



CROOK COUNTY BOARD OF COMMISSIONERS AGENDA

Wednesday, April 17, 2024 at 11:30 am

Crook County Annex | 320 NE Court St. | Prineville OR

Members of the public and media are welcome to attend in person or via Zoom: Phone: 1-253-215-8782; Meeting ID: 961 6652 3897; Passcode: 077078

PUBLIC COMMENT

DISCUSSION

1. Discuss roles and responsibilities of Commissioners and Board Chair

Requester: Susan Hermreck / Andy Parks

PUBLIC COMMENT

NOTICE AND DISCLAIMER

The Crook County Board of Commissioners is the governing body of Crook County, Oregon, and holds public meetings (generally on the first and third Wednesday of each month) to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the Crook County Board of Commissioners has published this PDF file. This file contains the material to be presented before the Board of Commissioners for its next scheduled regular meeting.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content may be added, removed, or changed between when this file is posted online and when the Board of Commissioner meeting is held. The material contained herein may be changed at any time, with or without notice.

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Please also note that this file does not contain any material scheduled to be discussed at an

executive session, or material the access to which may be restricted under the terms of Oregon law.

If you are interested in obtaining additional copies of any of the documents contained herein, they may be obtained by completing a Crook County Public Records Request form. Request forms are available on the County's website or at the County Administration office at 203 NE Court Street, in Prineville.

Additional Items

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-6555. Assistance to handicapped individuals is provided with advance notice.

Contact: Seth Crawford (seth.crawford@co.crook.or.us (541) 447-6555) | Agenda published on 04/15/2024 at 4:10 PM



Agenda Item Request

Date:

April 2, 2024

Meeting dates desired:

April 10, 2024, work session

Subject:

Discuss roles and responsibilities of Court (all commissioners) and board chair

Background and policy implications:

The County Court discussed roles of the commissioners at its March 1, 2024, goal setting meeting, changed its form of governance March 8, 2024, and discussed roles and responsibilities of commissioners at its March 13, 2024, work session. The attached red-line document includes the desired changes to a draft document discussed March 1. The draft roles and responsibilities for the board chair have yet to be discussed, including whether certain responsibilities should be allocated amongst all commissioners. Also, at the March 13 meeting there was brief discussion about the committees commissioners may serve. A schedule of committees, present appointments, and other requested information is provided. It is desired that the Board determine which commissioner will serve on the various committees and complete the roles and responsibilities of the commissioners and chair at this meeting.

Budget/fiscal impacts:

Not determined.

Legal Review:

NA

Requested by:

Andy Parks, Contract County Administrator

Presenters:

Andy Parks, Contract County Administrator – to introduce and facilitate the discussion.

Attachments

- *Draft roles and responsibilities of County Commissioners – red-line*
- *Draft roles and responsibilities of County Judge/Board Chair*
- *Draft of committees the Crook County Board of Commissioners have an opportunity to fill a committee board seat, the purpose of the committee and the commissioner, if any, presently filling a board seat*

Role of Board Chair

(prepared by Judge Crawford)

The role of a County Judge/Chair is both outward facing and inward facing. The J/C works with staff to identify community priority agenda items, prepare Agendas for County meetings, and run those meetings. By proactively providing information related to community priorities the J/C helps advertise and promote the work of the County Government. The amount of media coverage of County business has declined in the last decade, so social media reach is a necessary part of the job.

The J/C also handles all public relations and manages relationships with the Association of Oregon Counties, Association of Eastern Oregon Counties, state-wide elected officials, state legislators, and members of Congress.

The County does not have a public relations or lobbying team, so the J/C takes on those roles to insure that County residents and non-residents are well aware of County issues and opportunities for economic development and tourism. This involves work with Business Oregon as well as Travel Oregon. The J/C interfaces with other state agencies as well as the Governor on an as needed basis, to insure that leaders in Salem are aware of the local impacts of State Agency Actions.

When it comes to discretionary state funds such as ARPA dollars the J/C coordinates with the AOC and other groups to maximize state and federal dollars coming back to Crook County.

