



# CROOK COUNTY BOARD OF COMMISSIONERS AGENDA

Wednesday, July 17, 2024 at 9:00 am

**Crook County Annex I 320 NE Court St. I Prineville OR**

Members of the public and media are welcome to attend in person or via Zoom: 1-253-215-8782;

Meeting ID: 981 7361 2010; Passcode: 033745

## PUBLIC COMMENT

## CONSENT AGENDA

(Consent agenda items are routine matters - e.g. minutes, appropriations orders, contracts, agreements, completion of previously discussed matters and decisions requiring Board ratification which are not expected to generate discussion. Any member of the Board may request removal of an item for separate discussion or vote. All remaining items are approved in a single motion.)

- 1. Approve Minutes**
- 2. Approve Personnel Action Forms**
- 3. Approval of HRIS System**

## DISCUSSION

- 4. Budget clarification for 2024-25 Crook County Ag Extension Service District Budget, LB-1**

Requester: Tim Deboodt

Budget Officer - Ag Extension Service District

- 5. Review of FS Objection Resolution Offer and Decide Response**

Requester: Tim Deboodt

Natural Resources Policy Coordinator

- 6. Community Health Advisory Council Update**

Requester: Katie Plumb

Health and Human Services Director

- 7. Approve Order and Resolution No. 2024-36 in the matter of voluntarily enrolling Crook County Deputy District Attorneys into the Oregon Public Employee Retirement System**

Requester: Kathy Puckett

## INTERIM MANAGER REPORT

# COMMISSIONER UPDATES

## PUBLIC COMMENT

### EXECUTIVE SESSION

The Crook County Board of Commissioners will now meet in executive session under ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations; and ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions; 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.

Representative of the news media and designated staff shall be allowed to attend the executive session.\* All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

8. **ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.**
9. **ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.**
10. **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.**

### 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 files 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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PURPOSE, OR FOR ANY OTHER MATTER. THE COUNTY IS NOT RESPONSIBLE FOR POSSIBLE ERRORS, OMISSIONS, MISUSE, OR MISINTERPRETATION.

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.

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Contact: Seth Crawford (seth.crawford@co.crook.or.us (541) 447-6555) | Agenda published on 07/15/2024 at 11:11 AM

**CROOK COUNTY COURT MINUTES  
OF DECEMBER 13, 2023, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Court met in a regularly scheduled Work Session on December 13, 2023, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Administrative Executive Assistant Sarah Puerner; Office Manager Alex Solterbeck; Human Resources Director Kim Barber; Finance Director Christina Haron; Community Development Director Will Van Vactor; Building Official Randy Davis; Clerk Cheryl Seely; Contract County Administrator Andy Parks; Assessor Jon Soliz; Library Director Sarah Beeler; Extension Manager Kim Herber; Operations Manager Katrina Weitman; Landfill Manager Jacquie Davis; Chief Information Officer Stephen Chellis; Natural Resources Policy Coordinator Tim Deboodt; Facilities Director Nick Lilly; Levi Roberts; Systems Administrator Chelsea Watson; Mike Warren; Mike Ervin; Monty Kurtz; and members of the public.

**WORK SESSION**

The meeting was **called to order at 9:00 a.m.**

**Public Comment:**

Monty Kurtz noted that the Court made a decision on the vacant Commissioner position and was disappointed in the process to not include the public. Additionally, Mr. Kurtz mentioned that he was disappointed the Court appointed someone who has not attended a work or regular session this past year.

**Discussion Item #1: Community Development Monthly Update - October:**

**Requester:** Will Van Vactor / Randy Davis

**Details:** Community Development Director Will Van Vactor attended the work session to provide the Court with an update on community development from the month of October. Mr. Van Vactor provided a brief overview and noted that these stats are very similar to the numbers for November.

**Discussion Item #2: Community Development Monthly Update - November:**

**Requester:** Will Van Vactor / Randy Davis

**Details:** Community Development Director Will Van Vactor attended the work session to provide the Court with an update on Community Development from the month of November. For the Building Department, residential projects have slowed down significantly. Commercial projects, including solar permits and projects like Abby's, are still busy and sustaining activity. Permit numbers are down from last year, but inspection numbers remain steady at about 1,000 per month. There is a new hangar being built near the airport. There are currently open positions, and efforts are

underway to recruit and plan for future projects. A larger multi-house project is anticipated. The Planning Department noted that 2023 has been a slow year for land use permits. October and November saw an increase in land use applications compared to earlier in the year. Summer was slow, but fall showed improvement, though numbers are still below last year's and not near the levels of 2019. The Onsite Department had a few more permits issued this year compared to last year, but the increase is not significant. Louis is working on code compliance cases with a couple of hearings coming up. Overall activity is slow, with similar trends in other counties, predicting a potential turnaround in summer 2024. By 2025, the State will mandate digital submission for all processes. Preparations are underway to accommodate this change while still allowing physical submissions for those who prefer it.

**Discussion Item #3: Community Development Strategic Plan:**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor attended the work session to discuss the Community Development Strategic Plan with the Court. Throughout 2023, the Community Development Department prepared this strategic plan. The plan outlines the Department's core mission, identifies goals and objectives for a five-year planning period based on an analysis of the Department's strategic posture, and lists key performance indicators to track the Department's performance. This item will be placed on the consent agenda for final approval on December 19th.

**Discussion Item #4: Vehicle Purchase:**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor attended the work session to discuss a vehicle purchase with the Court. The discussion focused on options for replacing inspection vehicles. Last year, the department attempted to purchase three vehicles from Kendall. Despite having a signed purchase order, the vehicles were never delivered, causing the department to fall behind in its vehicle replacement and maintenance schedule. To rectify this, Director Will Van Vactor requested approval to purchase four vehicles to realign with the planned replacement schedule.

**MOTION** to accept the price quote from Gary Gruner Chevrolet and to authorize staff members to process the purchase order as discussed today. Motion seconded. No discussion. Motion carried 2-0.

**Discussion Item #5: Review of updated IGA for ePermit System:**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor attended the work session to review the updated Intergovernmental Agreement (IGA) for the ePermit System with the Court. The Department of Consumer and Business Services (DCBS) has updated their ePermit System and Service Agreement for consistency and general maintenance. The Community Development Department uses this system to receive permits, track records, and send correspondence to the public. This item will be placed on the consent agenda for final approval on December 19th.

**Discussion Item #6: Consider approval of Amendment # 2 to Indefeasible Right To Use (IRU) agreement with PrineTime Internet Solutions, LLC, for County facilities fiber connections:**

**Requester:** Nick Lilly

**Details:** Facilities Director Nick Lilly attended the work session to discuss the approval of Amendment #2 to the Indefeasible Right to Use (IRU) agreement with PrineTime Internet Solutions. The County seeks to add fiber capacity to connect the Justice Center with various County offices. PrineTime Internet Solutions agreed to provide the fiber under a modification of the existing IRU agreement rather than adopting a new one. This amendment would commit both parties for the next 20 years, with a completion date set for March 1, 2024. This item will be placed on the consent agenda for final approval on December 19th.

**Discussion Item #7: Justice Center was awarded Pacific Power E-Mobility Grant:**

**Requester:** Nick Lilly

**Details:** Facilities Director Nick Lilly attended the work session to discuss the Pacific Power E-Mobility Grant with the Court. This grant program provides funding for devices, breakers, conductors and installation for four dual head EV charging stations that the project had previously installed underground infrastructure to support. This program requires that the operator maintain ChargePoint Assure for a minimum of five years, only 1st year of annual service agreement is covered by the contractor so the remaining four years will be incorporated into the facility operational budget. This item will be placed on the consent agenda for final approval for December 19<sup>th</sup>.

**Discussion Item #8: Goods and Services Contract TEC Equipment:**

**Requester:** Rebecca Keegan

**Details:** Rebecca Keegan attended the work session to discuss a goods and services contract with TEC Equipment with the Court. This contract is for the purchase and delivery of two Swenson SP sanders. Ms. Keegan will gather additional information for the Court and present this item for discussion at the Regular Session on December 19th.

**Discussion Item #9: Human Resources Roadmap:**

**Requester:** Andy Parks

**Details:** Contract County Administrator Andy Parks attended the work session to discuss the Human Resources Roadmap with the Court. The County currently has a pending Request for Quotes for a Human Resource Information System (HRIS). Before proceeding, it is essential to complete an assessment of the Human Resources operations. This assessment will help prioritize which aspects of the HRIS to implement first and identify opportunities for process improvement. This item will be on the consent agenda for final approval on December 19th.

**Discussion Item #10: Commission Position #1 Vacancy:**

**Requester:** Andy Parks

**Details:** Contract County Administrator Andy Parks attended the work session to discuss the vacant Commissioner Position #1. The County Court received eight applications for this position, and interviews were conducted on December 7, 2023. The last regularly scheduled meeting in 2023 to appoint a commissioner for the remainder

of the term, which extends through 2024, is on December 19, 2023. The Court has selected Susan Hermreck as the candidate for the position. All candidates have been notified, and the information has been posted on the County website. The plan is to swear in Susan Hermreck at the start of the meeting on December 19th.

Administrator Report:

Andy Parks noted that he was following up on previous matters and there was no action made at the last meeting regarding the Krider property, so we are now ready to move forward.

**MOTION** to approve the letter of intent and to authorize Judge Crawford to sign on behalf of Crook County. Motion seconded. No discussion. Motion carried 2-0.

Court Member Updates: None

At 9:45 a.m. the Court read into Executive Session under the following statute(s): 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.

**EXECUTIVE SESSION**

At the conclusion of the Executive Session, the County Court convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to direct staff to correspond to the counter parties as discussed. Motion seconded. No discussion. Motion carried 2-0.

There being no further business before the Court, the meeting was **adjourned at 9:50 a.m.**

Respectfully submitted,

**Sarah Puerner**

**CROOK COUNTY COURT MINUTES  
OF DECEMBER 19, 2023, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Court met in a Regular Court meeting on December 19, 2023, at 9:00 a.m. in the meeting room at City Hall located at 387 NE Third Street, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford, Commissioner Brian Barney, and newly appointed Commissioner Susan Hermreck.

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Administrative Executive Assistant Sarah Puerner; Clerk Cheryl Seely; Rebecca Keegan; James Staniford; Chief Information Officer Stephen Chellis; Community Development Director Will Van Vactor; Juvenile Director Erika Frickey; Airport Manager Kelly Coffelt; Contract County Administrator Andy Parks; Office Manager Alex Solterbeck; Finance Director Christina Haron; Operations Manager Katrina Weitman; Levi Roberts; Linda Pepper; Facilities Director Nick Lilly; Budget Analyst Jamie Berger; Systems Administrator Chelsea Watson; Library Director Sarah Beeler; Amber Blanchard; Health and Human Services Director Katie Plumb; Tim Deboodt; Shelby Fisher; Mona Glade; Stephanie West; Monty Kurtz; Mike Thomas; Linda Smith; Rick Smith; Ray and Bonnie Sessler; Ronda Sneva; Avery Laytens; Jayme Goodwin; Garth Finley; Barbara Vieu; Mike Ervin; and members of the public.

**REGULAR SESSION**

The meeting was **called to order at 9:00 a.m.**

**Public Comment:**

Mike Ervin noted that the County conducted eight interviews for the vacant commissioner position. At the conclusion of the interviews, Judge Crawford and Commissioner Barney agreed to select their top two candidates and compare their selections. Candidates were to be notified of the results by Friday at 5 pm. Mr. Ervin had some questions regarding this process and requested that Commissioner Barney and Judge Crawford provide answers to his inquiries in a timely fashion.

**Discussion item #5: Consider appointment of Susan Hermreck to Commissioner Position #1:**

**Requester:** Andy Parks

**Details:** Contract County Administrator Andy Parks attended the Regular Session to discuss the appointment of Susan Hermreck to Commissioner Position #1. The County Court interviewed eight candidates for the vacant position on December 7, 2023. Both Judge Crawford and Commissioner Barney selected Susan Hermreck as their top choice.

**MOTION** to approve Order 2023-49 in the matter of appointing Susan Hermreck to fill the vacancy in the nonpartisan office of County Commissioner Position #1. Motion seconded. No discussion. Motion carried 2-0.



Susan Hermreck was appointed to the vacant Commissioner Position #1. Clerk Cheryl Seely administered the oath of office, officially swearing her in. Following the oath, Commissioner Hermreck joined the Court at the front of the room, marking the beginning of her tenure. The Court and attendees welcomed her warmly, expressing confidence in her ability to contribute positively to the community and address the challenges ahead.

**Consent Agenda:**

1. Review of updated IGA for ePermit System
2. Consider approval of Amendment # 2 to Indefeasible Right To Use (IRU) agreement with PrineTime Internet Solutions, LLC, for County facilities fiber connections
3. Justice Center was awarded Pacific Power E-Mobility Grant
4. Human Resources Roadmap

**MOTION** to approve the Consent Agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #6: Community Development Strategic Plan:**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor attended the Regular Session to present the final version of the Community Development Strategic Plan. Throughout 2023, the Community Development Department worked on preparing this strategic plan. The plan outlines the Department's core mission, based on an analysis of its strategic posture, and identifies goals and objectives for a five-year period. Additionally, it includes key performance indicators to monitor and track the Department's performance over time.

