

# CROOK COUNTY WORK SESSION

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

**Tuesday April 18, 2023 at 9 a.m.**

**Members of the public and media are welcome to attend  
in person or via Zoom 1-253-215-8782; Meeting ID: 962 4214 4333  
Meeting Passcode: 970900**

Requester	Discussion Matter	Packet Docs
1	Public Comment	
2	Katie Plumb 14th Amendment to OHA 2021-2023 IGA for Financing of Public Health Services	✓
3	Katie Plumb Staff member promotion	✓
4	Andy Parks Discuss County Court Meeting Schedule	✓
5	Andy Parks Consider amendment to personal services agreement with GEL Oregon, Inc. for County Administrator related services	✓

Requester	Executive Discussion Matter	Packet Docs
Exec #1	ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.	✓
Exec #2	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	✓

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

**April 18, 2023 Work Session Agenda**

*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*

**April 18, 2023 Work Session Agenda**

## AGENDA ITEM REQUEST

**Date:**

4/11/2023

**Meeting date desired:**

4/18-19

**Subject:**

14th Amendment to OHA 2021-2023 IGA for Financing of Public Health Services

**Background and policy implications:**

Periodic adjustments to program budgets. Details below.

**Budget/fiscal impacts:**

\$145.61 decrease for WIC - if used before June 30, 2023, this amount will be added back to our award.

PE44-02 reobligated unspent from from FY22 - underspent due to lack of staffing (mental health provider @ school based health center) +

**Requested by:**

Katie Plumb, Director Health & Human Services  
kplumb@crookpublichealthor.gov 541-447-5165

**Presenters:**

Katie Plumb, Director Health &amp; Human Services

**Legal review (only if requested):**

Legal has reviewed

**Elected official sponsor (if applicable):**

N/A

# DOCUMENT RETURN STATEMENT

Please complete the following statement and return with the completed signature page and the Contractor Data and Certification page and/or Contractor Tax Identification Information (CTII) form, if applicable.

If you have any questions or find errors in the above referenced Document, please contact the contract specialist.

**Document number:** 169507-14 , hereinafter referred to as "Document."

I, \_\_\_\_\_  
Name Title

received a copy of the above referenced Document, between the State of Oregon, acting by and through the Department of Human Services, the Oregon Health Authority, and

Crook County by email.

**Contractor's name**

On 3/17/2023 ,  
Date

I signed the electronically transmitted Document without change. I am returning the completed signature page, Contractor Data and Certification page and/or Contractor Tax Identification Information (CTII) form, if applicable, with this Document Return Statement.

\_\_\_\_\_  
Authorizing signature

\_\_\_\_\_  
Date

Please attach this completed form with your signed document(s) and return to the contract specialist via email.

Agreement #169507



**FOURTEENTH AMENDMENT TO OREGON HEALTH AUTHORITY  
2021-2023 INTERGOVERNMENTAL AGREEMENT FOR THE  
FINANCING OF PUBLIC HEALTH SERVICES**

In compliance with the Americans with Disabilities Act, this document is available in alternate formats such as Braille, large print, audio recordings, Web-based communications and other electronic formats. To request an alternate format, please send an e-mail to [dhs-oha.publicationrequest@state.or.us](mailto:dhs-oha.publicationrequest@state.or.us) or call 503-378-3486 (voice) or 503-378-3523 (TTY) to arrange for the alternative format.

This Fourteenth Amendment to Oregon Health Authority 2021-2023 Intergovernmental Agreement for the Financing of Public Health Services, effective July 1, 2021, (as amended and restated the "Agreement"), is between the State of Oregon acting by and through its Oregon Health Authority ("OHA") and Crook County, ("LPHA"), the entity designated, pursuant to ORS 431.003, as the Local Public Health Authority for Crook County.

**RECITALS**

WHEREAS, OHA and LPHA wish to modify the set of Program Element Descriptions set forth in Exhibit B of the Agreement

WHEREAS, OHA and LPHA wish to modify the Fiscal Year 2023 (FY23) Financial Assistance Award set forth in Exhibit C of the Agreement.

WHEREAS, OHA and LPHA wish to modify the Exhibit J information required by 2 CFR Subtitle B with guidance at 2 CFR Part 200 (FY23);

NOW, THEREFORE, in consideration of the premises, covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows

**AGREEMENT**

1. This Amendment is effective on January 1, 2023, regardless of the date this amendment has been fully executed with signatures by every Party and when required, approved by the Department of Justice. However, payments may not be disbursed until the Amendment is fully executed.
2. The Agreement is hereby amended as follows:
  - a. Exhibit A “Definitions”, Section 18 “Program Element” is amended to add Program Element titles and funding source identifiers as follows:

<u>PE NUMBER AND TITLE</u> • SUB-ELEMENT(S)	<u>FUND TYPE</u>	<u>FEDERAL AGENCY/ GRANT TITLE</u>	<u>CFDA#</u>	<u>HIPAA RELATED (Y/N)</u>	<u>SUB-RECIPIENT (Y/N)</u>
<b><u>PE 62 Overdose Prevention</u></b>					
<b><u>PE 62</u> Overdose Prevention</b>	FF	SAMHSA/State Targeted Response to the Opioid Crisis Grants	93.788	N	Y
	FF	CDC/Injury Prevention and Control Research and State and Community Based Programs	93.136	N	Y

- b. Exhibit B Program Element #62 “Overdose Prevention” is hereby added its entirety by Attachment A attached hereto and incorporated herein by this reference.
  - c. Section 1 of Exhibit C of the Agreement, entitled “Financial Assistance Award” for FY23 is hereby superseded and replaced in its entirety by Attachment B, entitled “Financial Assistance Award (FY23)”, attached hereto and incorporated herein by this reference. Attachment B must be read in conjunction with Section 3 of Exhibit C.
  - d. Exhibit J of the Agreement entitled “Information required by 2 CFR Subtitle B with guidance at 2 CFR Part 200” (FY23) is amended to add to the federal award information datasheet as set forth in Attachment E, attached hereto and incorporated herein by this reference.
3. LPHA represents and warrants to OHA that the representations and warranties of LPHA set forth in Section 4 of Exhibit F of the Agreement are true and correct on the date hereof with the same effect as if made on the date hereof.
4. Capitalized words and phrases used but not defined herein shall have the meanings ascribed thereto in the Agreement.
5. Except as amended hereby, all terms and conditions of the Agreement remain in full force and effect.
6. This Amendment may be executed in any number of counterparts, all of which when taken together shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below their respective signatures.

