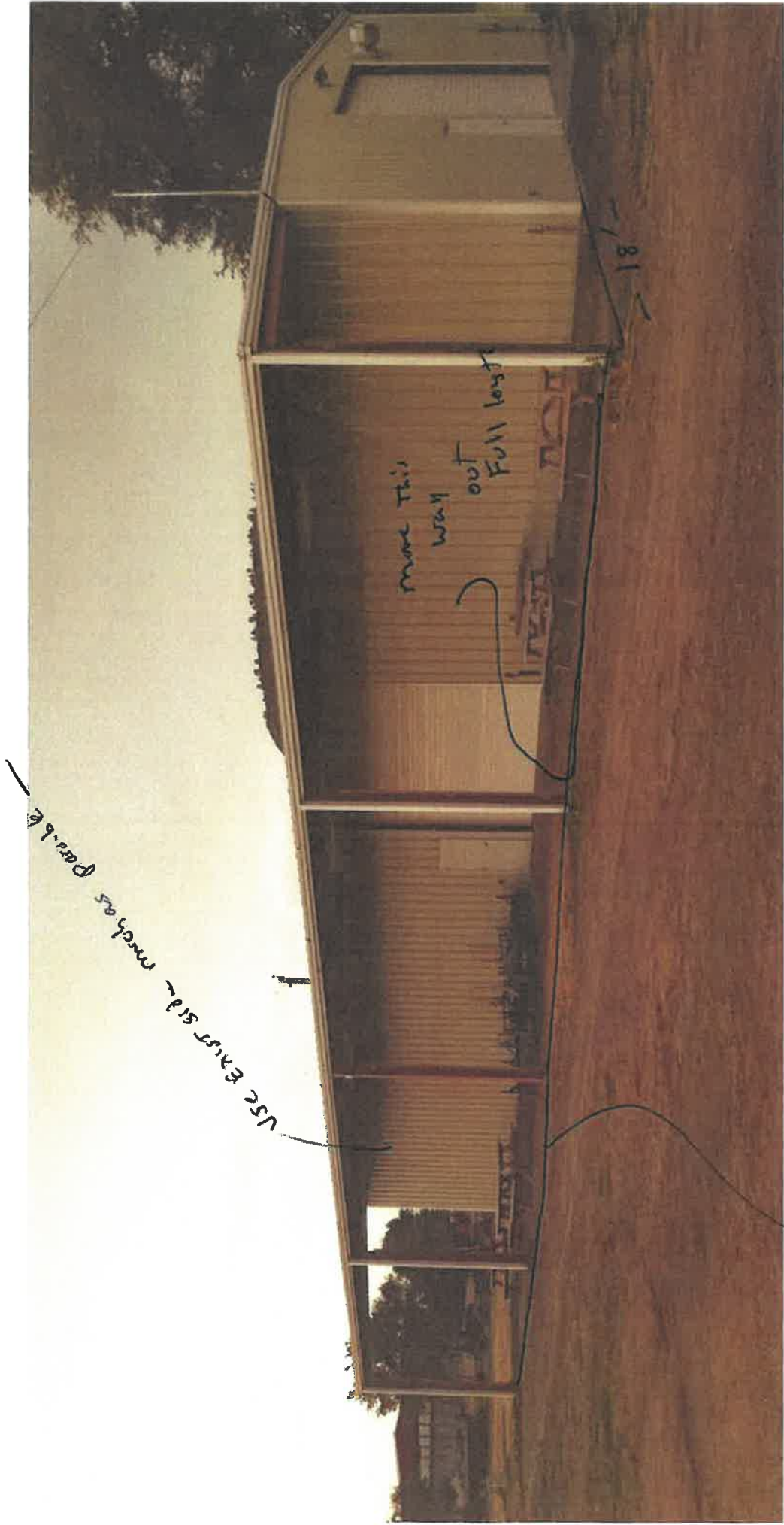
Date : _____ Customer signature: _____

Date : _____ Contractor signature: _____

Box Construction
Marshall Box 541-350-7800

Goat + Chicken Shed

Crook County Fairgrounds



4

New main post

100' long - 18' wide

More Existing wall Doors out to Posts.
Remetal walls only.