**MOTION** to adopt the Community Development Strategic Plan that was presented today. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #7: 2023-25 Victims Of Crimes Act Grant Agreement:**

**Requester:** Julie Martinez

**Details:** District Attorney Kari Hathorn attended the Regular Session to discuss the 2023-2025 Victims of Crimes Act (VOCA) Grant agreement with the Court. The Victim Assistance program has been funded by the VOCA/CFA NC grant for many years. The current grant totals \$259,346.74 for the two-year cycle running from October 1, 2023, to September 30, 2025.

**MOTION** to pass the 2023-25 Victims of Crimes Act Grant Agreement in the amount of \$259,346.74 for the two-year grant cycle. Motion seconded. No discussion. Motion carried 2-0.

**Discussion item #8: Goods and Services Contract TEC Equipment:**

**Requester:** Rebecca Keegan

**Details:** James Staniford from the Road Department attended the Regular Session to discuss a goods and services contract with TEC Equipment with the Court. The department received three quotes for sanders and recommends moving forward with the quote from TEC Equipment.

**MOTION** to approve the purchase of the Swenson sanders from TEC Equipment. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #9: Order 2023-48, County policy on property tax foreclosure overage payment management:**

**Requester:** Eric Blaine

**Details:** Legal Counsel Eric Blaine attended the Regular Session to discuss Order 2023-48 with the Court. This order establishes a procedure for qualified individuals to submit claims for proceeds from the sale of real property foreclosed by the County for non-payment of ad valorem real property taxes, when such proceeds exceed the delinquent taxes, interest, and fees owed. All state property, unless exempt, is subject to ad valorem real property taxation. ORS 312.214 and 312.216 set presumptions for real property ownership, including that failure to pay property taxes leads to tax foreclosure. After three years of tax delinquency, the County must initiate foreclosure. Qualified owners or interest holders can redeem the property within two years by paying the owed taxes, interest, and fees. After five years of nonpayment, redemption rights are extinguished, and the County can sell the property, distributing proceeds to qualifying taxing districts. Order 2023-48 outlines a process for individuals to claim surplus proceeds from these sales. It sets deadlines for claims submission, criteria for establishing entitlement to payments, and guidelines for distributing proceeds among multiple claimants.

**MOTION** to approve Order 2023-48. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #10: Juvenile Crime Prevention Fund Reinstatement and Amendment 1:**

**Requester:** Erika Frickey

**Details:** Juvenile Director Erika Frickey attended the Regular Session to discuss the Juvenile Crime Prevention Fund Reinstatement and Amendment No. 1 to Grant No. 15666. The reinstatement and amendment provide approximately \$133,000 in funding over the next biennium. These funds are crucial for the continued employment of a prevention counselor, who plays a vital role in addressing and mitigating juvenile crime within the community. The prevention counselor's responsibilities include working directly with at-risk youth, implementing preventive measures, and supporting programs designed to reduce juvenile delinquency. The Court recognized the importance of this funding and the positive impact it has on the community, expressing their support for the continued investment in juvenile crime prevention efforts.

**MOTION** to approve the grant number 15666. Motion seconded. No discussion. Motion carried 3-0.

**Administrator Report:**

Andy Parks noted that there will be several year end actions for next week's work session.

**Court Member Updates:** None

At 9:32 a.m. the Court convened into Executive Session under the following statute(s): 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.

**EXECUTIVE SESSION**

At the conclusion of the Executive Session, the County Court convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to direct staff to proceed as directed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to direct staff to proceed as directed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Court, the meeting was **adjourned at 10:33 a.m.**

Respectfully submitted,

**Sarah Puerner**

**CROOK COUNTY COURT MINUTES  
OF DECEMBER 27, 2023, WORK SESSION  
Open Portion**

**Be It Remembered** that the Crook County Court met in a regularly scheduled Work Session on December 27, 2023, at 9:00 a.m. in the Administration Conference room located at 203 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford, Commissioner Brian Barney, and Commissioner Susan Hermreck

Absentees: None

Others Present in Person or Via Zoom: Legal Counsel Eric Blaine; Administrative Executive Assistant Sarah Puerner; Office Manager Alex Solterbeck; Human Resources Director Kim Barber; Finance Director Christina Haron; Community Development Director Will Van Vactor; Building Official Randy Davis; Clerk Cheryl Seely; Contract County Administrator Andy Parks; Assessor Jon Soliz; Library Director Sarah Beeler; Extension Manager Kim Herber; Landfill Manager Jacquie Davis; Chief Information Officer Stephen Chellis; Natural Resources Policy Coordinator Tim Deboodt; Airport Manager Kelly Coffelt; Andy Pearson; Amber Blanchard; Rebecca Keegan; Stephanie Wilson; District Attorney Kari Hathorn; Nicole Strong; Stephanie West; Gus Burrell; Patti Norris; Seth Thompson; Shelby Knight; Rachel Wenten-Chaney; Scott Aycock; and members of the public.

**WORK SESSION**

The meeting was **called to order at 9:00 a.m.**

**Public Comment:** None

**Discussion Item #1:** Approval of SHSP Grant for New Generator at the Emergency Operations Center:

**Requester:** Andy Pearson

**Details:** Andy Pearson attended the work session to discuss with the Court an SHSP grant for a new generator at the Emergency Operations Center. Mr. Pearson highlighted that this project is likely to be fully funded through the SHSP Grant, with minimal impact on the general fund. The grant is provided by the Oregon Department of Emergency Management Homeland Security Grant Program, specifically under the State Homeland Security Program (Grant No: 23-219), amounting to \$32,082. The new generator is a crucial addition to the Emergency Operations Center, ensuring that the facility remains operational during emergencies and power outages. This item will be placed on the consent agenda for final approval on January 3rd.

**Discussion Item #2:** 2023-2025 IGA for the Financing of Local Public Health Services in Crook County Agreement #180007-4:

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the work session

to discuss an Intergovernmental Agreement (IGA) for the financing of local public health services in Crook County. This amendment is one of many periodic contract updates that adjust program-level funding. Specifically, this amendment reconciles and reallocates COVID funding (PE01-08, PE01-09, and PE01-10) carried over from FY23. Additionally, funds from Ballot Measure 108's tobacco tax have been allocated to the Tobacco Prevention & Education Program (PE13). Further funds have been awarded through ARPA Workforce Funding (PE51-03), and Overdose Prevention funds have been allocated via PE62. This item will be placed on the consent agenda for final approval on January 3rd.

**Discussion Item #3: 2023-2025 IGA for the Financing of Local Public Health Services in Crook County Agreement #180007-5:**

**Requester:** Katie Plumb

**Details:** Health and Human Services Director Katie Plumb attended the work session to discuss an Intergovernmental Agreement (IGA) for the financing of local public health services in Crook County. This is one of many periodic contract amendments updating program-level funding. This specific amendment adds funds to Family Connects Oregon (PE42-13) and makes an initial allocation for OIP Bridge COVID (PE43-05). This item will be placed on the consent agenda for final approval on January 3rd.

**Discussion Item #4: Broadband Technical Assistance Program (BTAP):**

**Requester:** Will Van Vactor

**Details:** Community Development Director Will Van Vactor attended the work session to discuss the Broadband Technical Assistance Program (BTAP) with the Court. The Oregon Broadband Office is launching BTAP, with applications opening in late December or early January. BTAP aims to help Oregon's counties and their partners prepare for significant broadband infrastructure funding by providing support for planning, pre-construction work, staffing, and grant applications. COIC has been assisting Deschutes and Jefferson Counties with their broadband needs assessments and will apply for BTAP jointly on their behalf. The Crook County Court was asked if there is any interest in joining this regional application led by COIC. This item will be moved to the January 3<sup>rd</sup> agenda for final approval.

**Discussion Item #5: ODOT Intergovernmental Agreement:**

**Requester:** Kelly Coffelt

**Details:** Airport Manager Kelly Coffelt attended the work session to discuss an ODOT intergovernmental agreement with the Court. This agreement aligns Crook County with the state's Disadvantaged Business Enterprise (DBE) certification process, relying on the state's program to identify DBEs per federal regulations (Title 49 / CFR 26.81). The agreement will be part of the airport's three-year DBE plan, which is required for FAA/AIP grant execution. This item will be added to the consent agenda for final approval on January 3rd.

**Discussion Item #6: Clear Ballot Contract and Master Services Agreement Renewal:**

**Requester:** Cheryl Seely

**Details:** Clerk Cheryl Seely attended the work session to discuss the renewal of the contract and master services agreement with Clear Ballot. This renewal pertains to the County's Clear Ballot tabulation equipment, originally purchased and agreed upon in December 2018. The renewal covers annual support services, starting at \$11,255.09 for the 2024 election year. This amount is included in the department's budget each year, accounting for projected increases. This item will be placed on the consent agenda for final approval on January 3rd.

**Discussion Item #7: Amendment to TownCloud Inc. Contract:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the work session to discuss an amendment to the contract with TownCloud Inc., the vendor for the County's new ERP system. The original contract outlined payments of \$45,000 at contract signature, \$45,000 upon agreement to delivery requirements, \$45,000 when the software goes live, and a final \$15,000 upon full implementation. The first two milestones have been met, and payments have been made. The project schedule anticipated the software going live on December 31, 2023. However, due to delays on both TownCloud's development side and the County's side, this deadline will not be met. TownCloud, having planned their cash flows based on the initial schedule, is requesting an amendment to receive a \$20,000 payment before December 31, 2023. The total contract amount remains \$150,000, with no other changes. The Court decided to revisit this item later after more of the integration is complete. The Finance Department has been asked to provide data and proceed with the next stage before finalizing the next payment.

**MOTION** to delegate authority to Christina Haron as Finance Director to approve the amendment that has been presented today in the sum of \$20,000 subject to her satisfaction and satisfaction of the CIO with the performance of the software as discussed today. Motion seconded. No discussion. Motion carried 3-0.

**Discussion Item #8: Consider Board/Committee Appointment Recommendations:**

**Requester:** Sarah Puerner

**Details:** Randy Davis spoke on behalf of the Abatement of Dangerous Building Code Appeals Committee, noting there is one vacancy and an application from Elvin Spurling. The recommendation is to appoint Mr. Spurling to the committee. Tim Deboodt addressed the Court on behalf of the Natural Resources Advisory Committee, which has three vacancies ending this month. Six applications were received, including three current members seeking reappointment. The recommendation is to reappoint the three current members and fill the remaining vacancy with Calista Songstad. Kim Herber represented the Ag Extension Service District Board, reporting current vacancies and highly recommending three individuals for appointment: Jerry Brummer, Brett Dunn, and Nancy Condron. Casey Daly spoke on behalf of the Fair Board, noting two positions will term out at the end of the year. Two applicants were received, and the recommendation is to appoint both individuals. The Hahlen Special Road District also received an application for appointment. These individuals will be appointed officially at the January 3<sup>rd</sup> Regular Session.



**Discussion Item #9: Solid Waste Advisory Committee:**

**Requester:** Jacquie Davis

**Details:** Landfill Manager Jacquie Davis attended the work session to discuss the Solid Waste Advisory Committee (SWAC). The County's SWAC has not been active since 2020. With the upcoming Solid Waste Management Plan Update, it is essential to reestablish the SWAC to provide feedback and guidance throughout the process. Previously, the committee struggled with member appointments and attendance, and meeting topics were not very progressive for the county. Ms. Davis is exploring the possibility of a joint effort with the City of Prineville, which already has an active committee with several key members who could be valuable to the county. The City is interested in this collaboration; however, it is necessary to determine if there are any policy issues that need to be addressed. Legal Counsel will investigate this suggestion further.

**Discussion Item #10: Republic Services update regarding briefing from analytical team meeting held on December 20, 2023:**

**Requester:** Jacquie Davis

**Details:** Landfill Manager Jacquie Davis attended the work session to provide an update from Republic Services regarding the briefing from the recent analytical team meeting. Ms. Davis attended the meeting and reported that Republic Services had conducted a customer service survey to gather feedback on their performance. The survey identified two primary issues: missed pick-ups and irregular pick-up times.

**Administrator Report:**

Andy Parks reported that Republic Services has issued notices to 45 customers regarding a potential change in service. These customers are located off County roads that are not maintained, presenting an ongoing issue that needs resolution. Additionally, Mr. Parks mentioned that there will be service adjustments on the vac trucks before they arrive at the Landfill. This will necessitate changes to the facility for processing, and the DEQ representative is involved in this process. Mr. Parks also informed the Court that Vance Jacobson will be in town the week of January 8th to provide an update on the compensation study.

**Court Member Updates:** None

At 10:15 a.m. the Court read into Executive Session under the following statute(s): 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; ORS 192.660(2)(e) For the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.

**EXECUTIVE SESSION**

At the conclusion of the Executive Session, the County Court convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** to delegate authority to Commissioner Barney to correspond with the counter party as discussed in the Executive Session. Motion seconded. No discussion. Motion carried 3-0.