7. Signatures.

STATE OF OREGON, ACTING BY AND THROUGH ITS OREGON HEALTH AUTHORITY

Signature: \_\_\_\_\_

Name: /for/ Nadia A. Davidson

Title: Director of Finance

Date: \_\_\_\_\_

CROOK COUNTY LOCAL PUBLIC HEALTH AUTHORITY

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

DEPARTMENT OF JUSTICE – APPROVED FOR LEGAL SUFFICIENCY

*Agreement form group-approved by Wendy Johnson, Senior Assistant Attorney General, Tax and Finance Section, General Counsel Division, Oregon Department of Justice by email on September 19, 2022, copy of email approval in Agreement file.*

REVIEWED BY:

OHA PUBLIC HEALTH ADMINISTRATION

By: \_\_\_\_\_

Name: Lynn Marie Brady (or designee)

Title: LPHA Fiscal and Contracts Analyst

Date: \_\_\_\_\_

**Attachment A  
Program Element Description(s)**

**Program Element # 62 Overdose Prevention**

**OHA Program Responsible for Program Element:**

Public Health Division/Center for Prevention & Health Promotion/Injury & Violence Prevention/Overdose Prevention Program

**Background:**

Substance use disorder and drug overdose are increasing health threats in Oregon. A 2020 National Survey on Drug Use and Health ranks Oregon at #2 in the country for rate of substance use disorder and #1 in illicit drug use disorder, prescription opioid misuse, and methamphetamine use. Oregon has seen a recent increase in overdoses from illicit fentanyl and non-opioid drugs, such as methamphetamine. The Oregon Health Authority aims to reduce the burden of substance use disorder and overdose through several key strategies, including increasing equitable access to harm reduction supplies, supporting overdose response planning and coordination, increasing access to substance use disorder treatment, supporting safe and effective non-opioid pain management, providing tools and guidelines to support appropriate prescribing, and collecting and reporting data to inform response, prevention, and policy.

1. **Description.** Funds provided under this Agreement for this Program Element may only be used in accordance with, and subject to, the requirements and limitations set forth below, to implement Overdose Prevention activities.

Funds provided under this Agreement are to be used to implement strategies that prevent opioid overuse, opioid misuse, substance use disorder, drug overdose, and related harms from substance use. Funds are designed to serve counties or regions with a high burden of drug overdose deaths and hospitalizations. Funds should complement other substance use disorder or overdose prevention initiatives and leverage additional funds received by other organizations throughout the county to reduce overdose deaths and hospitalizations.

Recipients are expected to collaborate with multi-disciplinary stakeholders to develop, plan, implement, and evaluate an overdose emergency response plan and collaborate with other projects within the county that address the community’s challenges related to drug overdose deaths. The funded activities for this grant seek to promote the OHA’s overdose prevention aims and collaboration expectations.

Program Components to be funded for this Program Element are:

- a. Convene or strengthen a county and/or regional multisector stakeholder coordinating body to assist with strategic planning and implementation of substance use disorder and/or overdose prevention efforts. Include stakeholders such as: collaborating providers and organizations, Coordinated Care Organizations, peer recovery mentor organizations, persons with lived experiences, and representatives of diverse populations.  
  
Develop, plan, implement, and evaluate an overdose emergency response plan. Convene and coordinate with local partners (i.e. health preparedness, law enforcement, first responders, hospital emergency departments, harm reduction partners, substance misuse prevention partners, and others). Assess and update response plans throughout the grant period.
- b. Review, coordinate, and disseminate local data to promote public awareness of the burden and opportunities to prevent drug overdose.
- c. Coordinate with the stakeholders responsible for determining how local governments will allocate opioid settlement funds within the county and/or region to implement complementary overdose prevention activities. Support coordination of local resource allocation.



- d. Establish Linkages to Care - Identify systems-level strategies in healthcare (e.g., emergency departments, outpatient settings, community programs) and public safety and courts (e.g., police, emergency response, diversion programs) to support care linkages with improved awareness, coordination, and technology.
- e. Support Providers and Health Systems – Support clinical education and training based on evidence-based guidelines (e.g., CDC guidelines).
- f. Partner with Public Safety and First Responders – Support data sharing across public health and public safety partners, and programmatic collaborations to share and leverage prevention and response resources.
- g. Empower individuals to make safer choices – Disseminate awareness and educational materials informed by media campaigns, translational research for public consumption, and appropriate messaging and resources to communities.

All changes to this Program Element are effective the first day of the month noted in the Issue Date section of Exhibit C of the Financial Assistance Award unless otherwise noted in the Comments and Footnotes of Exhibit C of the Financial Assistance Award.

**2. Definitions Specific to this PE – Not Applicable .**

**3. Alignment with Modernization Foundational Programs and Foundational Capabilities.** The activities and services that the LPHA has agreed to deliver under this Program Element align with Foundational Programs and Foundational Capabilities and the public health accountability metrics (if applicable), as follows (see Oregon’s Public Health Modernization Manual, ([http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public\\_health\\_modernization\\_manual.pdf](http://www.oregon.gov/oha/PH/ABOUT/TASKFORCE/Documents/public_health_modernization_manual.pdf)):

**a. Foundational Programs and Capabilities (As specified in Public Health Modernization Manual)**

Program Components	Foundational Program					Foundational Capabilities						
	CD Control	Prevention and health promotion	Environmental health	Population Health Direct services	Access to clinical preventive services	Leadership and organizational competencies	Health equity and cultural responsiveness	Community Partnership Development	Assessment and Epidemiology	Policy & Planning	Communications	Emergency Preparedness and Response
<i>Asterisk (*) = Primary foundational program that aligns with each component</i>					<i>X = Foundational capabilities that align with each component</i>							
<i>X = Other applicable foundational programs</i>												
<b>Establish Linkages to Care</b>		*				X	X	X	X	X	X	X
<b>Support Providers and Health Systems</b>		*				X	X	X	X	X	X	X

<b>Partner with Public Safety and First Responders</b>		*				X	X	X	X	X	X	X
<b>Empower Individuals to make safer choices</b>		*				X	X	X	X	X	X	X

b. **The work in this Program Element helps Oregon’s governmental public health system achieve the following Public Health Accountability Metric, Health Outcome Measure:**  
 Lower the opioid mortality rate per 100,000 population

c. **The work in this Program Element helps Oregon’s governmental public health system achieve the following Public Health Accountability Metric, Local Public Health Process Measure:**  
 Not Applicable

4. **Procedural and Operational Requirements.** By accepting and using the Financial Assistance awarded under this Agreement and for this Program Element, LPHA agrees to conduct activities in accordance with the following requirements:

LPHA must:

- a. Submit local program work plan and local program budget to OHA for approval.
- b. Engage in activities as described in its local program work plan, which has been approved by OHA.
- c. Use funds for this Program Element in accordance with its local program budget, which has been approved by OHA. Modification to the local program budget may only be made with OHA approval.
- d. Ensure that staffing is at the appropriate level to address all sections in this Program Element. LPHA must designate or hire a lead staff person to carry out and coordinate all the activities described in this Program Element, and act as a point of contact between the LPHA and OHA.
- e. Provide the workspace and administrative support required to carry out the grant-funded activities outlined in this Program Element.
- f. Attend all Overdose Prevention meetings reasonably required by OHA. Travel expenses shall be the responsibility of the LPHA.
- g. Cooperate with OHA on program evaluation throughout the duration of this Agreement, as well as with final project evaluation.
- h. Meet with a state level evaluator soon after execution of this Agreement to help inform the OHA evaluation plan.

5. **General Revenue and Expense Reporting.** LPHA must complete an “Oregon Health Authority Public Health Division Expenditure and Revenue Report” located in Exhibit C of this Agreement. These reports must be submitted to OHA each quarter on the following schedule:

Fiscal Quarter	Due Date
First: July 1 – September 30	October 30
Second: October 1 – December 31	January 30
Third: January 1 – March 31	April 30
Fourth: April 1 – June 30	August 20

6. **Reporting Requirements.**

- a. LPHA must have on file with OHA an approved Work Plan no later than November 1<sup>st</sup> of each year. LPHA must implement Overdose Prevention activities in accordance with its approved Work Plan. Modifications to the plan may only be made with OHA approval.
- b. LPHA must submit quarterly Progress Reports.
- c. In addition to Section 5, General Revenue and Expense Reporting, LPHA must submit quarterly Overdose Prevention Expense Reports.
- d. OHA will provide the required format and current service data for use in completing the Work Plan, Progress and Expense Reports.