EXTENSION 4

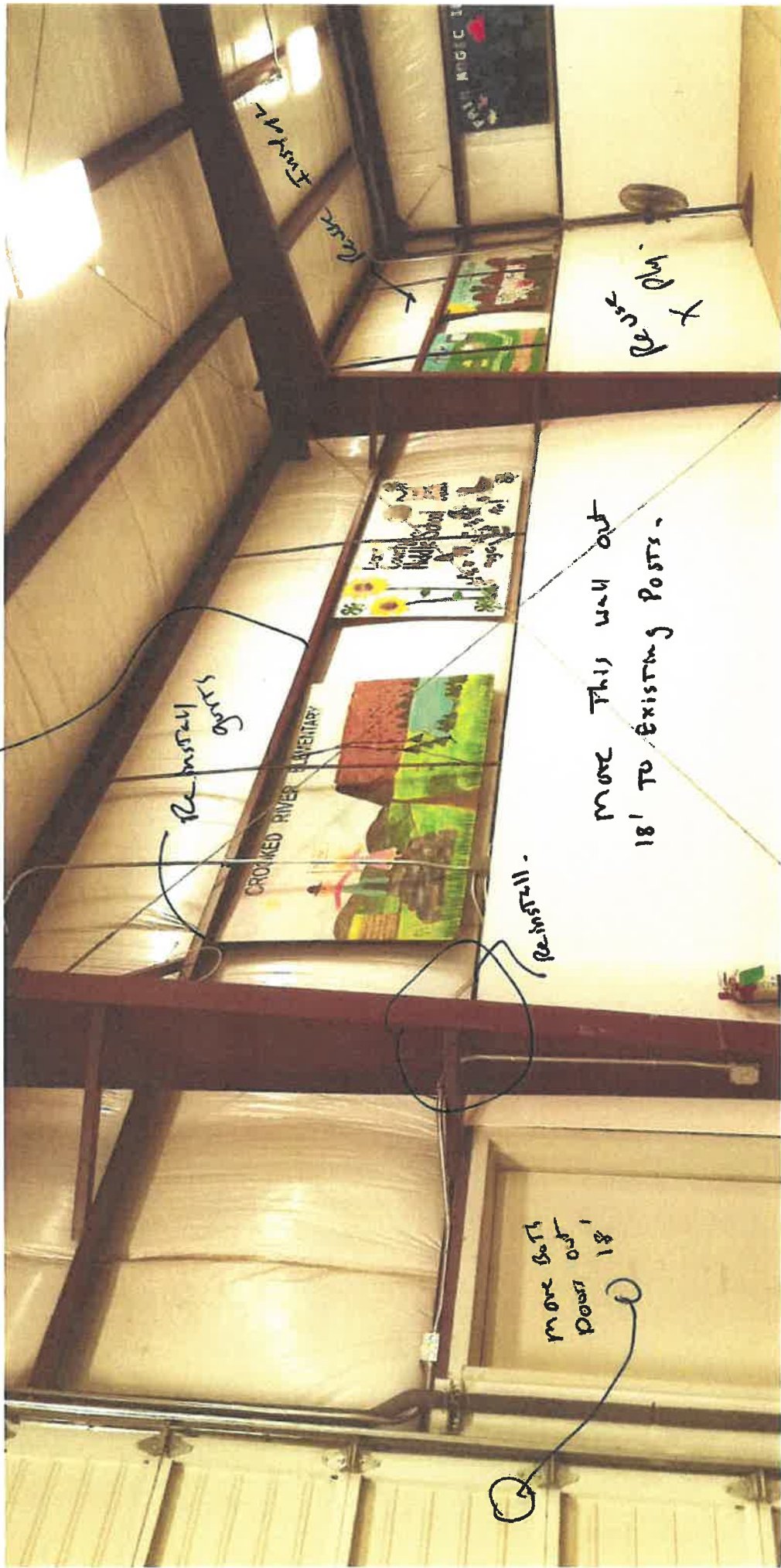
Page 1

year built -

Goat + chicken Sheed

Creek courts Fairgrounds

Top govt
marty
have to
(son)