Commissioner Hermreck spoke on behalf of the Wolf Compensation Committee, noting the latest kill in Aspen Valley and ongoing issues with Wolf 131 and 141. A meeting is scheduled today in Paulina, with another planned for January 4th. The committee is proposing the creation of a phone tree and alert system for when radio collars are activated. It is important to report any sightings as they occur. Additionally, Tim Deboodt will be representing the Farm Bureau in Washington, DC, in February.

There being no further business before the Court, the meeting was **adjourned at 10:54 a.m.**

Respectfully submitted,

**Sarah Puerner**



**CROOK COUNTY COURT MINUTES  
OF MARCH 6, 2024, REGULAR MEETING  
Open Portion**

**Be It Remembered** that the Crook County Court met in a Regular Court meeting on March 6, 2024, at 9:00 a.m. in the County meeting room located at 320 NE Court Street, Prineville, Oregon 97754.

Court Members Present: Judge Seth Crawford, Commissioner Susan Hermreck, and Commissioner Brian Barney

Absentees: None

Others Present in Person or Via Zoom: Legal Counsels Eric Blaine and John Eisler; Executive Administrative Assistant Sarah Puerner; Fairgrounds Manager Casey Daly; Finance Director Christina Haron; Clerk Cheryl Seely; Contract County Administrator Andy Parks; Office Manager Alex Solterbeck; Assessor Jon Soliz; District Attorney Kari Hathorn; Natural Resources Policy Coordinator Tim Deboodt; Extension Manager Kim Herber; Administrative Assistant Breyanna Cupp; Chief Information Officer Stephen Chellis; Assessment Technician Stephanie West; Health and Human Services Director Katie Plumb; Assessment Technician Linda Pepper; Budget Analyst Jamie Berger; Community Development Director Will Van Vactor; Chief Administrative Deputy Stephanie Wilson; Administrative Assistant Mona Glade; Monty Kurtz; Mike Ervin; Dock Kerbow; Rick Treleaven; and members of the public.

**REGULAR SESSION**

The meeting was **called to order at 9:00 a.m.**

**Public Comment:**

Monty Kurtz – Mr. Kurtz expressed gratitude to the staff, Administrator, and Commissioners for their diligent and professional work, commending the staff for their budget and planning presentations and Finance for implementing new software and systems. Mr. Kurtz criticized Judge Crawford for his involvement in hiring directors and other positions, questioning why he is paid more than any other Commissioner in Oregon, except for Multnomah County, despite his long tenure. Mr. Kurtz urged the commissioners to consider changes in structure and pay to ensure that the hard work and money spent are not wasted, emphasizing the need for continuous improvement in the county.

Mike Ervin – Mr. Ervin wanted to echo a few comments from Monty Kurtz's sentiments. He noted it's essential to make a decision regarding the governance and the county administrator's position. A good leader should prioritize this for the benefit of county residents. If we had been working together as a cohesive commission, addressing the county administrator position would be more manageable. If the governance change isn't progressing, clear communication is necessary, so the public is informed about the commissioners' actions and plans.

**Consent Agenda:**

1. Consider Approval of Water Rights Purchase from OID
2. Consideration of grant approval - Crook County Cultural Coalition
3. No public comments were received for the Title III request to pay for the Drones and accessories and funds will be spent in accordance with the applicable law as originally approved by the County Court on January 3, 2024.

**MOTION** to approve the consent agenda as presented. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #4: TownCloud Contract for Data Conversion Services:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Regular Session to request \$20,000 for data conversion services, the next step in the ERP implementation. This funding will enable Towncloud to perform the necessary data conversion services for transitioning from Naviline to Towncloud. The contract for these services is \$20,000, covering 150 hours at \$150 per hour. This expense has been budgeted using ARPA funds.

**MOTION** to approve the \$20,000 expenditure for data conversion. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #5: Secure Rural Schools (Title III) Spending Approval Request-Increase for CWPP request:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Regular Session to request an increase in spending approval for Title III funds. Ms. Haron requested an additional \$10,000 in Title III dollars to update the Crook County Community Wildfire Protection Plan, following the original request approved on December 6, 2023. COIC has firmed up the scope of work, incorporated rate increases, and adjusted the mileage reimbursement rate, resulting in an \$8,424 cost increase for the CWPP. This request covers the entirety of the expected costs related to updating the Community Wildfire Protection Plan with no additional outlay from the County.

**MOTION** to approve funding from the Secure Rural Schools Title III for an increase from the CWPP request of \$10,000. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to accept the COIC contract. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #6: Natural Hazard Mitigation Plan Update:**

**Requester:** Christina Haron

**Details:** Finance Director Christina Haron attended the Regular Session to request approval of an additional \$10,000 from the Risk Management Fund to update the Crook County Natural Hazard Mitigation Plan, following the original request approved on January 3, 2024. COIC has refined the scope of work, increased their rates, and adjusted

the mileage reimbursement rate, resulting in an \$8,605 cost increase for the NHMP. The requested funding will come from the County's Risk Management Fund, included in the current budget appropriation. This fund, supported by all County departments for cost recovery, is used for mitigating county-wide risks such as liability insurance deductibles and additional workers' compensation.

**MOTION** to approve an additional \$10,000 from the Risk Management Fund to update the Crook County Natural Hazard Mitigation Plan per original request approved on January 3, 2024. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to accept the COIC contract to produce a 5-year update of the Natural Hazard Mitigation Plan. Motion seconded. No discussion. Motion carried 3-0.

**Discussion item #7: Behavioral health services contract with PacificSource Community Solutions:**

**Requester:** Eric Blaine

**Details:** Rick Trelevan from BestCare attended the Regular Session to present a proposed amendment to the Pacific Source Community Solutions contract. This amendment updates the Behavioral Health Services agreement between the County and the regional Coordinated Care Organization, which serves Deschutes, Jefferson, and Crook Counties. The proposed changes will alter some of the terms for payment and reimbursement services.

**MOTION** to approve the 2024 amendment to the Participating Provider Agreement between PacificSource Health Care and the Central Oregon Community Mental Health Programs. Motion seconded. No discussion. Motion carried 3-0.

**Administrator Report:**

Andy Parks noted that Andy Pearson is seeking permission to request a \$2,500 grant from the Oregon Office of Emergency Management. This is in addition to the previous grant in the amount of \$66K. This would be used for employee wages and other emergency management. Money will be matched by the Sheriff's Office. This must be replied to by today due to the deadline.

**MOTION** to approve the extra \$2,500 from the Oregon Office of Emergency Management. Motion seconded. No discussion. Motion carried 3-0.

Central Electric is seeking a letter of support for their project. They would like letters submitted by Friday. Mr. Parks is seeking authorization or approval to draft the letter and to be signed out of court.

**MOTION** to draft a letter in support of the Central Electric Project and sign out of Court to submit by Friday. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to approve the prototype letter from Crook County to the US Department of Energy regarding the Central Electric Community Partnership. Motion seconded. No discussion. Motion carried 3-0.

Mr. Parks noted that Vance Jacobson will be presenting an update on the compensation study at an upcoming work session and will answer any questions from staff and clear up anything before returning to talk with Commissioners. Krystal Chellis for the HRIS Project has returned the signed contract and is awaiting Judge Crawford's signature. Christina Hannigan is returning to Human Resources effective Monday, March 4<sup>th</sup>. Airport Manager Kelly Coffelt to review the five-year financial forecast for the IGA with the City for the management of the Airport.

**Court Member Updates:** None

At 9:36 a.m. the Court convened into Executive Session under the following statute(s): ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent; and 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.

### **EXECUTIVE SESSION**

At the conclusion of the Executive Session, the County Court convened back into Open Session, inviting members of the public into the meeting room.

**MOTION** for Legal to draft a letter to Dogami in accordance with the discussion we have had today. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** for Legal to draft a letter to Ed Fitch conveying our position and to be signed by Will Van Vactor. Motion seconded. No discussion. Motion carried 3-0.

**MOTION** to direct staff to unenroll the Deputy DA's from PERS and to fully restore the 401k benefits. Motion seconded. No discussion. Motion carried 2-1.

**MOTION** to direct staff to facilitate conversation between District Attorney Kari Hathorn and Attorney representative Aaron Landau. Motion seconded. No discussion. Motion carried 3-0.

There being no further business before the Court, the meeting was **adjourned at 12:09 p.m.**

Respectfully submitted,

**Sarah Puerner**

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

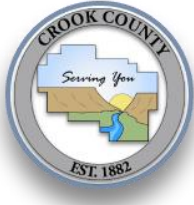
**Elected official sponsor (if applicable):**



**PERSONNEL ACTION FORM**

EMPLOYEE INFORMATION				
<b>Employee Name:</b> (Last, First Name MI):	<b>Employment Type:</b> Full Time (30+ Hrs.) <input 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 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 type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Effective Date:</b>	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:				
Position - Job Title:				
Salary Grade/Step:				
Monthly & Annual Salary (Exempt): <b>OR</b> Hourly Rate (Non-Exempt):				
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Comments/Notes:</b>				
Human Resources Signature _____		Finance Signature _____		Date _____
Department Head Signature _____		Employee Signature (if applicable) _____		Date _____
<b>County Board 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 Commissioner _____		County Commissioner _____		Date _____
County Commissioner _____		Date _____		

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

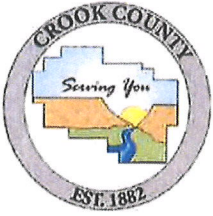
**Requested by:**

**Presenters:**

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

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



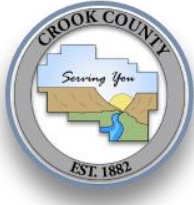


**PERSONNEL ACTION FORM**

EMPLOYEE INFORMATION			
<b>Employee Name:</b> (Last, First Name MI):  Zapf, Jake	<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 checked="" 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 type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>			
<b>Effective Date:</b> 7/1/2024	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)	1.0	1.0	
Hours Per Day/Scheduled Days:			
Dept./Office:	Road Department	Road Department	
Position - Job Title:	Mechanic	Fleet Supervisor	
Salary Grade/Step:	R3/11	R124/3	
Monthly & Annual Salary (Exempt): <b>OR</b> Hourly Rate (Non-Exempt):	\$34.77 hr	\$39.20 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 _____		Date _____	
<i>Brad Haynes</i> 6/27/2024		<i>Jake Zapf</i> 6-27-24	
Department Head Signature _____		Employee Signature (if applicable) _____	
Date _____		Date _____	
<b>County Board 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 checked="" type="checkbox"/>	
County Commissioner _____		County Commissioner _____	
Date _____		Date _____	
County Commissioner _____			
Date _____			



## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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



**PERSONNEL ACTION FORM**

EMPLOYEE INFORMATION				
<b>Employee Name:</b> (Last, First Name MI):	<b>Employment Type:</b> Full Time (30+ Hrs.) <input 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 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 type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Effective Date:</b>	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:				
Position - Job Title:				
Salary Grade/Step:				
Monthly & Annual Salary (Exempt): <b>OR</b> Hourly Rate (Non-Exempt):				
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Comments/Notes:</b>				
Human Resources Signature _____		Finance Signature _____		Date _____
Department Head Signature _____		Employee Signature (if applicable) _____		Date _____
<b>County Board 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 Commissioner _____		County Commissioner _____		Date _____
County Commissioner _____		Date _____		

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**Presenters:**

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

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

### Out of Class Pay Calculator

Employee: McDonald, Katie

	<b>Current</b>	<b>Out of Class</b>
Position:	Planner Sr	Planner Sr
FTE:	1.0	1.0
Grade/Step:	125/4	125/6
Hourly Amount:	\$41.14	\$43.43
Per period hours:	86.67	86.67
Pay per period:	\$3,565.60	\$3,764.08
<b>Additional pay per period for out of class assignment:</b>		<b>\$198.48</b>
Percent increase:		5.6%



**PERSONNEL ACTION FORM**

EMPLOYEE INFORMATION				
<b>Employee Name:</b> (Last, First Name MI):	<b>Employment Type:</b> Full Time (30+ Hrs.) <input 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 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 type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Effective Date:</b>	New Position <input type="checkbox"/> Budgeted/Vacant Position <input type="checkbox"/>		Replacement Position <input type="checkbox"/> Replaces:	
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<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:				
Position - Job Title:				
Salary Grade/Step:				
Monthly & Annual Salary (Exempt): <b>OR</b> Hourly Rate (Non-Exempt):				
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input type="checkbox"/> NO		
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Human Resources Signature _____		Finance Signature _____		Date _____
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County Commissioner _____		County Commissioner _____		Date _____
County Commissioner _____		Date _____		

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**Presenters:**

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

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

### Out of Class Pay Calculator

Employee:	<u><i>Katrina Weitman</i></u>	
	<b>Current</b>	<b>Out of Class</b>
Position:	Operations Manager	Operations Manager
FTE:	1.0	1.0
Grade/Step:	123/9	123/11
Hourly Amount:	\$42.16	\$43.86
Per period hours:	86.67	86.67
Pay per period:	\$3,654.01	\$3,801.35
<b>Additional pay per period for out of class assignment:</b>		<b>\$147.34</b>
Percent increase:		4.0%