If the County refers an election issue, such as bonds, to the voters of Crook County, the J/C takes a leading role in those campaigns. The J/C manages messaging around the issues, as well as campaign fundraising to make sure that County voters understand the benefits and burdens associated with the election issue.

The J/C is the face of the County government and needs to regularly attend and actively participate in stakeholder organizations that promote Crook County, as well as regional organizations that could have a positive or negative impact on the County.

The J/C is the person that constituents reach out to if they have questions related to how to go about a project or who at the County they need to talk to to get questions answered. The position is both a proactive and reactive position, that prevents problems or corrects misinformation, so that it doesn't lead to problems. Constituents regularly contact the J/C outside of normal work hours. Prior County judges have referred to it as an on-call position. That is consistent with my experience and the expectation of community members.

If there is a community event, community members expect that the J/C will be in attendance and actively participating.

Draft

Roles and Responsibilities of County Commissioners (all members)

Summary

A Board of County Commissioners holds a pivotal role in governing and overseeing county government operations, with specific duties varying across states and jurisdictions. The key areas of responsibility encompass legislative authority, budget and finance, governance, zoning and land use, oversight of other governing boards, personnel matters, infrastructure and public works, intergovernmental relations, and community engagement.

Legislative authority

- Enact ordinances and resolutions
- Enact policies

Budget and Finance

- Establish budgets
- Establish service levels
- Establish fees and charges
- Send county-wide measures to the ballot
- Approve investment policies
- Review financial performance
- Serve as the audit committee
- Approve purchasing policies
- Approve purchases above a defined dollar threshold and or other metrics

Governance

- Appoint members to various advisory and operating committees/commissions/boards
 - Planning Commission
 - Fair Board
 - Ag Extension Service District Advisory Board
 - Board of Property Tax Appeals
 - Budget Committee
 - Abatement of Dangerous Building Code, Appeals Committee
 - Community Health Advisory Council
 - Compensation Committee
 - Flat Rock Road District
 - Hahlen Special Road District
 - Library Board of Trustees
 - Local Public Safety Coordinating Council
 - Museum Advisory Board
 - Natural Resource Advisory Committee
 - Solid Waste & Recycling Advisory Committee
 - Taylor Grazing
 - Wolf Depredation Compensation Committee

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Zoning and Land Use

- Appoint the Planning Commission
- Approve the comprehensive land use plan and changes
- Serve as the appeals board for land use decisions

Governing board of other districts

- The Crook County Road District
- OSU Extension Service District

Personnel

- Appoint and terminate County Manager-Administrator
- Ratify appointment and termination of department heads
- Participate in 360-degree evaluation of department heads
- Approve labor agreements
- Approve pay and benefits for unrepresented employees
- Establish personnel policies
- Rotate attendance at department head meetings – department updates
- May serve in a liaison role to a department if mutually agreed by the department head, County Court, Court member and County Manager

Commented [AP1]: This is suggested language to facilitate a couple of scenarios: 1. Onboarding a new director, 2. Facilitating discussions between the Manager and department head to help resolve issues.

Infrastructure and Public Works

- Approve airport master plan
- Approve leases
- Approve transportation system plan
- Approve capital projects
- Approve solid waste management plan
- Approve franchise agreements
- Appoint court member liaison to oversee major capital projects

Intergovernmental Relations

- Serve on various boards/committees
 - EDCO (Economic Development for Central Oregon)
 - COIC (Central Oregon Intergovernmental Council)
 - COACT (Central Oregon Area Commission on Transportation)
 - STIP (Statewide Transportation Improvement Fund)
 - COHC (Central Oregon Hospital Council)
 - Chamber of Commerce
 - AOC/committees (Association of Oregon Counties)
 - AEOC (Association of Eastern Oregon Counties)
 - OFRC (Oregon Forest Restoration Collaborative)
 - CREA (Community Renewal Energy Association)
- Engage and collaborate with the following intergovernmental partners
 - City of Prineville

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o Crook County Parks and Recreation District

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o Crook County Rural Fire District

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o Crook County School District

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o State elected officials

▪ Representative – District 59

▪ Senator – District 30

o Federal elected officials

▪ Representative – 2nd District

▪ Senators

o Oregon Agencies

▪ ODOT (Oregon Department of Transportation)