Interior

AGENDA ITEM REQUEST

**Date:**

1/10/2023

Meeting date desired:

1/17 work session; 1/18 court

Subject:

New Position - Health Strategist III STI Coordinator

Background and policy implications:

Central Oregon Health Council has funded CCHD with a grant to increase capacity to prevent and respond to sexually transmitted infections in Crook and

Budget/fiscal impacts:

The grant from COHC covers the costs associated with this position, and then some. The budget was approved by COHC at a higher compensation than Crook County is able to offer.

Requested by:

Katie Plumb, Health & Human Services Director
kplumb@crookpublichealthor.gov 541-233-9177

Presenters:

Katie Plumb, Health & Human Services Director

Legal review (only if requested):**Elected official sponsor (if applicable):**

N/A



Central Oregon STI/HIV Outreach Coordinator JOB DESCRIPTION

Department: Crook County Health Department

Reports To: Clinic Supervisor

Classification: Non-exempt

Salary Grade:

Summary

The primary duties of this position are to work regionally in Crook, Deschutes and Jefferson counties to implement the Central Oregon Health Council funded project to decrease STI/HIV rates. The position will work closely with internal and community stakeholders and partners to achieve programmatic priorities in ways that are:

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

This position requires the application of specialized knowledge in adult education and learning styles as well as working knowledge of effective health promotion and behavior change strategies.

Essential Job Functions

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

Community and Stakeholder Engagement

1. Organize and facilitate a Community Advisory Board
2. Participate with internal and community stakeholders and partners to achieve programmatic priorities
3. Coordinate with medical providers and health care systems regarding training and increased testing

Program Implementation

1. Implement programs in compliance with regulatory, grant and state requirements
2. Establish performance benchmarks for projects
3. Promote PrEP and nPEP navigation services to the community
4. Link patients to healthcare and other supportive services
5. Provide compassionate work with Disease Investigation Specialists (DIS) to increase client health literacy and education
6. Work with epidemiologist to provide active surveillance of targeted populations
7. Assess, plan, coordinate, implement, and evaluate health education services, materials and programs to ensure achievement of the region's work plan and outcome goals
8. Develop and provide prevention trainings and/or educational programs and services

Documentation and Reporting

1. Complete timely and accurate case and data entry
2. Competently use electronic medical record documentation process



Central Oregon STI/HIV Outreach Coordinator JOB DESCRIPTION

3. Oversee work plans and complete required grant reports

General

1. Maintain regular and predictable work attendance
2. Assist with emergency response as needed
3. Coverage may include late evening and weekend hours

Public Health Preparedness:

1. Complete Public Health Preparedness Training: IS 100, 200, 700, and 800
2. Participate in Public Health Preparedness exercises and events

Competencies

1. **Technical Capacity:** Equipment uses – personal computer and related software, telephone, printer/copier/facsimile.
 - Use of computers for word processing, data entry and analysis, Microsoft Outlook, and a variety of software applications
2. Knowledge of principles and practices of reproductive health and public health including health maintenance and disease prevention; the effects of physical, social, and emotional factors on health; principles and techniques of teaching, counseling, interviewing; resources available through other health and welfare agencies; integration and linkages between community agencies.
3. Foundational knowledge of diversity, equity, and inclusion principles; and trauma informed care practices
4. Knowledge of adult education and learning styles
5. Ability and skill in working with the public, including excellent customer service and de-escalation
6. **Teamwork and Collaboration:** 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. **Communication Proficiency:** Ability to communicate effectively in both verbal and written form. Learn and explain established policies and procedures using judgement and diplomacy.
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.
12. Data collection and interpretation skills

Performance Indicators

1. Effective convening of regional Advisory Group
2. Contribution to Quality Improvement processes
3. Timely submission of reporting requirements for each assigned program, including recorded outcomes in VMSG database
4. Engagement in Regional Health Improvement Plan efforts

Supervisory Responsibility



Central Oregon STI/HIV Outreach Coordinator JOB DESCRIPTION

This position has no supervisory responsibilities.