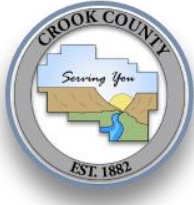


**PERSONNEL ACTION FORM**

EMPLOYEE INFORMATION				
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<b>Effective Date:</b>	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:				
Position - Job Title:				
Salary Grade/Step:				
Monthly & Annual Salary (Exempt): <b>OR</b> Hourly Rate (Non-Exempt):				
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Comments/Notes:</b>				
Human Resources Signature _____		Finance Signature _____		Date _____
Department Head Signature _____		Employee Signature (if applicable) _____		Date _____
<b>County Board 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 Commissioner _____		County Commissioner _____		Date _____
County Commissioner _____		Date _____		



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**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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



**PERSONNEL ACTION FORM**

EMPLOYEE INFORMATION				
<b>Employee Name:</b> (Last, First Name MI):	<b>Employment Type:</b> Full Time (30+ Hrs.) <input 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 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 type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Effective Date:</b>	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:				
Position - Job Title:				
Salary Grade/Step:				
Monthly & Annual Salary (Exempt): <b>OR</b> Hourly Rate (Non-Exempt):				
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input 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		



**PERSONNEL ACTION FORM**

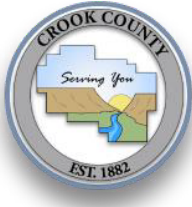
EMPLOYEE INFORMATION				
<b>Employee Name:</b> (Last, First Name MI):	<b>Employment Type:</b> Full Time (30+ Hrs.) <input type="checkbox"/> Part Time (<30 Hrs.) <input type="checkbox"/> On-Call <input type="checkbox"/>	<b>Employment Status:</b> Probationary <input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input type="checkbox"/> Elected Official <input type="checkbox"/>	<b>Employment Action:</b> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Promotion <input 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 type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Effective Date:</b>	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:				
Position - Job Title:				
Salary Grade/Step:				
Monthly & Annual Salary (Exempt): <b>OR</b> Hourly Rate (Non-Exempt):				
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input 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		



**PERSONNEL ACTION FORM**

EMPLOYEE INFORMATION				
<b>Employee Name:</b> (Last, First Name MI):	<b>Employment Type:</b> Full Time (30+ Hrs.) <input 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 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 type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Effective Date:</b>	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:				
Position - Job Title:				
Salary Grade/Step:				
Monthly & Annual Salary (Exempt): <b>OR</b> Hourly Rate (Non-Exempt):				
Certification Pay/Per Pay Period:				
License Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Union Member: <input type="checkbox"/> YES <input 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:** July 10, 2024

**Meeting date desired:** July 17, 2024

**Subject:** Human Resources Information System (HRIS)

**Background and policy implications:** Krystal Chellis, a contractor, has been collaborating with an HRIS committee composed of nine Crook County employees. The committee has evaluated multiple HRIS solutions, which are software systems designed to manage HR processes, benefits administration, payroll, and other workflows. On June 26th, during a work session, Krystal presented the committee's findings and recommended working with NeoGov as the chosen HRIS solution. An implementation plan has been developed with Krystal's guidance, and staff feels confident moving forward.

**Budget/fiscal impacts:** See attached Fee Summary. The Fiscal Year 2024-25 Budget projects this expense.

**Requested by:**

Will Van Vactor

will.vanvactor@crookcountyor.gov | 541.447.3211

**Presenters:**

None

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

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

## NEOGOV ORDERING FORM

Permitted FTE: 200-249 Quote Valid: Dec 31, 2024	Governmentjobs.com, Inc. (dba "NEOGOV") 2120 Park Pl El Segundo, CA 90245 billing@neogov.com
---	---

### Customer Information

<b>Customer Name:</b>	Crook, County of (OR)	<b>Customer Contact Name(s):</b>	Krystal Chellis
<b>Customer Address:</b>	300 NE 3 <sup>rd</sup> St. Prineville, OR 97754	<b>Email Address:</b>	krystal.chellis@crookcountyor.gov

### Fee Summary

Description of Subscriptions	SaaS Subscription Fees	Non-Recurring Professional Service Fees	Service Fee Sub-Totals
Insight Enterprise (IN)	\$9,037.00	\$6,000.00	
GovernmentJobs.com (GJC)	\$2,001.00	\$0.00	
Candidate Texting (CTM)	\$452.00	\$0.00	
Onboard (ON)	\$8,303.00	\$4,000.00	
Attract (AT)	\$9,489.00	\$4,000.00	
Perform (PE)	\$13,556.00	\$6,000.00	
Eforms (EF)	\$11,297.00	\$4,000.00	
Learn (LE)	\$18,029.00	\$6,000.00	
Power Time Scheduling (PTS)	\$10,983.00	\$4,000.00	
Payroll (PR)	\$17,982.00	\$20,000.00	
CoreHR (CHR)	\$23,177.00	\$50,000.00	
Time and Attendance (T&A)	\$17,982.00	\$20,000.00	
Payroll Services (PRS)	\$15,977.00	\$16,000.00	
Benefits (BEN)	\$7,992.00	\$16,000.00	
<b>TOTAL:</b>	<b>\$166,257.00</b>	<b>\$156,000.00</b>	
Bundle Discount: (30%)	(\$51,887.00)		
Setup Discount: (50%)		(\$78,000.00)	
<b>SUB TOTAL:</b>	<b>\$114,370.00</b>	<b>\$78,000.00</b>	
<b>5 Yr. Ramp Promo '24</b>			
Year 1			Year 1
Setup+ 10% of SaaS Fee	\$11,437.00	\$78,000.00	\$89,437.00
Year 2			Year 2
60% of SaaS Fee	\$68,622.00		\$68,622.00
Year 3			Year 3
75% of SaaS Fee	\$85,777.50		\$85,777.50
Year 4			Year 4
90% of SaaS Fee	\$102,933.00		\$102,933.00
Year 5			Year 5
100% of SaaS Fee	\$114,370.00		\$114,370.00

#### A. Agreement and Applicable Modifications to the Agreement.

1. Agreement. This Ordering Document and the Services purchased herein are governed by the terms of the Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Document available at <https://www.neogov.com/service-specifications>, as well as the Service Specifications and applicable Schedules incorporated therein.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative. This Order Form may not be modified or amended except through a written instrument signed by the parties.

#### B. General Terms Summary.

1. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
2. The Effective Date. This Order is made and entered into as of the date of Customer signature on this Order Document (the "Effective Date").
3. SaaS Subscription(s) Start Date. The Effective Date.
4. Billing Frequency. Annual. Net 30 from Customer receipt of NEOGOV invoice.
5. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.
6. Offer Validity. This Order is valid for 30 days from the date of Customer receipt of this Ordering Document unless extended by NEOGOV.



# NEOGOV™

IN WITNESS WHEREOF, the parties have caused this Order to be executed by their respective duly authorized officers as of the date set forth below, and consent to the Agreement.

<b>Customer</b>	<b>Governmentjobs.com, Inc. (DBA "NEOGOV")</b>
Entity Name: Crook, County of (OR)	
Signature: _____	Signature: _____
Print Name:	Print Name:
Date:	Date:





Enhancing Efficiency and Employee Satisfaction

# Proposal for NEOGOV HRIS Solution

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**For Crook County**

June 2024

# AGENDA

01. Executive Summary
02. Current Challenges
03. Why Invest in Technology?
04. Proposed Solution: NEOGOV
05. Key Features of NEOGOV
06. Comparative Analysis
07. Implementation Plan
08. Testimonials
09. Conclusion
10. Q & A

# Executive Summary

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## OBJECTIVE

Present the case for adopting NEOGOV as our Human Resources Information System (HRIS)

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## KEY BENEFITS

Increased operational efficiency

Improved employee satisfaction

Comprehensive, integrated HR solution tailored for the public sector

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## RECOMMENDATION

Approve the implementation of NEOGOV

# CURRENT CHALLENGES



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## MANUAL PROCESSES

Significant time and effort spent on manual payroll processing and data entry.

## FRAGMENTED SYSTEMS

Multiple systems leading to inefficiencies and data discrepancies.

## EMPLOYEE SATISFACTION

Current systems do not meet the expectations of modern employees, especially generations who prefer digital, on-demand experiences.

## RECRUITMENT CHALLENGES

Inefficient recruitment processes resulting in longer time-to-hire and difficulty in **Page 44** attracting qualified candidates.

# WHY INVEST IN TECHNOLOGY?



## CHANGING EXPECTATIONS

- **Digital Access:** Employees and managers expect easy access to information and services through digital platforms.
- **Self-Service:** Employees prefer self-service options for managing their personal information, benefits, and payroll.
- **Real-Time Communication:** Instant communication and updates are critical for keeping employees engaged and informed.

## EFFICIENCY AND COST SAVINGS

- **Automation:** Automating routine HR tasks reduces the administrative burden on HR staff, freeing them to focus on strategic initiatives.
- **Data Accuracy:** Integrated systems reduce the risk of errors associated with manual data entry and fragmented systems.
- **Time Savings:** Streamlined onboarding and performance management processes significantly reduce the time required to manage these tasks, improving overall productivity.

# Proposed Solution: **NEOGOV**



## **COMPREHENSIVE HR SOLUTION**

**All-in-One Platform:** NEOGOV provides a single, unified platform that covers the entire employee lifecycle, from recruitment and onboarding to performance management and HR administration.

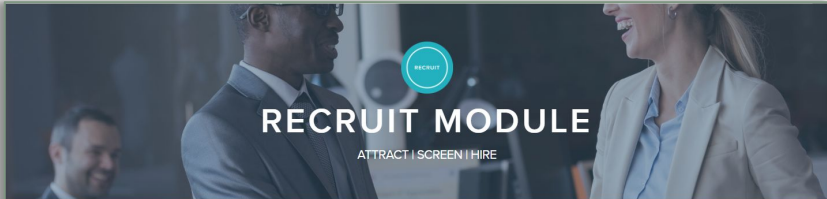
**Public Sector Focus:** Specifically designed to meet the unique needs of public sector organizations, ensuring compliance with government regulations and standards.

# KEY FEATURES:

## ENHANCED RECRUITMENT

**Attract Top Talent:** Automated outreach to a vast pool of qualified candidates.

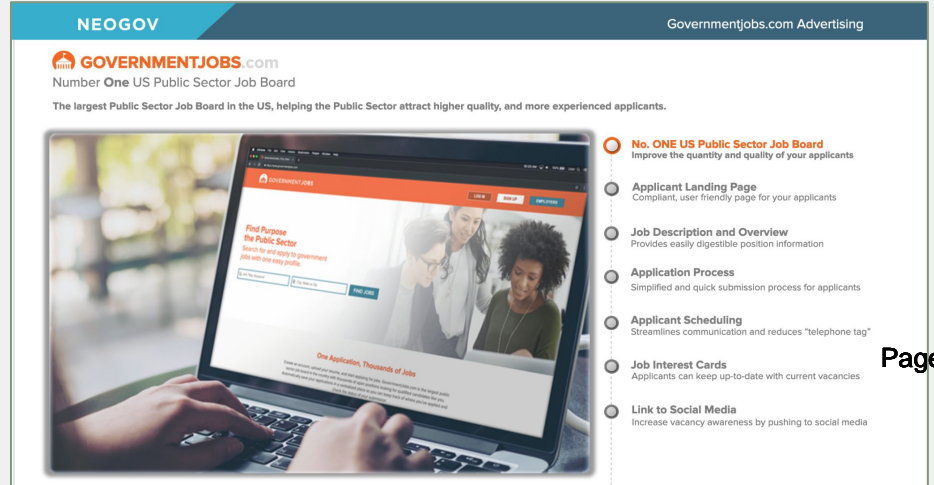
**Streamlined Hiring Process:** Advanced tools for candidate scoring, screening, and reporting reduce time-to-hire and improve candidate quality.



**RECRUIT MODULE**  
ATTRACT | SCREEN | HIRE

The Recruit Module accelerates time to hire by centralizing the process of attracting applicants, screening them, and landing a qualified hire that's productive on day one, while ensuring compliance.

**GJ** **IN** **ON**



**NEOGOV** GovernmentJobs.com Advertising

**GOVERNMENTJOBS.com**  
Number One US Public Sector Job Board

The largest Public Sector Job Board in the US, helping the Public Sector attract higher quality, and more experienced applicants.