7. **Performance Measures.**

- a. LPHA must operate the Overdose Prevention Program described in its local Work Plan and in a manner designed to make progress toward achieving the following Public Health Accountability Metric -- Prescription opioid mortality rate per 100,000 population.
- b. If LPHA completes fewer than 75% of planned activities in the description above, for two consecutive calendar quarters in one state fiscal year, LPHA will not be eligible to receive funding under this Program Element in the next state fiscal year

**Attachment B  
Financial Assistance Award (FY23)**

<b>State of Oregon Oregon Health Authority Public Health Division</b>		
<b>1) Grantee</b> Name: Crook County  Street: 375 NE Beaver St., Suite 100 City: Prineville State: OR Zip: 97754-1802	<b>2) Issue Date</b> Sunday, January 1, 2023	<b>This Action</b> Amendment
	<b>3) Award Period</b> From July 1, 2022 through June 30, 2023	

<b>4) OHA Public Health Funds Approved</b>				
<b>Number</b>	<b>Program</b>	<b>Previous Award Balance</b>	<b>Increase / Decrease</b>	<b>Current Award Balance</b>
PE01-01	State Support for Public Health	\$27,826.00	\$0.00	\$27,826.00
PE01-08	COVID Wrap Direct Client Services	\$12,916.00	\$0.00	\$12,916.00
PE01-09	COVID-19 Active Monitoring - ELC	\$441,299.00	\$0.00	\$441,299.00
PE01-10	OIP - CARES	\$210,874.00	\$0.00	\$210,874.00
PE04-02	Community Chronic Disease Prevention	\$40,353.00	\$0.00	\$40,353.00
PE10-02	Sexually Transmitted Disease (STD)	\$52,904.00	\$0.00	\$52,904.00
PE12-01	Public Health Emergency Preparedness and Response (PHEP)	\$74,296.00	\$0.00	\$74,296.00
PE13-01	Tobacco Prevention and Education Program (TPEP)	\$312,907.00	\$0.00	\$312,907.00
PE36	Alcohol & Drug Prevention Education Program (ADPEP)	\$156,989.40	\$0.00	\$156,989.40
PE40-01	WIC NSA: July - September	\$52,386.00	(\$145.61)	\$52,240.39
PE40-02	WIC NSA: October - June	\$157,160.00	\$0.00	\$157,160.00
PE40-05	Farmer's Market	\$2,304.00	\$0.00	\$2,304.00
PE42-03	MCAH Perinatal General Funds & Title XIX	\$2,121.00	\$0.00	\$2,121.00
PE42-04	MCAH Babies First! General Funds	\$6,778.00	\$0.00	\$6,778.00

<b>4) OHA Public Health Funds Approved</b>				
<b>Number</b>	<b>Program</b>	<b>Previous Award Balance</b>	<b>Increase / Decrease</b>	<b>Current Award Balance</b>
PE42-06	MCAH General Funds & Title XIX	\$3,978.00	\$0.00	\$3,978.00
PE42-11	MCAH Title V	\$20,826.00	\$0.00	\$20,826.00
PE42-12	MCAH Oregon Mothers Care Title V	\$13,263.00	\$0.00	\$13,263.00
PE42-14	Home Visiting	\$50,000.00	\$0.00	\$50,000.00
PE43-01	Public Health Practice (PHP) - Immunization Services	\$8,604.00	\$0.00	\$8,604.00
PE44-01	SBHC Base	\$60,000.00	\$0.00	\$60,000.00
PE44-02	SBHC - Mental Health Expansion	\$106,760.00	\$91,195.00	\$197,955.00
PE46-05	RH Community Participation & Assurance of Access	\$17,072.63	\$0.00	\$17,072.63
PE50	Safe Drinking Water (SDW) Program (Vendors)	\$41,259.00	\$0.00	\$41,259.00
PE51-01	LPHA Leadership, Governance and Program Implementation	\$232,319.00	\$0.00	\$232,319.00
PE51-03	ARPA WF Funding	\$100,630.00	\$0.00	\$100,630.00
PE62	Overdose Prevention-Counties	\$112,080.00	\$0.00	\$112,080.00
PE62-02	Fentanyl Campaign Funds	\$0.00	\$20,720.00	\$20,720.00
		\$2,317,905.03	\$111,769.39	\$2,429,674.42

<b>5) Foot Notes:</b>	
PE01-01	9/1/2022: Funds are available 07/01/2022 - 06/30/2023. Not eligible for Carryover
PE01-08	9/1/2022: Funds are available 07/01/2022 - 06/30/2023
PE01-09	9/1/2022: Funds are available 07/01/2022 - 06/30/2023
PE01-10	9/2022: Awarded funds can be spent on allowable costs for the period of 7/1/2022 - 6/30/2024. Any unspent funds as of 6/30/23 will be rolled over into the FY24 award. Please see provided budget guidance for more details on roll over information.
PE40-01	5/2022: Underspent SFY2023 Q1 funding award needs to be spent by 9/30/2022. No unspent funds carryover to Q2-4 period.
PE40-01	01/2023: WIC NSA grant SFY2023 Q1 reconciliation - rescind underspent funds
PE40-05	5/2022: Submit final quarterly Revenue and Expense Report to State LPHA by 1/31/2023.
PE42-11	5/2022: Indirect rate maximum is 10%
PE42-12	5/2022: Indirect rate maximum is 10%
PE51-01	9/2022: Funds available for 7/1/22-6/30/23. Not eligible for carryover.
PE51-03	10/2022: unspent funds from FY23 can be carried over to FY24 – Funds must be spent by 6/30/2024.

<b>6) Comments:</b>	
PE01-08	9/2022: rollover unspent funds from FY22 to FY23;
PE01-09	9/2022: rollover unspent funds from FY22 to FY23;
PE01-10	9/2022: rollover unspent funds from FY22 to FY23;
PE04-02	9/2022 - Carryover \$15,353 from FY22 8/2022 - Change end date from 9/30/22 to 6/30/23 and increase award. 5/2022: Award is for 7/1/22-9/30/22. Additional funding is expected to be awarded in the future.
PE12-01	12/2022: SFY23 Unspent SFY22 funds \$4,164 must be spent by 6/30/2023. A revised program budget is due 1/31/2023
PE13-01	10/2022: Amendment to add FY22 Carry over funds of \$75,029 & BM108 funds of \$103,358
PE36	9/2022: move funds between PCA's.carryover from fy22
PE40-01	5/2022: SFY23 award; require spend on \$10477 Nutrition Ed, \$1351 on BF Promotion
PE40-02	5/2022: SFY23 Q2-4 award: spend \$31432 on Nutrition Ed, \$4053 on BF Promotion
PE40-05	5/2022:SFY2023 WIC FDNP mini grant, to be paid in equal installment on 7/1 and 10/1 of 2022.
PE42-04	5/2022: SFY23 award is for the period of 7/1/2022 to 6/30/2023.
PE44-02	2/2023: Q1 SFY23 re-obligated roll-over from Q4 SFY22, based on final R/E report 8/2022: realignment of funding source
PE46-05	07/2022: SFY23 Title X Initial Award
PE50	12/2022: realign funding for Q1 rollover catch up payment 12/2022: Rollover unspent FY22 funds to FY23 award 10/2022: realign funding sources;
PE51-01	9/2022: move unspent funds from FY22 to FY23;
PE51-03	9/2022: rollover unspent funds from FY22
PE62	12/2022: FY23 additional funds of \$84,060 available 10/1/22 - 6/30/23. 7/2022: Prior comment null and void. \$18,680 available July 1-August 31, 2022. \$9,340 available September 1- 30, 2022 only. No funds eligible for carry forward. 5/2022: FY23 funds available 7/1/22 - 8/31/22 only.
PE62-02	12/2022: FY23 Funds Available 1/1/23 - 6/30/23