Work Environment

This is primarily a clinical role, with some sedentary work; however, some filing, lifting and carrying will be required. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to work in a fast-paced environment and off-site for clinics.

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.

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 is to be expected.

Required Education and Experience

- Bachelor's Degree in a health or education field; AND
 - Three (3) years of related experience
- OR
- Any equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the job.

Preferred Education and Experience

- Experience and knowledge in STI/HIV programming
- Bilingual

Additional Eligibility Requirements

- Must hold a valid Oregon driver's license
- 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



Central Oregon STI/HIV Outreach Coordinator 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: _____

AGENDA ITEM REQUEST

**Date:**

1/10/2023

Meeting date desired:

1/17 work session, 1/18 court

Subject:

Position Reclassification

Background and policy implications:

With a shortage of nurses and the current inability to competitively recruit nurses to the County, CCHD is seeking to reclassify one RN position to an MA with the **Budget/fiscal impacts:**

Due to the position being vacant for several months FY23 and reclassifying to a lower grade/scale, we will be saving approximately \$40,000.

Requested by:

Katie Plumb, Health & Human Services Director,
kplumb@crookpublichealthor.gov, 541-233-9177

Presenters:

Katie Plumb, Health & Human Services Director

Legal review (only if requested):

Finance has reviewed for fiscal feasibility and sustainability
HR has been consulted

Elected official sponsor (if applicable):

N/A



Communicable Disease Specialist (Immunization Coordinator) JOB DESCRIPTION

Department: Health Department
Reports To: Clinic Supervisor
Classification: Non-Exempt
Salary Grade: 118

Summary

This position will work collaboratively on a variety of public health initiatives in support of the department-wide mission to *...provide fair opportunity to those in our community to achieve their full health potential.* The Communicable Disease Specialist will serve as the County Immunization Coordinator, perform communicable disease investigations, and support regular clinic operations.

Essential Job Functions

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

Immunization Coordinator

- Understand terms and concepts associated with childhood and adult immunization and the diseases they prevent
- Describe and apply current Oregon Health Division Immunization Schedule for specific ages
- Describe and demonstrate proper vaccine storage and handling
- Coordinate, manage, and maintain correct inventory of vaccines in ALERT, Oregon's statewide immunization registry
- Correctly order and maintain immunizations for clinic use and for state-supported vaccine clinics
- Interpret Oregon School Law accurately and implement standards for sites required to report in Oregon (i.e. annual school exclusion)
- Communicate effectively and accurately with media outlets in accordance with department policy
- Understand terms and concepts related to Incident Command Systems (ICS) and Emergency Operations Center (EOC) functions
- Competent in administrative tasks using various computer programs, teleconferencing, webinars, and use of general office equipment



Communicable Disease Specialist (Immunization Coordinator) JOB DESCRIPTION

- Support/inform, and conduct interviews with parents/clients for possible precautions and contraindications specific for each vaccine and possible reactions
- Provide updated training and education for clinic staff regarding vaccination protocols and best practices

Documentation

- Complete all forms, consents, records, and other documentation as required by Crook County and Oregon Health Division in a timely manner
- Competently document patient information in electronic medical record software
- Understand terms and concepts involved in determining payer source for vaccine with local, state, and federal programs or private insurance