- No. ONE US Public Sector Job Board**  
Improve the quantity and quality of your applicants
- Applicant Landing Page**  
Compliant, user friendly page for your applicants
- Job Description and Overview**  
Provides easily digestible position information
- Application Process**  
Simplified and quick submission process for applicants
- Applicant Scheduling**  
Streamlines communication and reduces "telephone tag"
- Job Interest Cards**  
Applicants can keep up-to-date with current vacancies
- Link to Social Media**  
Increase vacancy awareness by pushing to social media



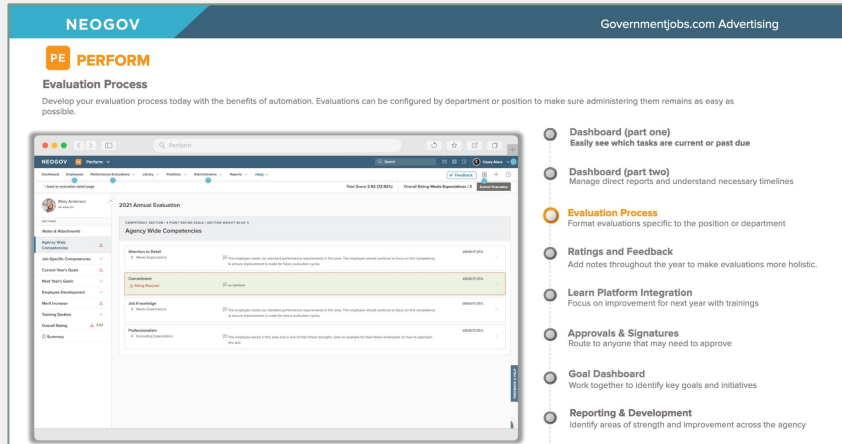


# KEY FEATURES:

## IMPROVED EMPLOYEE PERFORMANCE

**Goal Alignment:** Set and track goals to ensure alignment with organizational objectives.

**Consistent Evaluations:** Standardize performance reviews to ensure fairness and transparency.

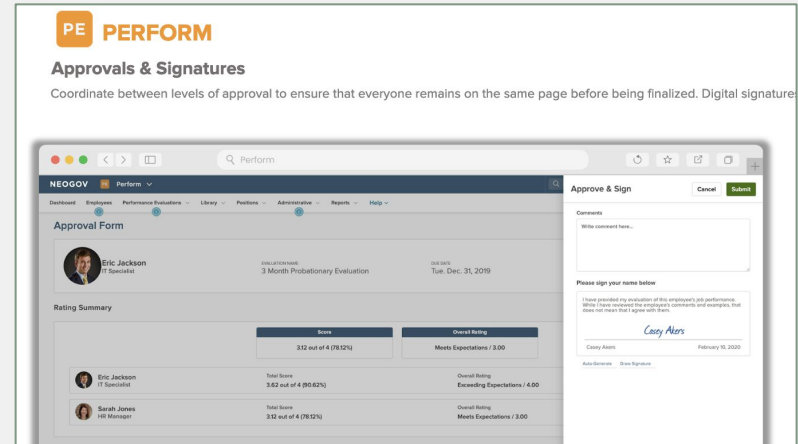


NEOGOV GovernmentJobs.com Advertising

**PE PERFORM**

**Evaluation Process**  
Develop your evaluation process today with the benefits of automation. Evaluations can be configured by department or position to make sure administering them remains as easy as possible.

- Dashboard (part one)  
Easily see which tasks are current or past due
- Dashboard (part two)  
Manage direct reports and understand necessary timelines
- Evaluation Process  
Format evaluations specific to the position or department
- Ratings and Feedback  
Add notes throughout the year to make evaluations more holistic.
- Learn Platform Integration  
Focus on improvement for next year with trainings
- Approvals & Signatures  
Route to anyone that may need to approve
- Goal Dashboard  
Work together to identify key goals and initiatives
- Reporting & Development  
Identify areas of strength and improvement across the agency



**PE PERFORM**

**Approvals & Signatures**  
Coordinate between levels of approval to ensure that everyone remains on the same page before being finalized. Digital signature

Approval Form

Eric Jackson  
IT Specialist

3 Month Probationary Evaluation

04 Dec 2019 Tue, Dec 31, 2019

Rating Summary

	Sets	Overall Rating
	3/2 out of 4 (75.0%)	Meets Expectations / 3.00

Eric Jackson  
IT Specialist  
Total Score: 3.62 out of 4 (90.62%)  
Overall Rating: Exceeding Expectations / 4.00

Sarah Jones  
HR Manager  
Total Score: 3.52 out of 4 (78.0%)  
Overall Rating: Meets Expectations / 3.00

Approve & Sign  
Comments: Write comment here...

Please sign your name below

I have finalized my evaluation of this employee's job performance. Please check my work for any additional comments and strengths that I have not mentioned here.

Clay Adams  
February 16, 2020

Approve/Cancel Sign/Signatures

# KEY FEATURES:

## REAL-WORLD IMPACT

**Proven Results:** Over 6,000 public sector organizations trust NEOGOV, benefiting from increased efficiency, reduced costs, and enhanced employee satisfaction.

### Case Studies:

**AT**  
ATTRACT

### Olmsted County, MN

**15% More Applicants**  
for hard-to-fill positions

Time	Applicants
Before NEOGOV	100%
After NEOGOV	115%

88% of these applicants are qualified

*"Within a month of using Virtual Recruiter, we were able to get four qualified applicants for the On-Call Maintenance positions — three of which were hired. As the only Recruiter supporting 18 departments, Virtual Recruiter recruited these individuals without me having to do anything."*

Cassandra Ray  
Olmsted County

**HR**  
HRIS

### Pascua Yaqui Tribe

**65% Less Time**  
spent on manual processes

Time	Manual Processes
Before NEOGOV	100%
After NEOGOV	35%

*"Our payroll team previously spent an enormous amount of time manually processing payroll, and now that we've got everything integrated, we've seen tremendous savings in manpower hours."*

Andrew Esposito, HR Director  
Pascua Yaqui Tribe

**ON**  
ONBOARD

### City of Temecula

**Halved**  
the time it takes to complete paperwork

Time	Hours
Before NEOGOV	2 - 3 Hours
After NEOGOV	1 - 1.5 Hours

*"New employees are spending less time on paperwork and getting more time with their department."*

Gina Cameron  
City of Temecula

**eF**  
eFORMS

### San Luis Obispo County

**2,010** working hours saved

**\$50,000** saved

*"Now that employees and managers are more independent and self-sufficient because of eForms, our HR team is no longer responsible for routing requests. We used to rely on our high-valued resources to do a lot of data entry and paper-pushing, but now they are doing more value-added HR work."*

Deborah Erb, HR Business Analyst  
San Luis Obispo County

# KEY FEATURES:

## NEOGOV Suite Components

### RECRUIT: ATTRACT | SCREEN | HIRE



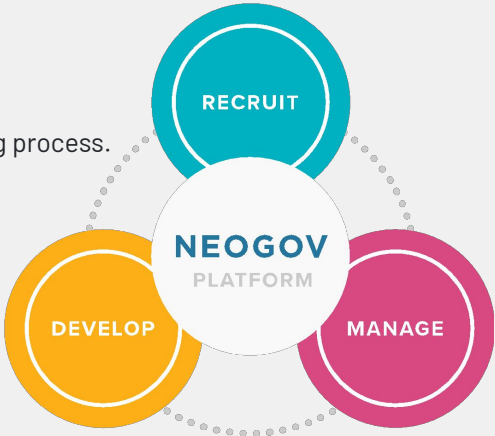
**GovernmentJobs.com:** The largest public sector-specific job board.



**Insight:** Applicant tracking and compliance reporting.



**Onboard:** Streamlined onboarding process.



### MANAGE: CENTRALIZE | STORE



**eForms:** Digital document management and workflows.



**CoreHR:** Centralized management of employee data and HR processes



**Payroll:** Efficient and accurate payroll processing with compliance features.



**Time and Attendance:** Automated tracking of employee time and attendance.



**Benefits:** Comprehensive benefits administration to manage employee benefits efficiently.



**Power Time Scheduling:** Advanced scheduling tool to manage shifts and ensure staffing levels.

### DEVELOP: COACH | GROW



**Learn:** Learning management system to enhance workforce productivity and compliance.



**Perform:** Comprehensive performance management.

# Comparative Analysis

## Systems Evaluated:



### ADP

Comprehensive HR solutions with strong payroll capabilities. However, ADP lacks specific features for public sector requirements and has the highest total cost of implementation and annual service fees.



### Paylocity

User-friendly with good payroll and benefits administration. However, Paylocity lacks integration capabilities and specific public sector features, making it less suitable for our needs.



### BambooHR

Excellent for small to midsize business with a focus on employee engagement. However, Bamboo does not scale well for larger public sector organizations and lacks advanced HR functionalities needed for our operations.



### NEOGOV

Comprehensive and Tailored: NEOGOV is specifically designed for public sector needs, offering integrated compliance reporting, digital onboarding, and a dedicated support network, making it the most suitable choice for our organization.

# IMPLEMENTATION PLAN



## **Phase 1: Needs Assessment and System Configuration**

- Conduct a detailed needs assessment to understand current workflows and requirements.
- Configure the NEOGOV system to align with our organizational needs.

## **Phase 2: Data Migration and Testing**

- Migrate existing HR data to the new system.
- Conduct thorough testing to ensure data integrity and system functionality.

## **Phase 3: Training and Go-Live**

- Provide comprehensive training for HR staff and end-users.
- Go live with the NEOGOV system and monitor for any initial issues.

# PROJECT TIMELINE

	2024					2025												2026				
WEEK	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
CoreHR	●																					
Recruit		●	●	●																		
Onboard					●	●																
eForms							●															
Perform								●	●	●												
Time & Attendance											●	●										
Payroll													●	●	●							
Benefits																●	●					
Learn																		●	●			
Power Time Scheduling																					●	●

# PROJECT PRICING - OVERVIEW

Description of Subscription - 5 Year Ramp Promotion	SaaS Subscription Fees	Non-Recurring Professional Service Fees	Service Fee Subtotals
Year 1 <b>Setup + 10%</b> of SaaS Fee	\$11,437	\$78,000	\$89,437
Year 2 <b>60%</b> of Saas Fee	\$68,622		\$68,622
Year 3 <b>75%</b> of Saas Fee	\$85,778		\$85,778
Year 4 <b>90%</b> of SaaS Fee	\$102,933		\$102,933
Year 5 <b>100%</b> of Saas Fee	\$114,370		\$114,370

## TERMS

The NEOGOV service agreement is valid for 60 months, starting from the effective date, with annual billing and Net 30 payment terms. The order is non-cancelable and non-refundable, and any modifications to the agreement require a written instrument signed by both parties.

## ASSUMPTIONS

Pricing assumes a workforce of 200-249 FTEs and includes significant discounts, such as a 30% bundle discount and a 50% setup discount.

The first year's cost is \$89,437, covering setup and 10% of the Saas fee, with subsequent years billed at gradually increasing percentages of the Saas fee, reaching full cost in year five.

## PROJECT PRICING - LINE ITEM

Description of Subscription	SaaS Subscription Fees	Non-Recurring Professional Service Fees
CoreHR (CHR)	\$23,177	\$50,000
Recruit: Insight Enterprise (IN)	\$9,037	\$6,000
GovernmentJobs.com (GJC)	\$2,001	\$0
Candidate Texting (CTM)	\$452	\$0
Attract (AT)	\$9,489	\$4,000
Onboard (ON)	\$8,303	\$4,000
eForms (EF)	\$11,297	\$4,000
Perform (PE)	\$13,556	\$6,000
Time and Attendance (T&A)	\$17,982	\$20,000
Payroll: Base Payroll (PR)	\$17,982	\$20,000
Payroll Services (PRS)	\$15,977	\$16,000
Benefits (BEN)	\$7,992	\$16,000
Learn (LE)	\$18,029	\$6,000
Power Time Scheduling (PTS)	\$10,983	\$4,000
<b>TOTAL</b>	<b>\$166,257</b>	<b>\$156,000</b>
<b><i>Bundle Discount (30%)</i></b>	<b><i>(-\$51,887)</i></b>	
<b><i>Pro Services Implementation Discount (50%)</i></b>		<b><i>(-\$78,000)</i></b>
<b>TOTALS</b>	<b>\$114,370</b>	<b>\$78,000</b>



“

I'm sold!  
Let's go with them  
right now!

”

– Kathy Puckett

“

I really liked all aspects!  
And I like that there's  
more responsibility that  
goes back to the  
employee.

”

– Rebecca Keegan

“

We use NEOGOV  
for their  
recruitment  
system and have  
been **very happy  
with them**.

”

– Matt Hawkins, Polk County

“

We are **happy with it!** I am  
excited to use the system  
fully when it comes to  
recruitment. It's a powerful  
program that we are  
learning new things about  
all the time .

”

– Michelle Simpson, Josephine County



I wish we could get the FULL system.  
Customer support is amazing, the  
implementation team is amazing. The  
conferences are phenomenal. We love this  
product.



– Kimberly Sherman, Benton County

*SUMMARY:*

**NEOGOV** OFFERS A  
COMPREHENSIVE,  
INTEGRATED SOLUTION THAT  
ADDRESSES OUR CURRENT  
CHALLENGES AND SUPPORTS  
OUR **STRATEGIC GOALS**

*CALL TO ACTION:*

WE REQUEST YOUR  
APPROVAL OF THE ADOPTION  
OF **NEOGOV** TO ENHANCE  
OUR HR OPERATIONS AND  
EMPLOYEE SATISFACTION.

*Ready to revolutionize HR in Crook County?*

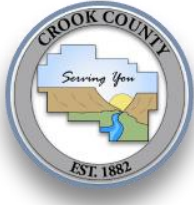
**LET'S EMBARK ON THIS  
JOURNEY TOGETHER WITH  
NEOGOV!**

*Questions & Discussion*

Q&A

THANK YOU

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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



7/11/24

To: Crook County Commissioners

From: Tim Deboodt, Budget Officer, Crook County Extension Service District

RE: 2024-25 Service District Budget, clarification

Good morning,

It has come to my attention that the published LB-1 (Central Oregonian, June 11<sup>th</sup>) did not contain all the information in regards to the approval by the Budget Committee (May 22) and by the County Commission on June 20<sup>th</sup>.