<b>7) Capital outlay Requested in this action:</b>				
Prior approval is required for Capital Outlay. Capital Outlay is defined as an expenditure for equipment with a purchase price in excess of \$5,000 and a life expectancy greater than one year.				
Program	Item Description	Cost	PROG APPROV	

**Attachment C**  
**Information required by CFR Subtitle B with guidance at 2 CFR Part 200 (FY23)**

**PE40-01 WIC NSA: July - September**

Federal Award Identification	217OROR7W1003	217OROR7W1003	217OROR7W1003
Federal Award Date:	04/06/22	04/06/22	04/06/22
Budget Performance Period:	10/01/2021-09/30/2022	10/01/2021-09/30/2022	10/01/2021-09/30/2022
Awarding Agency:	FNS USDA	FNS USDA	FNS USDA
CFDA Number:	10.557	10.557	10.557
CFDA Name:	WIC NSA Grant	WIC NSA Grant	WIC NSA Grant
Total Federal Award:	\$26,840,681	\$26,840,681	\$26,840,681
Project Description:	WIC Admin	WIC Nutrition Education	WIC Breastfeeding Promotion
Awarding Official:	USDA Western Region	USDA Western Region	USDA Western Region
Indirect Cost Rate:	17.64%	17.64%	17.64%
Research and Development (T/F):	FALSE	FALSE	FALSE
HIPPA	No	No	No
PCA:	52255	52257	52256
Index:	50331	50331	50331

Agency	UEI	Amount	Amount	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$40,441.51	\$10,447.88	\$1,351.00	\$52,240.39

**PE62-02 Fentanyl Campaign Funds**

Federal Award Identification Number:	NU17CE925018
Federal Award Date:	08/10/22
Budget Performance Period:	9/1/21 - 8/31/23
Awarding Agency:	CDC
CFDA Number:	93.136
CFDA Name:	Injury Prevention and Control Research and State and Community Based Programs
Total Federal Award:	\$2,834,987
Project Description:	Oregon Overdose Data To Action (OD2A)
Awarding Official:	Janelle Valladares
Indirect Cost Rate:	14.18%
Research and Development (T/F):	FALSE
HIPPA	No
PCA:	52261
Index:	50339

Agency	UEI	Amount	Grand Total:
Crook	W2NEWLAM2YM6	\$20,720.00	\$20,720.00



## AGENDA ITEM REQUEST

**Date:**

4/11/2023

**Meeting date desired:**

4/18-19

**Subject:**

Staff member promotion

**Background and policy implications:**

Aly Weiss was promoted out of her HSI position 3/16. Shelby Fisher has been cross training to move into a HSI but has been waiting until her current position

**Budget/fiscal impacts:**

The longer we wait to fill Aly's old position (Health Strategist I), the more under spent we will be in those budgets.

**Requested by:**

Katie Plumb, Director Health & Human Services  
kplumb@crookpublichealthor.gov 541-447-5165

**Presenters:**

Katie Plumb, Director Health & Human Services

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

/



**PERSONNEL ACTION FORM**

EMPLOYEE INFORMATION				
<b>Employee Name:</b> (Last, First Name MI):  Fisher, Shelby	<b>Employment Type:</b> Full Time (30+ Hrs.) <input checked="" type="checkbox"/> Part Time (<30 Hrs.) <input type="checkbox"/> On-Call <input type="checkbox"/>	<b>Employment Status:</b> Probationary <input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input type="checkbox"/> Elected Official <input type="checkbox"/>	<b>Employment Action:</b> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Promotion <input checked="" type="checkbox"/> Annual Increase <input type="checkbox"/> Increase Outside of Annual <input type="checkbox"/> Probationary Review <input type="checkbox"/> Termination <input type="checkbox"/> Refill: <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Employment Classification:</b>  Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Effective Date:</b> 3/16/2023	New Position <input type="checkbox"/> Budgeted/Vacant Position <input type="checkbox"/>	Replacement Position <input type="checkbox"/> Replaces:		
<b>Position #:</b>	<b>Reason:</b>			
<b>DETAIL</b>	<b>FROM (present status)</b>	<b>TO (new status)</b>		
FTE: (e.g. 1.0, .80)				
Hours Per Day/Scheduled Days:				
Dept./Office:	Health	Health		
Position - Job Title:	Admin Clerk	Health Strategist I		
Salary Grade/Step:	111/5	116/2		
Monthly & Annual Salary (Exempt): OR Hourly Rate (Non-Exempt):	\$19.03 hr	\$21.57 hr		
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
<b>Comments/Notes:</b>				
_____ Human Resources Signature		_____ Finance Signature		_____ Date
_____ Department Head Signature		_____ Employee Signature (if applicable)		_____ Date
<b>County Court Signatures Required For:</b> Department Head <input type="checkbox"/> New Position <input type="checkbox"/> Termination/Demotion <input type="checkbox"/> Increase (2 steps or greater) <input type="checkbox"/>				
_____ County Judge		_____ County Commissioner		_____ Date
_____ County Commissioner		_____ Date		



## Agenda Item Request

**Date:**

April 13, 2023

**Meeting date desired:**

April 18, 2023 Work Session

**Subject:**

County Court meeting schedule

**Background and policy implications:**

*The County Court meetings have in the past been noticed with a template that allowed noticing without specifics as to agenda items. Upon review of public meeting notice requirements, we are updating the published notice format. This change will require some adjustments to meeting agenda item deadlines. Also, we desire to discuss with you a framework for work session meetings going forward to implement the goals.*

**Budget/fiscal impacts:**

None

**Requested by:**

Andy Parks

**Presenters:**

Andy Parks, Sarah Puerner

**Legal review (only if requested):**

NA

**Elected official sponsor (if applicable):**

NA

**Attachments**

Memo

Crook County  
Discussion – Court Meetings  
April 4, 2023

Present:

Regular Court meetings – twice per month 1<sup>st</sup> and 3<sup>rd</sup> Wednesday 9 am at the Annex Courtroom  
Work Session meetings – weekly if agenda items on Tuesdays 9 am in the Admin Conference Room, occasionally at COCC.

Public notice

- Must have 24-hour notice
- Local newspaper deadline is noon Thursday for publication the following Tuesday

Regular Court meetings

- Agenda items due 9 am Wednesday before meeting
- Review at department head meeting 11 am Wednesday before meeting
- Public Notice sent prior to noon Thursday before meeting
- Public Notice published Tuesday 24-hours before meeting

Work session meetings

- Agenda items due 5 pm Thursday before meeting
- Pre-March 17 a generic notice was provided to newspaper for publication week prior to meeting

Suggested

Regular Court meetings

- Agenda items due 5 pm Tuesday before meeting
- Review at department head meeting 11 am Wednesday before meeting
- Public Notice sent prior to noon Thursday before meeting
  - Notice to include reviewed agenda items, limit adding items after publication
- Public Notice published Tuesday 24-hours before meeting

Work session meetings

- Consider moving meeting date from Tuesdays to Wednesdays and or Thursdays
  - Use the meetings the week before department head meetings (two weeks before Court meetings) for agenda preparation
  - Use the meetings the “off” week of regular Court meetings to implement goals
    - Meetings with individual departments to review and document operations, service levels, activities, etc.