Vaccine Administration

- Understand CCHD policies and procedures for administering vaccinations
- Administer vaccine in a safe manner using universal precautions and sharps safely under direction and supervision of Nurse Practitioner
- Demonstrate safe child comfort restraint and immunization technique per CCHD policy
- Describe procedures accurately for immunization-related emergencies

Program Development

- Create and implement clinic policies and procedures
- Collaborate and develop community partnerships
- Promote educational outreach efforts to increase immunization rates in Crook County
- Participate in data collection for local, state, and federal programs
- Maintain regional partnerships and coalition participation
- Pursue grant writing opportunities for program promotion and implementation
- Coordinate mass immunizing clinic events including logistics, organizing mass transportation, security, parking, traffic flow, emergency staff, and accommodations for public
- Attend continuing education regarding changes in vaccine epidemiology
- Participate in IQIP Immunization project and metrics

Communicable Disease Investigation

- Investigate reportable disease reports per state guidelines
- Maintain timeliness of reporting for communicable disease at 100%
- Utilize the Orpheus database for disease reporting to the state
- Utilize the OPERA database for COVID-19
- Work in coordination with the Health Protection and Response Service Group



Communicable Disease Specialist (Immunization Coordinator) JOB DESCRIPTION

- Describe and apply current Oregon Health Division policies and procedures for CD services
- Properly identify and prioritize populations during CD events or public health emergencies
- Support Syringe Services Program
- Support coordination of Strategic National Stockpile medications or vaccinations with local, state and federal agencies
- Collaborate with CD Coordinator and Oregon Health Division for reporting data findings and after-action reporting
- Ensure proper specimen handling, processing, testing, charting and disposal
- Ensure proper use of lab equipment, calibrating and documenting controls, using testing mediums and processes

Medical Assisting

- Assist in the clinical area performing MA functions as needed during clinics as assigned. This may include COVID-19 immunizations
- Chaperone patient visits as needed
- Demonstrate proper specimen handling, processing, testing, charting, and disposal of
- Demonstrate proper use of lab equipment, testing mediums, and processes
- Demonstrate proper techniques and documentation for all procedures
- Maintain regular and predictable work attendance
- Assist with emergency response as needed
- Coverage may include late evening and weekend hours

Medication

- Describe and demonstrate proper dispensing of pharmaceuticals as ordered by Nurse Practitioner
- Describe procedures accurately for clinic-related emergencies

Competencies

1. Technical Capacity: Equipment use – personal computer and related software, phone, printer/copier/facsimile
2. Knowledge of prenatal care and child development
3. Ability to exercise independent judgment and plan, organize and administer safe and effective public health clinical care; work effectively with individuals and families to assist them in the satisfactory solution of health programs; recognize and respect the impact of cultural, ethnic, and linguistic difference on health care practices; act as a liaison with other agencies to coordinate care of clients; maintain effective working



Communicable Disease Specialist (Immunization Coordinator) JOB DESCRIPTION

relationships; maintain complete and accurate records and reports; evaluate situations accurately and adopt an effective course of action

4. Ability and skill in working with the public, including excellent customer service and de-escalation
5. Teamwork and collaboration: ability to work in a team setting and promote a positive work environment that aligns with the department vision, mission, and guiding principles
6. Time Management: Prioritize multiple projects and deadlines in a fast-paced environment
7. Ethical Conduct: Maintain confidentiality, abide by county/state and federal laws with knowledge of Public Health and county rules
8. Knowledge of Oregon Revised Statutes and Oregon Administrative Rules
9. Knowledge of Public Health law, policies, practices, and procedures
10. Knowledge of the National Incident Management System (NIMC) and the Incident Command System (ICS)

Performance Indicators

1. Complete quarterly chart reviews for quality assurance
2. Maintain fiscal stewardship for clinic ordering and stocking process
3. Complete disease investigations within required timeframes
4. Timely response to organization-wide initiatives and requirements (i.e. policy compliance, workforce surveys, training documentation)
5. Timely submission of reporting requirements for each assigned program area, including Operational Plan outcomes recorded in VMSG database
6. Timely compliance with State and Federal reporting guidelines
7. Utilization of Basecamp project management software to support department-wide initiatives, including website and social media communications

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

This role will include a combination of sedentary desk and clinical work; 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.