The LB-1 did not include \$80,000 for Capital outlay (vehicle purchase), \$20,000 for building repairs, and \$38,000 for County Internal Services. However, the total Requirements (\$900,000) reported on the LB-1 does include these 3 expense items. These items and dollar figures were approved during the Budget Committee meeting held on May 22 which included public comment, and were illustrated and approved by you the Commission on June 22. In all publications to the public, the announcements included a statement that anyone could request a copy of the proposed budget, adopted by the Budget Committee, which had anyone requested it, would have contained these 3 items.

As directed by Jamie Berger, Crook County Budget Analyst, I am informing you of the errors in the published LB-1 and informing you that the budget you adopted is the exact budget that was approved by the Crook County Extension District Budget Committee.

I am enclosing the corrected LB-1 for your review and the approved and adopted budget of both the Budget Committee and the Board of Commissioners.  
If you have any questions, I am happy to address them.

CC: Jamie Berger, Crook County Budget Analyst  
Rebecca Keegan, Crook County Extension Office Manager  
Eric Blaine, Crook County Counsel

Attachments:

Published LB-1 2024-25

Corrected LB-1 2024-25

Approved 2024-25 budget of the Crook County Extension Service District Budget Committee

Adopted 2024-25 budget of the Crook County Board of Commissioners



May 6, 2024

TO: Crook County Extension Advisory Board

Seth Crawford, Judge	Jerry Brummer
Susie Hermreck, Commissioner	John Dehler
Brian Barney, Commissioner	Nancy Condron
Janice Flegel	Ryan Kingsbury
Lynne Breese	Hunter Neuharth
Brett Dunn	

### **Budget Message for 2024-2025:**

Continued growth in the County’s property tax valuation for 2024-25 will result in an estimated 4% growth in property tax revenue for the District. This year’s budget includes assessing the full taxing value of \$ 0.1207/\$1000 of valuation.

**Personnel** costs are budgeted for the FY 2025 year that reflect the continued position of a permanent 1.0 FTE Extension Program Assistant, as well as 1.0 FTE Extension Manager. Budgeted salaries are up when compared to 2023-24 FY due to the new compensation study results that will be in effect before FY 2025. Our health insurance costs are up as well with the possibility of a family being added to the coverage of the new Extension Manager. Additional cost items in this budget category are in the contribution to full-time employee retirement accounts (401K), and FICA.

The Service District will continue ownership of both the Extension office building and the Clover Building that took effect July 1, 2023, and leasing the land from the county for \$1.00 per year. **Materials and Services** will look slightly different again this upcoming fiscal year with the categories of Capital Outlay for the building and vehicles. Materials and Services is a large category that includes everything from office supplies to travel expenses, as well as transfers to OSU for a portion of operational costs. This budget includes the **Intergovernmental Services** of \$100,000 which is a slight increase from the FY 2024 budget. This increase is due to the potential hire of 2 summer interns, the increase in the 4-H enrollment, and the slight increase in the salaries for SNAP-Ed and Master Gardener Coordinator. The other big component of this line item is IT support and fiber connection. The transfer breakdown is: \$25,000 contribution for Open Campus; \$18,500 for the SNAP-Ed EPA position; \$19,500 for the Master Gardener position; \$12,000 for IT support; \$15,000 for 4-H youth enrollment membership fees. The **Contracted Service** line item of

\$30,000 is an increase due to budgeting for small building repairs/maintenance, parking lot repair that will happen in the late summer, and a few small remodels in the office and Clover Building; as well as the regular landscaping and heat pump maintenance. The **Janitorial** line item will increase to \$15,000, to allow for the potential rate increase and supply cost increase. **Workshops** line item is joined with Field Trials for this coming FY. This line item will have funds for a project that Gordon Jones will be taking on with the Central Oregon Hay Growers; this line item has increased to \$11,000.

**Capital Outlay** has been put back into the budget for the Service District to gear up for purchasing a new vehicle and some in for building upgrades if needed of **\$80,000 for the Vehicle and \$20,000 for the Building**. We do anticipate a vehicle purchase this next year but do not anticipate any large building repairs or upgrades.

**County Administration Internal Service Fee** will continue and has increased for FY 2025. This fee covers the administrative services that the county provides for the Ag Extension Service District. It is calculated by multiplying the total Operating Budget numbers for the Personnel category and the Materials & Services category by the following: County Admin 2.35%, Legal 1.25%, Finance 3.42%, and for Human Resources at \$2,420.00 per FTE. For the FY2025 the total is **\$38,000**. Every year this amount will change as the Operating Budget numbers change.

That is a review of the budget for this coming year. If you have any questions please do not hesitate to ask. Following the budget meeting, we will have time for faculty reports and input from the Advisory Board. I have enclosed brief summaries from each program area for your review prior to the Advisory Committee section of this meeting.

Again, please RSVP for this meeting with the Extension office (541) 447-6228.

Sincerely,

Tim Deboobt, Crook County Extension Budget Officer  
Crook County Agriculture Extension Service District  
OSU Crook County Extension Service

Enclosures

CC: Nicole Stong, Central Oregon Regional Administrator  
OSU Extension Service

**DETAILED REQUIREMENTS**

**FORM  
LB-31**

General fund

Crook County Ag Extension Service District

	Historical Data			REQUIREMENTS FOR: <u>(Name of Org. Unit or Program)</u>	Budget for Next Year <u>2024-25</u>			
	Actual		Adopted Budget This Year 2023-24		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>2021-22</u>	First Preceding Year <u>2022-23</u>						
1	\$ 61,813.90	\$ 63,747.77	\$ 69,263.00	1 Office Manager 1 FTE	\$ 72,381.00	\$ 72,381.00		1
2	\$ 40,499.15	\$ 39,971.64	\$ 43,754.00	2 Extension Program Assistant 1 FTE	\$ 43,815.00	\$ 43,815.00		2
3			\$ 29,120.00	3 Office Assistanat 0.7 FTE	\$ -	\$ -		3
4	\$ 605.00	\$ 3,673.56	\$ 7,000.00	4 Extra Help	\$ 13,000.00	\$ 13,000.00		4
5	\$ 7,255.78	\$ 7,843.64	\$ 11,868.00	5 FICA	\$ 12,112.00	\$ 12,112.00		5
6	\$ 165.03	\$ 142.56	\$ 202.00	6 Worker Comp	\$ 239.00	\$ 239.00		6
7	\$ 30,863.03	\$ 29,199.18	\$ 28,387.00	7 Health Insurance	\$ 52,530.00	\$ 52,530.00		7
8	\$ 304.74	\$ 311.30	\$ 439.00	8 Life Insurance/LTD	\$ 500.00	\$ 500.00		8
9	\$ 102.84	\$ 111.83	\$ 465.00	9 Unemployment	\$ 475.00	\$ 475.00		9
10	\$ 5,805.40	\$ 9,699.93	\$ 12,439.00	10 Retirement (401K)	\$ 13,944.00	\$ 13,944.00		10
		\$ 234.48	\$ 621.00	11 Oregon Paid Leave	\$ 649.00	\$ 649.00		
11	\$ 892.70	\$ 753.03	\$ 1,200.00	12 Postage	\$ 1,200.00	\$ 1,200.00		11
12	\$ 7,684.53	\$ 17,250.60	\$ 7,800.00	13 Publishing (Copier/publishing expense)	\$ 9,000.00	\$ 9,000.00		12
13	\$ 8,701.75	\$ 7,082.70	\$ 14,000.00	14 Contracted Services	\$ 30,000.00	\$ 30,000.00		13
14	\$ 4,314.10	\$ 7,667.28	\$ 8,500.00	15 Fuel	\$ 8,500.00	\$ 8,500.00		14
15	\$ 4,200.00	\$ 5,200.00	\$ 6,000.00	16 Audit	\$ 8,000.00	\$ 8,000.00		15
16	\$ 65,116.23	\$ 93,709.32	\$ 84,000.00	17 Intergov. Services (OSU and County Transfers)	\$ 100,000.00	\$ 100,000.00		16
17	\$ 8,700.79	\$ 11,098.22	\$ 12,900.00	18 Janitorial Services	\$ 15,000.00	\$ 15,000.00		17
18		\$ 578.14	\$ 14,000.00	19 Utilities (electrical / gas/sewer/water/garbage/alarm)	\$ 14,000.00	\$ 14,000.00		18
19	\$ 5,199.44	\$ 4,592.23	\$ 4,200.00	20 Telephone	\$ 4,000.00	\$ 4,000.00		19
20	\$ 3,021.77	\$ 5,098.84	\$ 7,000.00	21 Lodging and Meals	\$ 9,000.00	\$ 9,000.00		20
21	\$ 3,793.24	\$ 2,922.83	\$ 5,000.00	22 Registrations and Dues	\$ 6,000.00	\$ 6,000.00		21
22	\$ 976.46	\$ 2,734.55	\$ 5,000.00	23 Workshops/Field Trials	\$ 11,000.00	\$ 11,000.00		22
23	\$ 3,320.00	\$ 3,745.00	\$ 6,900.00	24 Insurance - vehicle, property & liability, building	\$ 7,000.00	\$ 7,000.00		23
24	\$ 2,467.26	\$ 7,273.53	\$ 4,000.00	25 Small Equipment	\$ 5,000.00	\$ 5,000.00		24
25			\$ 65,000.00	26 Contingency	\$ 142,200.00	\$ 142,200.00		25
26	\$ 10,000.00	\$ 10,000.00	\$ 80,000.00	27 Capital Outlay - Vehicle	\$ 80,000.00	\$ 80,000.00		26
27	\$ 20,000.00	\$ 20,000.00	\$ 50,000.00	28 Capital Outlay - Building	\$ 20,000.00	\$ 20,000.00		27
28	\$ 10,317.16	\$ 10,969.57	\$ 7,000.00	29 Office supplies	\$ 9,000.00	\$ 9,000.00		28
29	\$ 187.65	\$ 244.21	\$ 300.00	31 Credit Card Charges	\$ 400.00	\$ 400.00		29
30			\$ 30,000.00	32 County Administrative ISF	\$ 38,000.00	\$ 38,000.00		30
31				33				31
32				34				32
33	\$ 285,365.38	\$ 313,305.86		35 Ending balance (prior years)				33
34			\$ 183,642.00	<b>36 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$ 173,055.00	\$ 173,055.00		34
<b>35</b>	<b>\$ 591,673.33</b>	<b>\$ 679,161.80</b>	<b>\$ 800,000.00</b>	<b>37 TOTAL REQUIREMENTS</b>	<b>\$ 900,000.00</b>	<b>\$ 900,000.00</b>	<b>0</b>	<b>35</b>

\* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.



\$ 72,381.00
\$ 43,815.00
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\$ 13,000.00
\$ 12,112.00
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\$ 5,000.00
\$ 9,000.00
\$ 400.00
\$ 234,300.00

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

General Fund

(Fund)

Crook County Ag. Extension Service District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year __2024-25__		
	Actual		Adopted Budget This Year __2023-24__		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year __2021-22__	First Preceding Year __2022-23__					
				RESOURCES			
1	\$ 235,752.99	\$ 285,365.38	\$ 421,000.00	1. Cash on hand * (cash basis), or	\$ 472,000.00	\$ 472,000.00	
2				2. Working Capital (accrual basis)			
3	\$ 6,959.81	\$ 5,847.13	\$ 6,500.00	3. Previously levied taxes estimated to be received	\$ 6,500.00	\$ 6,500.00	
4	\$ 1,345.82	\$ 7,813.95	\$ 6,000.00	4. Interest	\$ 12,000.00	\$ 12,000.00	
5	\$ 3,446.09	\$ 2,056.56		5 Intergovernmental Income			
6				6. Transferred IN, from other funds - vehicle & building			
7	\$ 15,895.00	\$ 15,510.00	\$ 14,000.00	7. 4H building rent/Partner rent	\$ 14,000.00	\$ 14,000.00	
8	\$ 13,206.57	\$ 17,442.93	\$ 15,000.00	8. Workshops/photocopy/publication/4H enrollment	\$ 21,500.00	\$ 21,500.00	
9	\$ 8,439.36	\$ 14,857.61	\$ 8,000.00	9. Reimbursement/sale public land	\$ 8,000.00	\$ 8,000.00	
10	\$ 285,045.64	\$ 348,893.56	\$ 470,500.00	10. Total Resources, except taxes to be levied	\$ 534,000.00	\$ 534,000.00	
11			\$ 329,500.00	11. Taxes estimated to be received	\$ 366,000.00	\$ 366,000.00	
12	\$ 306,627.69	\$ 330,268.24		12. Taxes collected in year levied			
13	<b>\$ 591,673.33</b>	<b>\$ 679,161.80</b>	<b>\$ 800,000.00</b>	<b>13. TOTAL RESOURCES</b>	<b>\$ 900,000.00</b>		
				REQUIREMENTS **			
14	\$ 147,414.87	\$ 154,935.89	\$ 203,558.00	14. Personnel	\$ 209,645.00	\$ 209,645.00	
15	\$ 128,893.08	\$ 180,920.05	\$ 187,800.00	15. Materials and Supplies	\$ 237,100.00	\$ 237,100.00	
16			\$ 130,000.00	16. Vehicle & Building Contingency	\$ -	\$ -	
17			\$ 65,000.00	17. Contingency	\$ 142,200.00	\$ 142,200.00	
18	\$ 30,000.00	\$ 30,000.00		18. Transfers	\$ -	\$ -	
19			\$ 30,000.00	19. County Administration ISF	\$ 38,000.00	\$ 38,000.00	
20				20. Capital Outlay Vehicle	\$ 80,000.00	\$ 80,000.00	
21				21. Capital Outlay Building	\$ 20,000.00	\$ 20,000.00	
22	\$ 285,365.38	\$ 313,305.86		22. Ending balance (prior years)			
23			\$ 183,642.00	23. <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$ 173,055.00	\$ 173,055.00	
24	<b>\$ 591,673.33</b>	<b>\$ 679,161.80</b>	<b>\$ 800,000.00</b>	<b>24. TOTAL REQUIREMENTS</b>	<b>\$ 900,000.00</b>	<b>\$ 900,000.00</b>	

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

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**Order Adopting Budget  
Making Appropriation and Levying Taxes**

BE IT ORDERED that the Crook County Court hereby adopts the budget for FY 2024-25 approved by the budget committee of Crook County Agricultural Extension Service District on May 22, 2024, now on file in the office of the County Court.