▪ OHA (Oregon Health Authority)

▪ OJD (Oregon Judicial Department)

▪ ODFW (Oregon Department of Fish and Wildlife)

▪ DEQ (Oregon Department of Environmental Quality)

o Federal Agencies

▪ BLM (Bureau of Land Management)

▪ USFS (United States Forest Service)

▪ USDA (United States Department of Agriculture)

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Community Engagement

• Engage with community groups and organizations

• Approve communications plan

• Respond to citizen inquiries

In summary, County Commissioners play a multifaceted role in legislative, financial, governance, and community aspects, contributing to the overall well-being and development of the county.

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Boards and Committees Commissioners Attend/Participate In

Commissioner Crawford-

- PEDCO Advisory Board
- AOC Legislative Committee
- AOC Board
- Community Health Advisory Council
- COACT Board
- CREA Executive Committee
- CCEDC Advisory Board
- Kiwanis
- AOC Summit
- NACo Rural Action Caucus
- NHMP Steering Committee
- Crook County Wellness Team
- COIC Board
- Budget Committee

Commissioner Barney-

- AOC Public Safety and Veterans Steering Committee
- AOC Legislative Committee
- AOC Board
- Local Government Advisory Committee for Health and Human Services
- CORE3 Council
- CC CWPP Steering Committee
- OID Board
- AOC Natural Resources Committee
- Budget Committee

Commissioner Hermreck-

- Kiwanis
- COIC Executive Committee
- AOC Transportation and Community Development Steering Committee
- AOC Natural Resources Steering Committee
- Health Committee
- OFRC Executive Committee
- NHMP Committee

- COHC Board
- Budget Committee

Note:

Please note that these are only the boards or committees that were on the calendars for the commissioners. If there are any others we can certainly add to the list for each commissioner, and then make sure it is consistent with the calendar entry.

Proposed COACT Meeting Schedule – 2024

Month	Type of Meeting	Meeting Date	Meeting Time
February	COACT	February 8, 2024	3:00 to 5:00 PM
March	Executive Committee	March 7, 2024	3:30 to 4:30 PM
April	COACT	April 11, 2024	3:00 to 5:00 PM
June	Executive Committee	June 6, 2024	3:30 to 4:30 PM
August	Executive Committee	August 8, 2024	3:30 to 4:30 PM
September	COACT	September 12, 2024	3:00 to 5:00 PM
October	Executive Committee	October 3, 2024	3:30 to 4:30 PM
November	COACT	November 14, 2024	3:00 to 5:00 PM
December	Executive Committee	December 5, 2024	3:30 to 4:30 PM

All COACT Board and Executive Committee meetings **will be held in a hybrid format. COACT Board and Executive Committee meetings will take place at the Redmond Public Works Training Room (243 E. Antler Avenue, Redmond) or remotely via Zoom.** Zoom information for the meetings can be found online at <https://www.coic.org/coact/>.

For more information:

Scott Aycock, COACT Staff
 Central Oregon Intergovernmental Council
 334 NE Hawthorne Ave.
 Bend, OR 97701
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Regional Housing Council Pilot Proposal

Overview

The Central Oregon Intergovernmental Council (COIC) is forming a Regional Housing Council (RHC) to strengthen the region's response to housing and houselessness needs in Central Oregon.

The RHC will be a representative body of community leaders, elected officials, and housing/houselessness stakeholders to engage in mutual learning, identify shared priorities, and serve as a regional voice. The RHC value proposition is to provide all communities in the Central Oregon region – cities, counties, and tribes – the ability to work together on shared needs, build coordinated approaches, and provide unified feedback to State agencies. The RHC will draw from shared knowledge and resources to identify and advocate for regional needs and priorities. The regional nature of the RHC also permits an economies of scale model to increase the capacity and efficiencies of smaller communities.

Note: While the RHC will likely engage in some activities and discussions relating to the land use system, the RHC will not have a formal role in land use studies and adoption products; the creation of the RHC would neither eliminate nor change the statutory land use role and/or requirements for cities and counties.