Communicable Disease Specialist (Immunization Coordinator) JOB DESCRIPTION

Clinics, events, and outreach 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.

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, 8:00a.m. to 5:00p.m. Some weekends and evenings will be required for travel, events, and/or training. Days and hours may vary in a public health emergency.

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

- Medical Assistant (MA) certification
OR
- Any equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the job.

Preferred Education and Experience

- Current MA
- At least one year experience in a clinical setting
- Bilingual
- Proficient in Microsoft software
- Experience with EPIC electronic health record software

Additional Eligibility Requirements

- Able to complete a thorough employment and/or criminal history check



Communicable Disease Specialist (Immunization Coordinator) JOB DESCRIPTION

- Able to successfully pass a pre-employment drug test
- 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: _____

AGENDA ITEM REQUEST

**Date:**

1/10/2023

Meeting date desired:

1/17 work session, 1/18 court

Subject:

Position Reclassification

Background and policy implications:

CCHD currently has no bilingual staff, making us reliant on phone and video interpreters to be in compliance with providing medical services in the language +

Budget/fiscal impacts:

This position would take the place of an Administrative Clerk, reducing budget impact. The approximate \$4,805 difference this year will be covered by Public Health Modernization and COVID funds. Modernization funds will be able to cover the increased cost of this position into the foreseeable future. COVID funds can +

Requested by:

Katie Plumb, Health & Human Services Director,
kplumb@crookpublichealthor.gov, 541-233-9177

Presenters:

Katie Plumb, Health & Human Services Director

Legal review (only if requested):

Finance has reviewed for fiscal feasibility and sustainability
HR has been consulted

Elected official sponsor (if applicable):

N/A



Administrative Assistant (WIC) Bilingual JOB DESCRIPTION

Department: Health Department
Reports To: Clinic Supervisor
Classification: Non-Exempt
Salary Grade: 113

Summary

As a member of the Family Health Services group and under the general supervision of the Clinic Supervisor, this position provides the following duties in support of the department-wide mission to *...provide fair opportunity for those in our community to achieve their full health potential:*

- front desk reception: answers phones and directs calls, greets clients, makes appointments, notifies clients when scheduled
- clerical support for the Women Infant Children (WIC) program and Crook County Health Department, and
- general front office clerical work.

This position may be responsible for organizing data and generating standardized reports.

Essential Job Functions

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

Electronic Health Record data entry

- Locate Electronic Health Record (EHR) charts and review for needed information
- Update information in computer through EHR and texts
- Send out reminders/calls for reminders
- Have paperwork ready for client clinic visits

Clinic Reception

- Interview and create new client in OCHIN during initial visit
- Interview client to complete needed paperwork, including insurance and payment information
- Provide client information regarding their visit
- Have paperwork ready for nurse/clinic staff
- Immediately schedule Emergency Contraceptive Pill appointments for clients

WIC Reception



Administrative Assistant (WIC) Bilingual JOB DESCRIPTION

- Complete all required WIC trainings for reception
- WIC Check-in
- WIC transfers as needed
- Additional WIC duties as assigned by supervisor or team lead
- Explain how to use WIC
- Run necessary reports for WIC
- Notify via text, call, mail upcoming appointments

General Reception

- Answer phones, make appointments, and route calls
- Greet and check-in clients for clinics
- Assist clients with paperwork

Spanish Language Access

- Support translation of written and printed materials for the department
 - Translate state forms, class and educational handouts
 - Assist clients in completing forms
 - Assist with bilingual bulletin boards and other communications
- Assist with community outreach
 - Assist at immunization clinics providing interpretation services
 - Provide interpretation during education sessions
 - Explain public health services available to the community
 - Complete outreach activities as assigned