BE IT ORDERED that the Crook County Court hereby levies a tax rate provided for in the budget adopted in the amount of .1207/\$1,000 and that this tax rate is hereby levied upon all taxable property within the county for the tax year 2024-25.

BE IT ORDERED that the above tax rate levy is categorized as follows:

	General Governmental
General Fund	.1207/\$1,000

BE IT ORDERED that the amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below are hereby appropriated as follows:

**CROOK COUNTY AGRICULTURAL EXTENSION SERVICE DISTRICT**

<b>General Fund</b>	
Personnel Services	\$209,645
Materials & Supplies	\$237,100
Transfers	0
Contingencies	\$142,200
County Admin ISF	\$38,000
Capital Reserve-Vehicle	0
Vehicle purchase	\$80,000
Capital Reserve-Building	0
Repair and Maintenance	\$20,000
Extension Grants	0
Material & Supplies	0
<b>Total appropriations</b>	<b>\$726,945</b>
Unappropriated Ending Fund General Funds	\$173,055
<b>Total Budget</b>	<b>\$900,000</b>

Crook County Official Records  
 Commissioners' Journal  
 No Fee  
**CJ2024-036**  
**06/21/2024 8:43:30 AM**



I, Cheryl Seely, County Clerk for Crook County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.  
 Cheryl Seely - County Clerk

IT IS HEREBY CONSIDERED, ORDERED AND JUDGED that the Secretary of this District make up and deliver to said County Assessor for this information in making up the Extension on the tax rolls, as foresaid, a certified copy of the Order.

SIGNED AND SEALED this 20<sup>th</sup> day of June, 2024

\_\_\_\_\_  
 County Commissioner  
  
 \_\_\_\_\_  
 County Commissioner  
  
 \_\_\_\_\_  
 County Commissioner

Attest: \_\_\_\_\_  
County Clerk

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Crook County Court will be held on June 18, 2023 at 9:00 am at Crook County Courthouse Annex, \_\_\_\_\_  
 Prineville, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Crook County  
 Agricultural Extension Services District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at  
 OSU Crook County Extension Office, between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual. This budget was prepared on a basis of  
 accounting that is the same as the preceding year.

Contact: Tim Deboodt

Telephone: 541-447-6228

Email: tim.deboodt@co.crook.or.us

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2022-23	Adopted Budget This Year 2023-24	Approved Budget Next Year 2024-25
Beginning Fund Balance/Net Working Capital	\$285,365.38	\$318,000.00	\$472,000.00
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	\$17,442.93	\$15,000.00	\$21,500.00
Federal, State and all Other Grants, Gifts, Allocations and Donations			
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements		\$103,000.00	
All Other Resources Except Current Year Property Taxes	\$46,085.25	\$34,500.00	\$40,500.00
Current Year Property Taxes Estimated to be Received	\$330,268.24	\$329,500.00	\$366,000.00
<b>Total Resources</b>	<b>\$679,161.80</b>	<b>\$800,000.00</b>	<b>\$900,000.00</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	\$154,935.89	\$203,558.00	\$209,645.00
Materials and Services	\$180,920.05	\$187,800.00	\$237,100.00
Capital Outlay			
Debt Service			
Interfund Transfers	\$30,000.00	\$30,000.00	
Contingencies		\$195,000.00	\$142,200.00
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	\$313,305.86	\$183,642.00	\$173,055.00
<b>Total Requirements</b>	<b>\$679,161.80</b>	<b>\$800,000.00</b>	<b>\$900,000.00</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *</b>			
<b>Name</b> of Organizational Unit or Program <b>FTE</b> for that unit or program			
General Fund	\$679,161.80	\$800,000.00	\$900,000.00
FTE	2.70	2.70	2.70
Vehicle Replacement Reserve Fund			
FTE	0	0	0
Building Maintenance Reserve Fund			
FTE	0	0	0
<b>Total Requirements</b>	<b>\$679,161.80</b>	<b>\$800,000.00</b>	<b>\$900,000.00</b>
<b>Total FTE</b>	<b>2.70</b>	<b>2.70</b>	<b>2.70</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

The Service District will continue ownership of both the Extension office building and the Clover Building that was made effective July 1, 2023 and leasing the land from the county for \$1.00 per year. Materials & Services will look slightly different again this upcoming fiscal year with the categories of Capital Outlay for the building and vehicles. Intergovernmental Services line will increase due to the potential hiring of two summer interns. The increase in the 4-H enrollment, and the slight increase in salaries for SNAP-Ed and Master Gardner Coordinator. The other big component of this line is IT Support and fiber connection. Contracted Services line item of \$30,000 is increase due to budgeting for small building repairs/ maintenance, parking lot repair that will happen late summer, and a few small remodels in the office and the Clover Building; as well as the regular landscaping and heat pump maintenance. Capital Outlay has been put back into the budget for the Service District to gear up for purchasing a new vehicle and some in for building upgrades if needed. \$80,000 for the vehicle and \$20,000 for the building. We are anticipating to purchase a vehicle this FY. Internal Service Fees will continue and have increased, County Admin, Legal, HR, Finance, totaling \$38,000 for the year.

<b>PROPERTY TAX LEVIES</b>			
	Rate or Amount Imposed 2022-23	Rate or Amount Imposed This Year 2023-24	Rate or Amount Approved Next Year 2024-25
Permanent Rate Levy (rate limit 0.1207 per \$1,000)	0.1207	0.1207	0.1207
Local Option Levy			
Levy For General Obligation Bonds			

<b>STATEMENT OF INDEBTEDNESS</b>		
<b>LONG TERM DEBT</b>	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
<b>Total</b>		

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

**FORM LB-1**

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Telephone: 541-447-6228

Email: tim.deboodt@co.crook.or.us

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<b>Name</b> of Organizational Unit or Program <b>FTE</b> for that unit or program			
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FTE	0	0	0
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FTE	0	0	0
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<b>Total FTE</b>	<b>2.70</b>	<b>2.70</b>	<b>2.70</b>

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Other Bonds		
Other Borrowings		
<b>Total</b>		

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## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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



# Crook County

Mailing: 300 NE 3<sup>rd</sup> Street • Prineville, Oregon 97754  
Physical: 203 NE Court Street • Prineville, Oregon 97754  
Phone (541) 447-6555

July 17, 2024

Shane Jeffries, Forest Supervisor  
Ochoco National Forest  
3160 NE 3<sup>rd</sup> Street  
Prineville, OR 97754

RE: Objection Resolution Offer Letter, Mill Creek Vegetation Management Project

VIA email: [shane.jeffries@usda.gov](mailto:shane.jeffries@usda.gov)

Dear Mr. Jeffries,

Pursuant to 36 C.F.R. Part 218.7, the Board of Commissioners, Crook County Oregon, filed an objection to the proposed draft decision for the Mill Creek Dry Forest Restoration Project (Mill Creek Project). This letter is in response to your letter, a proposed resolution to objections, dated July 10, 2024, requesting Crook County's response and potential withdrawal of our objection letter by close of business on July 15, 2024. On Wednesday, July 10<sup>th</sup>, in a phone conversation with Tim Deboodt, Crook County Natural Resources Policy Coordinator, Mr. Deboodt informed you that our letter could be delivered no earlier than close of business, July 17, 2024 due to the public meetings laws of the State of Oregon and our regularly scheduled Board of Commissioners meeting scheduled for that date.

The Board of Commissioners is the governing body for Crook County, Oregon. In 2017, Crook County adopted its Crook County Natural Resources Policy. This policy, developed by the citizens of Crook County, guides County policy direction in regards to management input on federal lands within the boundaries of Crook County. On February 26, 2019, Crook County notified you of its intent to Coordinate with you and the Ochoco National Forest in regards to all Federal Land Management Planning and project implementation within the boundaries of Crook County as outlined in the National Forest Management Act, the National Environmental Protection Act, the Endangered Species and the Clean Water Act. At the time, we requested that your Agency Coordinate the planning and projects under your jurisdiction in a meaningful way and to the greatest extent practical. We also provided you with a copy of our Natural Resources Policy at that time. The purpose of the Policy to assure the citizens of Crook County that the best possible management of our public lands is being implemented and that the economy, custom and culture of our County is protected to the best of our ability.

The proposed Objection Resolution sent to us by you, proposes to eliminate additional treatments on approximately 1400 acres in wildlife habitat, undeveloped and steep slope

areas as well as eliminating treatments in a substantial number of Riparian Habitat Conservation Areas (RHCA's) including the use of commercial thinning. This is in addition to the reductions in treatment acres throughout the Mill Creek Project that would be implemented under the proposed, draft Decision Notice (Alt 4).

Rather than following the science and ignoring the results of RHCA activity already completed throughout the ONF (Wolf, Gap, etc), this proposed resolution takes a step backwards and fails to meet the stated "Purpose and Needs" of the Mill Creek Project. This proposed resolution also fails to implement the Ochoco Forest Resources Collaborative's zones of agreements on Dry Forests and Riparian Areas. The proposed resolution fails to address the forest's movement away from its historical range of natural variation, and the risks associated with the impacts of climate change (elevated risks of disease, insect, drought and catastrophic wildfire). Eliminating commercial harvests from RHCA's as a viable tool, fails to recognize large trees need to be removed from these areas and by failing to do so, risks the health of the riparian areas in years to come. Objections to large tree removal by others does not represent current science and should not be supported by ONF action or lack thereof.

The proposed resolution begs the question, "are the limited outputs and acres to be treated as a result of this action worth the Federal dollars spent in years of interdisciplinary planning and process management"? Crook County believes the answer to that question is no, particularly when compared to other alternatives (Alt 3) as analyzed by the Mill Creek Project EA. This is particularly obvious when looking at the landscape today, the die off of conifers within the project area, the threats of on-going climate change and wildfire risk and the fact that the next opportunity to enter into this area again to address these current issues will be decades away.

So, as a result of these concerns with the Objection Resolution letter, the Crook County Board of Commissioners rejects this proposed resolution and our Objection stands. Thank you for your efforts on this project. Please contact our representative, Tim Deboodt for further discussions in resolving our objection.

Sincerely,

X

Seth Crawford  
County Commissioner

X

Brian Barney  
County Commissioner

X

Susan Hermreck  
County Commissioner

**File Code:** 1950  
**Date:** July 10, 2024

Dear Objectors to the Mill Creek Project:

On June 27, 2024, I met with all Objectors to the Mill Creek Dry Forest Restoration Project draft Decision Notice to discuss specific concerns raised in objections. I've worked with my staff to develop this objection resolution over the last several days based on what I heard during that meeting and through reviewing your objections and addendums.

My intent in sending this letter is to communicate the modifications I will direct the District Ranger to make in the final Decision Notice, and to offer clarifications on some of the issues and concerns raised during these meetings. I view these as directly responsive to objection remedies identified by one or more organization.

### **Wildlife Habitat, Undeveloped, and Steeper Slopes**

In order to resolve objections, the final decision would:

- Drop all treatment in all helicopter thinning units (totaling about 352 acres) around the Steins Pillar area. Units 117, 212, 324, 324.2.
- Drop all treatment in units in and around the undeveloped area (about 884 acres). Units: 259, 260.1, 260.2, 270, 272, 274, 276, 277, 278, 279, 324.1, 329.1, 363. (Retaining treatment in units that abut private property (241, 243)).
- Drop all treatment in units 122.3 and 257 (157 acres).
- Clarify that temporary roads are closed and rehabbed immediately following commercial activity within a unit prior to operator moving into a new unit, and that this is included in contract clauses.
- Specify that maintenance level 1 system roads would be re-closed immediately following commercial thinning activity within a unit (same as above for temporary access), and this would be included in contract clauses.
- Clarify that the selected alternative does not include any commercial harvest, precommercial harvest, or underburning within the 602 acres of Old Growth Management Areas in the project area.
- Modify the Resource Protection Measure W-1 to specify that unit retention patches would range on average from 10-15% of the EA unit. Strategies employed when deferring portions of units from treatment include incorporating terrain, micro-sites, natural tree-clumping, snag concentrations, wet or otherwise unharvestable areas, etc. to be coordinated with wildlife biologist and hydrologist during unit layout. The amount excluded from thinning would also include areas to protect such as sensitive plant sites or nests.