- Agenda items due 5 pm Wednesday the week before the meeting
- Post-March 17 provide notice with full work session meeting agenda by noon Thursday for publication the following Tuesday
- Hold work session meetings on the following Wednesday or Thursday

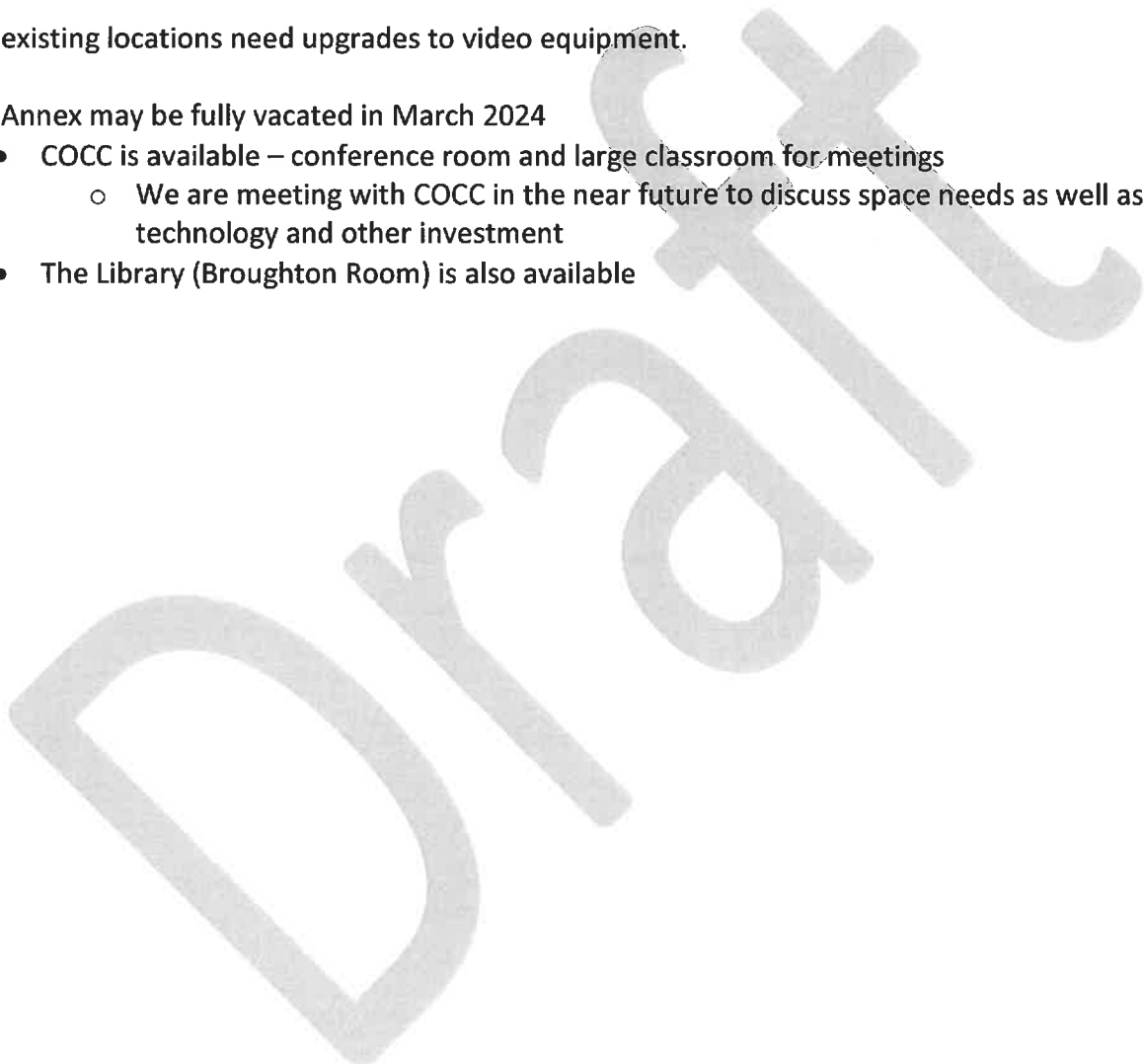
**Meeting location/video**

Present meetings are not videotaped and video is not available to those attending  
This practice is inconsistent with transparency and with practice of other local governments

The existing locations need upgrades to video equipment.

The Annex may be fully vacated in March 2024

- COCC is available – conference room and large classroom for meetings
  - We are meeting with COCC in the near future to discuss space needs as well as technology and other investment
- The Library (Broughton Room) is also available





## Agenda Item Request

**Date:**

*April 11, 2023*

**Meeting date desired:**

*April 18, 2023 Work Session*

**Subject:**

*Consider an amendment to the personal services agreement with GEL Oregon, Inc., to provide County Administrator services. Specifically, to implement and perform the responsibilities of a County Administrator position and work with the County Court and organization to review operations, policies, procedures, roles and responsibilities to prepare the organization for hiring this position should it choose to do so.*

**Background and policy implications:**

*The County Court retained Andy Parks of GEL Oregon, Inc., effective October 2022 to perform several specific assignments, including studies and reports, serving as the County's Budget Officer and performing various administration and governance work to enhance organizational effectiveness and efficiency. Two assignments; the IT Strategic Road Map and County-wide goal setting effort each came to a finding and or recommendation that the addition of a County Administrator position would help the organization achieve its goals and improve organization effectiveness and efficiency. The County Court adopted the IT Strategic Road Map and County-wide Goals and Objectives and Department Work Plans at its April 5, 2023 meeting. Upon passing the goals, Judge Crawford requested moving forward with amending the contract with GEL to facilitate incorporating the Administrator position into the organization.*

**Budget/fiscal impacts:**

*The budget/fiscal impact for fiscal year 2023 is limited as GEL is under contract through June 30, 2023. Going forward this position is anticipated to cost approximately \$250,000 per year, which is anticipated to be offset with improved efficiency and effectiveness of the organization as well as potential new revenue through the efforts of this position and elected officials that may devote their time to those efforts rather than the day-to-day operations of the County.*

**Requested by:**

*Seth Crawford, County Judge*

**Presenters:**

*County Court*

**Legal review (only if requested):**

*Pending legal review*

## ADMENDMENT TO PROFESSIONAL SERVICES CONTRACT

This Amendment to Professional Services Contract (“Amendment”) is entered into this 19th day of April 2023 and effective April 19, 2023, by and between Crook County, a political subdivision of the State of Oregon (hereinafter “County”), and A. Andrew Parks, CPA & GEL Oregon, Inc., (hereinafter “Contractor”).

### RECITALS

**WHEREAS**, on October 5, 2022, County and Contractor entered into a Professional Services Contract (hereinafter “Agreement”) for project services; and

**WHEREAS**, County and Contractor desire to amend the scope of services and extend the term of the Agreement an additional eighteen months to December 31, 2024.