As a certified Medical Interpreter:

- Assist visiting nurses during home visits
 - Provide interpretation services during home visits
 - Provide education services during the visits
- Work with nurses and clerks providing interpretation services for Spanish-speaking clients
 - Family Planning, WIC, Immunization, HIV counseling and testing, and home visits
 - Track multiple appointments for interpretation in coordination with other services
 - Make sure that clients understand instructions provided by providers

General Office Duties

- Lock medical records room when closing for the day
- Log on and off all computer systems



Administrative Assistant (WIC) Bilingual JOB DESCRIPTION

- Process incoming and outgoing mail
- Mail reminders or call/text clients
- Maintain fax and copier paper supply
- Balance cash register, lock money in safe
- Keep statistics and complete needed reports to the state
- Order all necessary forms from the state. Make forms in clinic as necessary
- Assist coordinators with any needed outreach
- Filing and typing as needed
- Cross train in all public health programs
- Referral and information resource for general public
- Make appointments as needed

Program Support

- Learn immunization schedule for forecasting
- Reproductive Health and Immunization Program clerk
- Forecast immunizations on state computer system (ALERT)
- WIC education for clients

Additional Duties

- Training in ICS100, 200, 700, 800, and additional classes as needed
- Participate in the Public Health Accreditation process, Quality Improvement, and Performance Management
- Staff meeting notes and documentation in shared drive
- Texting service for appointment reminders and other communication as needed
- Vital Records Deputy Registrar

Competencies

1. Customer service
2. Initiative
3. Verbal and written communication proficiency
4. Time management
5. Ethical conduct
6. Knowledge of community resources
7. Ability to maintain confidentiality
8. Ability to work evenings and weekends as necessary in a public health emergency and travel when required



Administrative Assistant (WIC) Bilingual JOB DESCRIPTION

9. Ability to work in a fast-paced environment

Performance Indicators

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

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This is a primarily clinical role, with some sedentary work; however, some filing, lifting and carrying may be required. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Environment can be fast-paced, and clinics may be held in a variety of environments indoors, outdoors, on and off site.

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. While performing the duties of this job, the employee is regularly required to talk and 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



Administrative Assistant (WIC) Bilingual JOB DESCRIPTION

- High School Diploma or GED
- Minimum 2 years' experience in general office practice including computer data entry and customer service
- Bilingual English/Spanish
- Ability to become certified as a Health Care Interpreter within 1 year of hire
OR
- Any equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the job

Preferred Education and Experience

- Current Certified Health Care Interpreter
- Applied knowledge of EPIC (Electronic Health Record) computer system
- Experience in medical reception or billing
- Experience working with WIC
- Experience working in public health, health, or social services
- 3+ years' experience in general office practice, including computer data entry and customer service

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
- 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



Administrative Assistant (WIC) Bilingual JOB DESCRIPTION

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: _____



Agenda Item Request

Date:

January 12, 2023

Meeting date desired:

January 17, 2023 Work Session

Subject:

Mid-year budget presentations

Background and policy implications:

We presented and discussed the budget calendar and process with the Court at your January 10, 2023 work session. Significant changes from the previous years include mid-year presentations by department heads, a meeting with the Budget Committee and expanded goal setting.

Budget/fiscal impacts:

None

Requested by:

Andy Parks, 541.419.9779

aparks@qeloregon.com

Presenters:

<i>Will VanVactor</i>	<i>Community Development</i>
<i>Fairgrounds</i>	<i>Casey Daly</i>
<i>Facilities</i>	<i>Joe Viola</i>
<i>GIS</i>	<i>Levi Roberts</i>
<i>IT</i>	<i>Sydney Chandler</i>
<i>Legal</i>	<i>Eric Blaine</i>
<i>Veterans</i>	<i>Dennis Brewer</i>

Legal review (only if requested):

NA