The RHC is designed to address housing needs across the communities in our regional housing market as well as engage with the State to provide a cohesive “Central Oregon Voice” as the region advocates at the state-level. The combination of this local and statewide role allows the RHC to serve as a nexus between the top-down and the bottom-up and will provide a means for state and federal partners to efficiently engage with local communities. The RHC will also create a process for regions to pool resources and identify priorities; and to communicate those priorities with government partners in an efficient manner.

Functions

A **menu** of potential functions for the Regional Housing Council follows. The RHC membership will decide for itself what roles it wants to focus on, and will develop its own set of priorities.

1. IDENTIFY AND ADDRESS SYSTEM GAPS AND NEEDS THROUGH COLLABORATION

- a. Identify existing programs to meet priority needs and support the programs by:
 - i. Identifying resources and support resource development
 - ii. Providing a space for dialogue, planning, and execution of a seamless program
- b. Generate new projects and programs to meet priority needs by:
 - i. Defining the need and potential solutions
 - ii. Identifying and facilitating key partners to shape the project or program
 - iii. Identifying resources and supporting resource development
 - iv. Monitoring projects from planning through implementation and evaluating against established benchmarks.
- c. Build a high-level Regional Housing Strategy or Framework rooted in data and collaborative priorities.

2. CENTRALIZE INFORMATION AND RESOURCES

- a. Map the housing and houseless services and organizations within the region
- b. Research and disseminate best practices in policy and program development (in partnership with H4A)
- c. Empower members to feel confident making referrals and connections to:
 - i. local service providers,
 - ii. data needs,
 - iii. information,
 - iv. topical and regional expertise,
 - v. and collaborative impact needs.

3. PROMOTE EDUCATION & ADVOCACY

- a. Conduct outreach and campaigns for public and stakeholder awareness and education
- b. Coordinate symposiums, webinars, and events to advocate for housing and shared knowledge
- c. Coordinate community events for public engagement and input on housing-related issues
- d. Evaluate local, regional, state, and federal policies and initiatives for endorsement or opposition
- e. Communicate local housing needs and interests to legislators and elected officials

4. COLLABORATE TO GATHER AND REVIEW DATA

- a. Serve as a regional clearinghouse of information on housing and houseless-related information for the benefit of RHC members and regional and statewide housing partners.
- b. Identify and address priority unmet data needs:
 - i. Identify systemic data gaps and develop partnerships to fill gaps. *E.g. creating a shared data system for law enforcement, homelessness service providers, and health care (from the H4A work plan).*
 - ii. Engage with the state’s Regional Housing Needs Analysis. If ultimately implemented by the state, we propose that Regional Housing Councils serve as a regional Advisory Committee and manage regional engagement with the RHNA and subsequent housing unit allocation process. This does not mean that the RHC would manage the RHNA, but rather will develop a regular system of data gathering and needs assessment to provide additional information appropriate for each region, including contextual information of the unique communities in the region that is not possible through a standardized statewide methodology. In this way, local communities in the Central Oregon region can speak to the specific and unique elements of their housing and houseless challenges.

For example:

1. Provide local knowledge regarding population growth dynamics, local priorities for housing provision (e.g. regional goals regarding provision of housing for homeless populations, low income populations, “missing middle” housing, etc. – as well as local and regional context regarding the potential impacts of different types of housing development), and local understanding of the dynamics of different policy interventions.
2. Gather qualitative data on the diverse experiences of those who are most affected by the housing crisis.
3. Use the above information to work with the state to create locally relevant housing production strategies – acknowledging that barriers to development and type of housing needed are not necessarily identical in cities across a region, nor from region to region in Oregon. *Recognizing and understanding this will help focus limited resources on best addressing the barriers in each community.*
4. Partner with the State to address data source limitations which have had the effect of separating Crook and Jefferson counties from being included in a housing market region with Deschutes County in the state’s RHNA process – this does not reflect the real-world regional housing market condition. Because the Central Oregon region is a single, interconnected commute-shed, the housing and homelessness concerns of one jurisdiction affects the others.

5. COMMIT TO DIVERSITY, EQUITY & INCLUSION (DEI)

Prioritize DEI and transparency in the RHC Charter and in its actions. The DEI policy will be foundational and active in the membership seats and recruitment process, in selecting projects, and in funding decisions.