### AGREEMENT

NOW, THEREFORE, in consideration of the promises set forth herein, the parties to this Amendment agree as follows:

1. Term. The Agreement is hereby extended to expire on December 31, 2024.
  2. Scope of Work. Contractor’s scope of work under paragraph 5 of the Agreement (Exhibit A) shall be amended to include implementing and performing the responsibilities of a County Administrator position (as described in Exhibit B) and work with the County Court and organization to review operations, policies, procedures, roles and responsibilities to prepare the organization for hiring this position, should it choose to do so.
  3. Fee for Services. For the duration of this Amendment, Contractor’s monthly base rate shall be \$18,500 through April 30, 2024, and \$19,400, May 1, 2024 through December 31, 2024. Additionally, an expense allowance of \$2,220 per month shall remain in effect through June 30, 2023, \$2,350 per month July 1, 2023, through June 30, 2024, and \$2,424 per month July 1, 2024, through December 31, 2024. Additionally, the parties to this agreement will work toward an amendment for additional performance based pay by July 31, 2024.
  4. Reaffirmation of Professional Services Contract. Except as modified by this Extension, all terms and conditions of the Agreement are reaffirmed and remain unmodified and in full force and effect.
- ///
- ///
5. Counterparts. This Extension may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together shall constitute one in the same instrument. Facsimiles and electronic transmittals of the signed document shall be binding as though they were an original of such signed document.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective the date first set forth above.

ACCEPTED FOR CONSULTANT:  
GEL OREGON, INC.

ACCEPTED FOR CROOK COUNTY  
CROOK COUNTY COURT

BY: \_\_\_\_\_  
A. Andrew Parks

\_\_\_\_\_  
Seth Crawford, County Judge

Print Name

\_\_\_\_\_  
Jerry Brummer, County Commissioner

TITLE: \_\_\_\_\_  
President

\_\_\_\_\_  
Brian Barney, County Commissioner

DATE: \_\_\_\_\_

Date: \_\_\_\_\_



**PROFESSIONAL SERVICES CONTRACT**

CONTRACTOR: A. Andrew Parks, CPA & GEL Oregon, Inc. DATE: Oct. 5, 2022  
 ADDRESS: 27411 SW Campbell Lane West Linn OR 97068  
Street Address City State Zip  
 PHONE NUMBER: 541-913-9779 EMAIL: aparks@geloregon.com

The signing of this Contract (Agreement) by CONTRACTOR and CROOK COUNTY, a political subdivision of the State of Oregon, authorizes CONTRACTOR to carry out and complete the services as described below in consideration of the mutual covenants set forth herein.

- 1) **PROJECT:** The services to be provided by Contractor are as follows: Provision of operational assistance services for the County Administration, Airport, Finance, Human Resources, Information Technology, Legal/County Counsel, and Road departments, as described on the attached Exhibit A "Scope of Services."
- 2) **DURATION:** This Agreement shall run from October 6, 2022 through June 30, 2023, unless terminated sooner according to the provisions of this Agreement.
- 3) **FEE FOR SERVICES:** Contractor's fee for services shall be as follows:  
 Seventeen Thousand Five Hundred and 00/100 Dollars (\$17,500.00) per month, plus an expense allowance of \$2,220 per month for mileage, housing, and meals. A total of \$19,700 per month.
- 4) **EXTRA SERVICES:** CONTRACTOR may also perform Extra Services (services not specified under Scope of Services), provided Contractor and Crook County have agreed in writing to the Scope and fees for such Extra Services.
- 5) **SCOPE OF WORK:** Contractor shall perform the following work: The services described on the attached Exhibit A.
- 6) **PAYMENT:** Contractor must provide Crook County with a fully completed W-9 form upon execution of the Agreement and prior to beginning services. Contractor will not be paid until a fully completed W-9 form is submitted.
- 7) **INDEPENDENT CONTRACTOR:** It is understood and agreed that Contractor, while performing services pursuant to this Agreement, is at all times acting and performing as an independent contractor.
- 8) **TAX DUTIES AND LIABILITIES:** Neither federal, nor state, nor local income tax or payroll tax of any kind will be withheld or paid by Crook County. Contractor is responsible to pay, according to law, Contractor's income tax and self-employment tax, if applicable.
- 9) **CONFIDENTIALITY:** During the course of performance of work under this Agreement, Contractor may receive information regarding organizations and the County's business practices, employees, clients, etc. Contractor agrees to maintain the confidentiality of such information and to safeguard such information against loss, theft or other inadvertent disclosure.


- 10) **AUTHORIZED SIGNATURES REQUIRED:** Only those persons authorized by the Crook County Purchasing Rules and Procedures may enter into a binding agreement or contract, including a purchase order, for the purchase or sale of goods or services on the part of the county. All persons doing business with the County shall be responsible for being familiar with the Crook County Purchasing Rules and Procedures and for ensuring that the person purporting to act for the County has been duly authorized.
- 11) **PAYMENT BY COUNTY:** County will pay CONTRACTOR \$19,700 on the 25<sup>th</sup> day of each month beginning October 25, 2022 (October to be prorated in the amount of \$16,886, \$15,000 services and \$1,886 expenses).
- 12) **INDEMNIFICATION:** Contractor shall defend, indemnify and hold harmless Crook County, its agents, servants and employees, respectively, against all claims, demands and judgments (including attorney fees) made or recovered against them for damages to real or personal property or for bodily injury or death to any person, arising out of, or in connection with this Agreement, to the extent such damage, injury or death, is caused by the negligence or intentional wrongful act of Contractor, for its employees, servants or agents.
- 13) **COMPLIANCE WITH THE LAWS:** Contractor agrees to comply with the provisions of this Agreement, Title VI of the Civil Rights Act of 1964, and with all applicable federal, state, county and local statutes and rules.
- 14) **PROTECTION OF PERSONAL INFORMATION:** If Contractor obtains any personal information as defined in ORS § 646A.602(11) related to this Agreement or concerning any County employee, Contractor agrees to provide appropriate safeguards to protect the security of this information. Contractor shall have provided appropriate safeguards by meeting or exceeding the requirements stated in ORS §646A.622.
- 15) **CONDITIONS CONCERNING PAYMENT, CONTRIBUTIONS, LIENS, WITHHOLDING:** Pursuant to ORS 279B.220, Contractor shall: (a) Make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the Agreement; (b) Pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the Agreement; (c) Not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation, or subdivision thereof, on account of any labor or material furnished; and (d) Pay to the Department of Revenue all sums withheld from employees under ORS 316.167.
- 16) **CONDITIONS CONCERNING PAYMENT FOR MEDICAL CARE AND PROVIDING WORKERS' COMPENSATION:** Pursuant to ORS 279B.230, Contractor shall: (a) Promptly, as due, make payment to any person, copartnership, association, or corporation furnishing medical, surgical, and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums that Contractor agrees to pay for the services and all monies and sums that Contractor collected or deducted from the wages of employees under any law, contract, or agreement for the purpose of providing or paying for the services; and (b) Comply with ORS 656.017 or if not exempt under ORS 656.126.