Geography

The Central Oregon RHC will work within the Central Oregon housing market, including Crook, Deschutes and Jefferson counties, the communities therein, and the Confederated Tribes of Warm Springs (if the Tribes wish to participate).

Membership and Participation

The Area Commissions on Transportation provide a useful model in ensuring that local governments, tribes, authorities, and other partners are represented in regional funding and needs prioritization under the Oregon Department of Transportation purview. The RHCs could have a similar role and composition:

- Geographic/communities: including local elected representatives and/or senior administrative staffs from local jurisdictions.¹
- OHCS and DLCD
- Governor’s Regional Solutions Coordinator
- Executive Director of the regional Community Action Agency (NeighborImpact in Central Oregon)
- Executive Director of the regional Housing Authority (Housing Works in Central Oregon)
- Chair of the Continuum of Care (Homeless Leadership Coalition in Central Oregon)
- Chair of Housing for All
- As desired, appointed issue area representatives – builders/developers, rental owners and tenant groups, advocacy organizations, public health, Coordinated Care Organizations (CCOs), public safety, schools, public land managers, Coordinated Entry, employers, land use groups, etc.

In addition, the RHC may form a Technical Advisory Committee (TAC) to assist in data gathering and needs assessment, program/policy review, and to build and oversee any pilot projects.

Staffing

In Central Oregon, staff services will be provided by COIC and may also include contract services for technical analysis. Staff services would include:

- Supporting meetings by building packets, hosting and facilitating meetings
- Managing correspondence and outreach
- Program development and project management for priority needs
- Grant writing, resource development, and grant administration when needed
- Technical assistance to jurisdictions and partners, as requested
- Track progress on action items
- Contractor procurement and management
- Data and information collection
- Research
- Program outcomes reporting

Budget

The initial RHC budget is estimated to be a baseline of \$50,000 per year not including start-up or contracting costs. COIC has secured funding for a two-year pilot with the hope that costs thereafter would be supported by funding from the State of Oregon.

¹In order to maximize coordination and efficiency, we have requested that the jurisdictions participating in the Deschutes County Coordinated Houseless Response Office (CHRO) appoint the same individuals to the Regional Housing Council that serve on the CHRO board.

Outcomes

Potential outcomes could include:

1. Improve regional elected officials and other decision-maker awareness of housing and houseless issues, the impacts of the housing crisis, and identify solutions that have made impacts in other communities.
2. Build integrated (multi-agency, multi-issue), collaborative approaches to serving regional housing and houseless needs and opportunities.
3. Energize private market strategies to meet identified housing needs.
4. Create collaborative regional priorities, leading to the development of regional plans for funding and policy and program development.
5. Help communities identify housing and homelessness needs and solutions to achieve housing goals through regional economies of scale.
6. Serve as the nexus between bottom-up (local) and top-down (state and federal) policy and program development
7. Identify and collect contextual and additional data beyond that used in the state RHNA to establish regional housing and houseless trends, obstacles, and opportunities.
8. Yield information and direction for the model to be replicated across the state.

Susan Hermreck

From: Sara Gamaney <sgamaney@oregoncounties.org>
Sent: Friday, April 5, 2024 1:00 PM
Subject: Appointment Opportunity - Oregon Broadband Advisory Council

Chairs, Judges, and Commissioners,

The Oregon Broadband Advisory Council (OBAC) currently has a vacancy in the county representative seat. [ORS 285A.154](#) designates one seat on the OBAC representing the counties of this state.

This 13-member council advises the Oregon Broadband office on a variety of broadband related policies and strategies, in addition to providing recommendations around grant applications. The position is appointed by the governor and is not a direct appointment from AOC. Any interested individuals are invited to apply via [Workday](#).

We encourage you to apply by May 1st, 2024.

Please also let [Jen Lewis-Goff](#), AOC legislative affairs manager, know if you apply or if you have any questions.

More information about the Oregon Broadband Council can be found [here](#).

--

Sara Gamaney
Administrative Services Director
Association of Oregon Counties
1212 Court St NE, Salem, OR 97301
o: [503.585.8351](tel:503.585.8351)

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