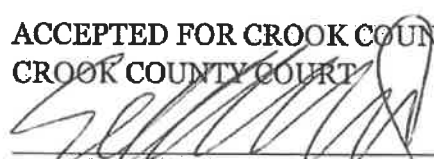
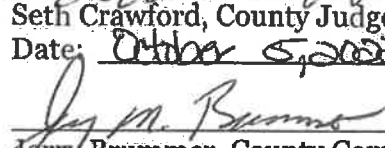
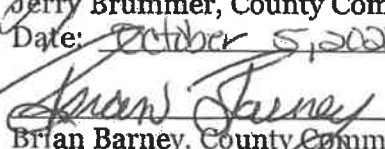
- 17) **ENTIRE AGREEMENT:** This Agreement signed by both parties is the final and entire agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents and representatives.
- 18) **AMENDMENTS:** This Agreement may be supplemented, amended or revised only in writing signed by both parties.
- 19) **ASSIGNMENT:** Contractor may not assign this Agreement, in whole or in part, without the prior written consent of County.
- 20) **EQUIPMENT, TOOLS, MATERIALS, AND/OR SUPPLIES:** Contractor will provide all equipment, tools, materials or supplies necessary to fulfill Contractor's obligations under the terms of this agreement
- 21) **TERMINATION:** (a) Either party may terminate this Agreement after giving seven (7) days prior written notice to the other of intent to terminate without cause. The parties shall deal with each other in good faith during the seven (7) day period after notice of intent to terminate without cause has been given; (b) With reasonable cause, either party may terminate this Agreement effective immediately after giving written notice of termination for cause. Reasonable cause shall include material violation of this Agreement or any act exposing the other party to liability to others for personal injury or property damage; (c) Notwithstanding any other provision of this Agreement, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Agreement during any of the County's future fiscal years unless and until the Crook County Court appropriates funds for this Agreement in the County's budget for such future fiscal year. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of June 30 of the last fiscal year for which funds were appropriated.
- 22) **NO AUTHORITY TO BIND CROOK COUNTY:** Contractor has no authority to enter into contracts on behalf of Crook County. This Agreement does not create a partnership between the parties.
- 23) **HOW NOTICES SHALL BE GIVEN:** Any notice given in connection with this Agreement must be in writing and be delivered either by hand to the party or by certified mail, return receipt requested, to the party at the party's address as stated above, or to Crook County at 300 N.E. 3<sup>rd</sup> Street, Room 10, Prineville, OR 97754.
- 24) **GOVERNING LAW AND VENUE:** Any dispute under this Agreement shall be governed by Oregon law with venue being located in Crook County, Oregon.
- 25) **SEVERABILITY:** If any part of this Agreement shall be held unenforceable, the rest of this Agreement will remain in full force and effect.
- 26) **INSURANCE AND LICENSE:** At all times work is performed under this agreement, Contractor must be licensed and must maintain Commercial General Liability insurance with minimum limits equal to the liability limits as set by the Oregon Revised Statutes for a public entity (ORS 30.260 et seq.) aggregate. Upon request, Contractor must provide County with evidence of insurance.
- 27) **ATTORNEY FEES:** In the event an action, lawsuit, or proceeding, including appeal therefrom, is brought for failure to observe any of the terms of this Agreement, each party shall bear its

own attorney fees, expenses, costs, and disbursements for said action, lawsuit, proceeding, or appeal.

- 28) WAIVER: The failure of either party at any time or from time to time to enforce any of the terms of this Agreement shall not be construed to be a waiver of such term or of such party's right to thereafter enforce each and every provision of the Agreement.
- 29) HOURS: Pursuant to ORS 279B.235, with certain exceptions listed below, Contractor shall not require or permit any person to work more than 10 hours in any one day, or 40 hours in any one week except in case of necessity, emergency, or where public policy absolutely requires it, and in such cases person shall be paid at least time and a half for: (a) All overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday, or (2) All overtime in excess of 10 hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday, and (3) All work performed on the day specified in ORS 279B.020(1). (4) Contractor shall follow all other exceptions, pursuant to ORS 279B.235 (for non-public improvement contracts), including contracts involving collective bargaining agreements and contracts for services; (5) Contractor must give notice to employees who work on a public contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.
- 30) COUNTERPARTS: This Agreement may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together shall constitute one in the same instrument. Facsimiles and electronic transmittals of the signed document shall be binding as though they were an original of such signed document.

CONTRACTOR and CROOK COUNTY acknowledge that they are in agreement with the terms and conditions set forth in this Professional Services Contract.

ACCEPTED FOR CONTRACTOR:  
 BY:   
A. Andrew Parks  
 Print Name  
 TITLE: CPA  
 DATE: 10/5/2022

ACCEPTED FOR CROOK COUNTY:  
 CROOK COUNTY COURT  
  
 Seth Crawford, County Judge  
 Date: October 5, 2022  
  
 Jerry Brummer, County Commissioner  
 Date: October 5, 2022  
  
 Brian Barney, County Commissioner  
 Date: October 5, 2022

**EXHIBIT A**  
Scope of Services

**Finance:**

Provide executive-level Chief Financial Officer services including but not limited to the following:

- Support and mentor Christina Haron, CPA in her efforts to oversee the day-to-day operations of the Finance department.
- Collaborate with Christina to create plan for skills and knowledge development to advance to finance director role.
- Review monthly financial budget – actual reports, provide timely comments and suggestions to Christina.
- Review and approve quarterly financial reports.
- Fill Budget Officer role.
  - Oversee preparation of County-wide budget.
  - Coordinate with Christina for Finance department assistance and skill and knowledge development of Finance staff.
- Coordinate and or perform financial analysis to ascertain organization capacity to hire additional employees in FY 2024 and beyond.
- Provide financial advice/counsel to Court members and department heads.
- Assist Christina with review and update of fiscal policies.
- Review all agreements involving the transfer of financial resources to or from the County.
  - Discuss with Christina and others as needed.
- Review recent effort related to insurance agent of record selection and insurance coverage selected.
  - Based on results, coordinate an organization-wide review of insurance requirements and alternatives.
    - Use management team to review and discuss requirements and alternatives.
    - Provide brief report of findings and recommendation to Court.
    - Execute decision of Court.
- Other tasks as requested by the County Court.

**Human Resources:**

- Assist Human Resource Director with coordination and selection of senior management team-building and training program consistent with adopted budget resources.
- Assist Human Resource Director with policy and procedure review, including but not limited to the roles and responsibilities of the Human Resources Director, department heads, elected officials serving in department head roles, and County Court members in all aspects of human resource management, such as hiring, firing, promotions, reviews, salary administration, etc.

**Information Technology:**

- Complete an IT Strategic Plan utilizing County IT resources to:

- Document existing conditions, including but not limited to current infrastructure, hardware and software, staffing, staffing skills, maintenance agreements, etc.
- Leverage organization-wide staff resources to document existing departmental software, issues, concerns, opportunities, desired and or planned software and other innovation needs/plans.
- Based on current infrastructure and desired state, utilize internal IT resources, supported by external expertise, to document desired state.
- Utilize an IT technical committee and external IT experts to advise and review strategy.
- Secure adoption of strategy.
- Implement strategy.

### **Airport**

- Implement work plan included in budget.
- Coordinate preparation of IGA to transfer management authority from the City of Prineville to Crook County.
- Draft business plan.
- Coordinate efforts between City and County to move financial/accounting activity as needed.

### **Road Funding, i.e., Special District**

- Coordinate County's research efforts to confirm federal timber funds directed to a special district will lead to additional total resources to the County.
- Pending positive research findings, coordinate staff efforts to create a special district to receive federal timber revenue.

### **Administration / Governance**

- Coordinate regular department head meetings (bi-monthly).
  - Collaborate with departments to determine required vs discretionary attendance.
  - Schedule meetings to be no less than one week before regular Court meetings.
  - Coordinate between departments and Court members to enhance planning of agenda items for regular meetings and work sessions.
  - Review agenda materials before posting/distributing.
  - Incorporate management training/team building into meetings.
  - Incorporate an "innovation" segment into meetings.
- Review and update management/use of Court meeting calendar.
- Review existing communications channels, reports, etc., and suggest revisions to ensure all Court members are receiving the same information used for decisions in a timely and consistent manner.
- Other as requested by the County Court.

### **Legal:**

- Collaborate with legal staff to document the scope of work effort/responsibilities of the legal department and identify opportunities for workload reallocation to other departments.

**Term:**

October 6, 2022 – June 30, 2023.

**Time commitment:**

90% of full-time equivalent.

**Location:**

Initially, an average of 2-3 days/week on-site. Based upon activity this may evolve to additional days on-site.

**Note:**

*The total billing for my time is capped at \$17,500/month plus expense allowance.*

## Exhibit B

# County Administrator

**Department:** Administration  
**Reports to:** County Court  
**Classification:** Exempt  
**Grade:** Estimated 138-140  
**Salary Range:** TBD

### Summary

The County Administrator is appointed by and serves at the pleasure of the County Court. The County Administrator manages the activities of the County by implementing the policies and goals of the County Court. The incumbent is responsible for coordinating operations between independent departments and county service districts, and for providing advice and policy recommendations to the Court. The County Administrator oversees appointed department directors and coordinates with elected department directors to accomplish objectives that support County goals.

Crook County is a full-service local government with the following operations:

- Community Justice including the Sheriff's Office, Patrol and Special Services, Jail, and Parole and Probation; District Attorney and Victims Assistance, and Juvenile services.
- Public Infrastructure including Roads, Landfill, and Airport.
- Community services including Health and Human Services, Veterans Services, Fairgrounds, Library, Clerk, Community Development and Weed Control.
- Administrative and support services including Assessor, Facilities, Information Technology, Human Resources, Finance, Legal and Administration.

The County has two collective bargaining units; the Crook County Deputy Sheriffs Association and Oregon AFSCME Council 75/AFL-CIO.

### Essential Job Functions

*The information provided below encompasses the essential functions and capabilities linked with this position.*

The County Administrator serves as an experienced administrator with proficiency in overall municipal operations and exceptional communication and interpersonal skills.

Demonstrates efficiency, organization and ability to prioritize effectively. In working with staff, the County Administrator is approachable, supportive, and maintains a positive outlook while mitigating difficult and/or sensitive situations.

Empowers staff by providing clear direction, establishing high standards of accountability and allowing directors/managers to manage their departments. The County Administrator has the



## Exhibit B

ability to foster an atmosphere of teamwork and collaboration and embodies honesty with a strong sense of personal and professional integrity.

Develops and maintains an excellent working relationship with the Court on both an individual and collective basis. Maintains the ability to keep the Court accurately informed in a timely manner, has an open-door policy for the Judge and Commissioners and provides timely, well-researched recommendations, analysis and alternatives to the Court so that they may make informed decisions.

Adept at assisting the Court in translating their vision and goals into action plans with the ability to carry out their intentions and directions in a positive and transparent way.

Directs and coordinates the overall management of County Government in accordance with policies set by the County Court, and state statutes; acts as liaison between the Court, departments, elected officials, the public, and federal, state and local government agencies.

Prepares Court meeting agendas consistent with Court operating practices.

Works with the Court and County staff to ensure that Court orders, ordinances, and resolutions are prepared consistent with the direction of the Court.

Supports and coordinates the Court's development of goals, both short- and long-term. Develops objectives and strategies to achieve goals, ensures the development and alignment of department strategic plans and annual work plans with County goals. Implements goals and reports to the Court on the performance of the organization relative to the goals.

Serves as the County's Budget Officer. Reviews requested budgets submitted by all County departments and the Road District; and presents proposed budgets and department work plans that support Court goals consistent with fiscal policies for consideration by the County Budget Committee. Forecasts and monitors revenues and expenditures throughout the year, proposing budget adjustments as needed.

Ensures coordination and cooperation between County departments, service districts and statutory entities; facilitates interdepartmental communication and problem solving; encourages County-wide consensus on the elimination of service duplication.

Oversees, coordinates and performs special projects as necessary to accomplish goals.

Work with the Court to develop a County-wide communications plan and strategy with other government agencies inclusive of the development of intergovernmental programs and projects and resolution of intergovernmental problems and issues.

Work with the Court to develop a County-wide public relations and information program inclusive of oversight, responses to complaints and inquiries from the news media, the public and County employees.

Consults with the County Court on the hiring and dismissal of appointed department directors; County Administrator recommends hiring department directors to the Court, with the Court, by majority ratifying hiring of appointed department directors. The County Administrator evaluates, disciplines, including dismissal, and directs directors in accordance with Court

## Exhibit B

policies and applicable legal requirements. The County Administrator may recommend reorganization, with Court approval to improve operation and organization effectiveness.

Directs the daily operations of the Court office; hires and supervises professional and administrative support staff to provide quality service to citizens and County staff; prepares performance evaluations; administers progressive discipline; conducts and/or facilitates staff training and development programs;

Work with the Court and departments to update the County's purchasing policy, practices and processes.

Work with the Court and departments to review the organization's oversight, practices and processes for contracts and grants, risk management and property management.

### **Competencies: Knowledge, Skills, Abilities**

The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.

Strong budget and financial management skills and the ability to continue the County's excellent budgeting and fiscal policies. The County Administrator must be fiscally responsible and possess the ability to manage within established budgetary constraints. The individual works effectively with department heads, elected officials, the Court and the community to develop the best financial solutions for the County while possessing the ability to prioritize and innovatively meet County needs. The County Administrator must have advanced knowledge and background in Oregon Budget law.

The County Administrator maintains advanced working knowledge of labor and employment law and maintains a positive reputation for working in a collaborative manner with all groups of employees. In addition, the person possesses excellent problem-solving skills, has the ability to develop solutions and make good decisions. The County Administrator must be impartial, fair and able to generate trust within the organization.

The County Administrator has the ability to develop and maintain effective partnerships with other governmental entities and recognize that regional involvement, cooperation and collaboration is essential to the overall welfare of the County. They are a part of local, regional and other professional networks in order to bring new ideas to staff and the Court and to gain insight into challenges and solutions.

The County Administrator is a creative problem solver. They have the ability to multi-task all of the different ongoing County business needs while simultaneously communicating with staff and members of the community and generating a feeling of trust that things are being taken care of properly and effectively. The County Administrator has an affinity and a feel for small, rural growing communities and an appreciation of the community values.

## Exhibit B

### Required Education, Training, and Experience

Bachelor's degree in public and or business administration or related field.

Five or more years of local government management experience as a County and or City Administrator/Manager, Assistant County and or City Administrator/Manager or multi-department head position or equivalent combination of education and experience required. Certification as an ICMA Credentialed Manager, and Oregon experience is preferred.

### Supervisory Responsibility

This position supervises approximately fourteen appointed department directors/managers and administrative support staff. Additionally, the position works with an additional six elected officials that oversee various departments and functions and collaborates with two managers overseeing County special districts.

### Work Environment

The following work environment(s) exist in the performance of this position.

- Remain in a stationary position (sitting or standing) for extended periods of time, occasionally stand, walk, stoop or kneel for extended periods of time.
- Exert up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, to lift, carry, push, pull or otherwise move objects.
- Maintain sustained concentration on computer screens and use keyboards and a variety of peripherals.
- Work is generally performed in an office setting.

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

### Position Type and Expected Hours of Work

This is an exempt position

### Work Environment

This position requires occasional travel