- Identify in the list of Resource Protection Measures which units would apply resource protection measures to high quality calving habitat and wallow habitat.
- Clarify further how effects to wildlife from motorized vehicles are analyzed and update the Wildlife Report to note the total amount of roads and overall road density at all maintenance levels in the project area.

### **Riparian Habitat Conservation Areas**

Note that units modified or dropped as listed under the Wildlife, Undeveloped, and Steeper Slopes heading above will eliminate a substantial amount of units or commercial thinning from RHCAs.

In order to resolve objections, the final decision would, in addition:

- Eliminate commercial thinning in Category 1, 2, or 3 RHCAs:
  - Drop commercial thinning from the Category 1 RHCA portion of unit 15.
  - Drop commercial thinning from the Category 1 RHCA portions of units 45, 50, 160, 350, 96. Drop temp road work in Category 1 RHCA portion of these units except for upslope side of road within RHCA would be used for landing locations for remainder of unit.
  - Drop commercial thinning from all Category 2 RHCA portions of units: 80, 231, 262, 350, 267.1.
  - Drop commercial thinning or biomass from all Category 3 RHCAs and Category 4 RHCAs that are wetlands < 1 acre from these units: 15, 53, 66, 73, 80, 93, 102, 166, 170, 189, 193, 193.1, 195, 203, 204, 209, 215, 225, 226, 230, 231, 234, 241, 262, 267, 269, 350, 351.
- Specify that within the remaining units that include intermittent stream Category 4 RHCAs, as well as units within 0.25 miles of all sites identified as high quality calving or wallow habitat, all applicable resource protection measures including W-13 (elk calving season) and W-14 (elk wallow sites).
- Clarify that the project design does not allow direct ignitions in the RHCAs, rather fire is allowed to creep into RHCAs.
- Specify that floodplain reconnection activities will occur on stretches of stream that are either within an existing exclosure (52 acres), will have a new permanent exclosure created (26.6 acres), or will have temporary exclosure installed to allow for rest of these areas.
- Include a column in the unit treatment list that specifies how many acres of each unit fall within Category 4 RHCA.
- Clarify that gaps in Mill Creek stream temperature data derived from a State of Oregon gauge, and typically occurring from July through November, is due a lack of stream flow as the creek has been going dry in mid to late June.
- Describe the RHCA monitoring protocol under development with the Ochoco Forest Restoration Collaborative.



If you are agreeable to these modifications, please respond to this letter by close of business July 15, and indicate if you will withdraw your objection or would like to discuss further.

Sincerely,

A. SHANE JEFFRIES  
Forest Supervisor



# Crook County

Mailing: 300 NE 3<sup>rd</sup> Street • Prineville, Oregon 97754  
Physical: 203 NE Court Street • Prineville, Oregon 97754  
Phone (541) 447-6555

May 1, 2024

RE: Mill Creek Dry Forest Restoration Project Objection

VIA: <https://www.fs.usda.gov/project/ochoco/?project=58081>

Pursuant to 36 C.F.R. Part 218.7, the Board of Commissioner, Crook County Oregon files this objection to the proposed draft decision for the Mill Creek Dry Forest Restoration Project (Mill Creek). Slater Turner, District Ranger is the responsible official. The Mill Creek project occurs on the Lookout Mountain District on the Ochoco National Forest.

## **Objector**

County of Crook, Oregon  
300 NE 3rd Street  
Prineville, OR 97754  
(541) 447-6555

The Board of Commissioners is the governing body for Crook County, Oregon. In 2017, Crook County adopted its Crook County Natural Resources Policy. This policy, developed with the citizens of Crook County, serves as a guide for the County's interaction with local, state and federal land management agencies in regards to natural resource issues within the boundaries of the County. As allowed by federal law, the Board of Commissioners exercises its legal right to full participation in the planning and other decision making processes utilized by the federal agencies for a particular project and for developing and implementing land use plans and actions within the County. The Board's interests extend to land use plans or action formulation, project development and implementation, including monitoring and evaluation. Crook County policy directs that all decisions be based on current relevant science and data. The use of public and federal land (collectively denoted as federal land) is critical to the health, safety, welfare, and economic stability of Crook County citizens. The Board recognizes the inherent natural beauty and the quality of life afforded to the citizens and visitors to Crook County. The Board also knows and values the importance of private property rights, water rights, open access systems, and RS 2477 right-of-ways, the multiple uses for all federal lands within Crook County, and the quality and quantity of the natural resources.

## **Objector's Designated Representative:**

Tim Deboodt, Coordinator, Crook County Natural Resources Policy  
498 SE Lynn Blvd  
Prineville, OR 97754  
(541) 903-5903 | [tim.deboodt@co.crook.or.us](mailto:tim.deboodt@co.crook.or.us)

The content of this objection below is based upon the prior specific written comments submitted by Crook County in response to the Draft EA which are hereby incorporated by reference.

The County finds that the **Finding of No Significant Impact (FONSI)** is not accurate and dismisses the fact that not implementing the higher level of treatments does not achieve the purpose and need and has a significant effect on the human environment. The Forest Service is not meeting responsibilities as outlined in the Ochoco NF Land and Resource Plan, regulations and the intent of present and existing priorities set forth by the Chief of the Forest Service to address Fire Risk and the Health and Safety of communities in and around our National Forests.

The County finds that the FS was only responsive to comments from organizations (national environmental organizations) wanting less treatment of the area and was dismissive of those needing more extensive treatment (adjacent landowners, forest users, county infrastructure managers). **By not meeting the project Purpose and Need** to the greatest extent possible, leaves the Forest in High Fire Risk perpetuating the risk to health and safety of fire fighters, first responders, adjacent lands, forest users and affecting County residents as a whole. Additionally, choosing to use management tools (non-commercial thinning and prescribed fire) instead of maximizing the opportunity to use the timber industry further undermines the forest responsibility to assist in maintaining a healthy regional and national industry providing the public with a consistent and constant flow of wood products and jobs which contribute to our local economy.

The forest is at fault for not proposing this project under the Healthy Forest Restoration Act (HFRA), not prioritizing it above other projects, and perpetuating the condition of an already volatile fire regime.

**When compared to the Proposed Alternative, Alternative 4 Modified fails to adequately meet the Purpose and Need of the project.**

The Purpose & Need as it appears in the Final EA includes the following:

**Increase Resilience to Insects, Disease, Fire, and Drought:**

“Many stands, which were historically dominated by ponderosa pine, now have increased amounts of grand fir, Douglas-fir, and Western juniper in younger age classes in both the under and over-stories.”

“The existing amount of dense structural stages is more than twice the historic range for this condition (24,531 acres currently as opposed to an HRV of 6,571-14,028 acres).

“Stands of large trees (mainly ponderosa pine) with an open park-like nature which were abundant historically and maintained by frequent low intensity fires in most plant

association groups (PAGs) are now relatively scarce and below their historic levels of abundance."

It is the opinion of Crook County that the goal of any Forest Service vegetation management project should be to meet the stated project objectives to the maximum extent possible across as many acres of the project area as possible. The scope, measured in acres treated for this project, should be the metric that indicates how well the Forest Service is meeting its stated objectives on any given project. In other words, meeting the stated Purpose & Need on 500 acres is inferior to meeting the stated Purpose & Need on 600 acres.

In our Draft EA comments, we expressed concern regarding the scope of the project relative to the project area. The Draft Decision Notice and EA consider the treatment of 7787 acres, which constitutes only 34% of the entire project area, excluding the wilderness, managed by the Forest Service. Our Draft EA comments supported Alternative 3 including removal of large diameter grand fir and Douglas-fir up 29.9 inches dbh as appropriate and allowing for ground-based operations on slopes greater than 35 percent with appropriate mitigating measures.

Dramatic and ongoing mortality taking place in the grand fir was emphasized by FS personnel during a meeting with Forest Service on March 31, 2023 and a field trip with the Ochoco Forest Restoration Collaborative (OFRC) on October 17, 2023. Presentations and field verification of this issue highlighted the concerns. Maximizing treatment acres applies not just to the safety and wellbeing of our citizens in the case of elevated wildfire risks as a result of this documented mortality but also to the full attainment of the stated Purpose & Need as referenced above, the obtainment of a healthy and viable forest. Any reduction in acres will inhibit the attainment of the project objectives.

Crook County expressed full support for treating Riparian Habitat Conservation Areas (RHCAs) in our draft EA comments. Treating riparian areas by removing encroaching conifers is critical for establishment of hardwoods and stream health and function. Further, riparian areas can serve as "wicks" for wildfire. A fire starting in the lower elevations of Mill Creek could burn upslope, spreading fire as it traveled, into the Mill Creek Wilderness. Any reduction in RHCA treatments increases the chances of undesired effects from wildfire.

Crook County objects to the required use of helicopters for commercial thinning purposes. Industry has consistently advised the Ochoco National Forest that both helicopter and skyline thinning have limited viability on the current proposed projects. Newer, and much safer, tethered and traction assist logging systems are available in the Ochoco working circle and should be analyzed for during the NEPA process.

Ultimately, we believe that full implementation of the acres in the Draft EA is the only way to best meet the Purpose and Need and to maximize its attainment for all the elements.

**In Summary:**

The following areas were not adequately addressed as it relates to previous County responses to this project:

1. Forest Management should have worked with Forest Service Regional and National leaders to be allowed to do a Forest Plan Amendment allowing and encouraging the use of proven and appropriate ground based harvesting methods. The Forest Plan has not been amended enough to bring forward the allowance of contemporary tools needed in modern times.
2. In all forest documents, field trips, and presentations concerning this project the dead, dying and decadent fir is mentioned as a prime reason for proposing the project yet this decision leaves a tremendous amount of large and decadent fir inviting insect, disease, and large-scale disturbance.
3. The continued mention of the Lemon Gulch project, especially as it related to cumulative effects is disturbing since there is no decision for this project. This leads the public to believe that you will be implementing this project, when you have stated that it has been tabled indefinitely. Further it is inappropriate to include it when there is no decision, since it is not “reasonably foreseeable”.
4. Pulling out commercial harvest in RHCAs makes many of the units unviable, therefore leaving the areas more dense (Decision, p.3). This also leaves too many conifers in the RHCAs and does not allow for the perpetuation of the preferable deciduous hardwoods along streambanks for shading. This, again, perpetuated the fire risk as outlined by your own science in the Fire section of the analysis.

NEPA provides an avenue for Forest Managers to have a public discussion of the trade-offs of various options related to achieving goals and objectives for approved Forest Management plans. By dismissing local entities (county governments, local economics, forest users, adjacent landowners, and industry who provide insight into the human environment aspect of the analysis and decision, you continue to waste time with mediocrity and ineffectiveness.

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**Resolution Requested**

Crook County requests that the Deciding Official select Alternative 3 as the preferred alternative.

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**Request for Resolution Meeting**

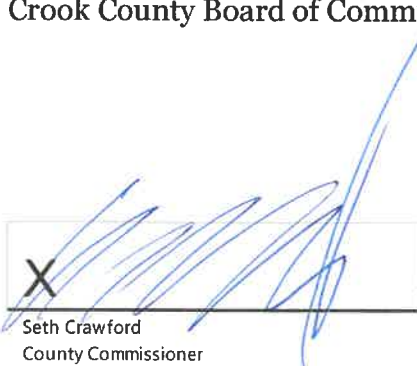
Pursuant to 36 C.F.R. § 218.11, the objectors request to meet with the reviewing officer to discuss the issues raised in this objection and potential resolution. In the event multiple objections are filed on this decision, Crook County respectfully requests that the resolution meeting be held with all objectors present. Crook County believes that having

all objectors together at one time, though perhaps making for a longer meeting, in the long run will be a more expeditious process to either resolve appeal issues or move the process along. As you know, 36 C.F.R. § 218.11 gives the Reviewing Officer considerable discretion as to the form of resolution meetings. With that in mind, Crook County requests to participate to the maximum extent practicable, and specifically requests to be able to comment on points made by other objectors in the course of the objection resolution meeting.

Thank you for your efforts on this project and your consideration of this objection. Crook County looks forward to our initial resolution meeting. Please contact our representative, Tim Deboodt at the address and phone number shown above, to arrange a date for the resolution meeting.

Sincerely,

Crook County Board of Commissioners

  
X  
Seth Crawford  
County Commissioner

  
X  
Brian Barney  
County Commissioner

  
X  
Susan Hermreck  
County Commissioner

## AGENDA ITEM REQUEST



**Date:**

6/8/2024

**Meeting date desired:**

~~6/26/2024, 7/3/2024~~ 7/15/2024 per Commissioner Hermreck request

**Subject:**

Community Health Advisory Council Annual Update

**Background and policy implications:**

The Community Health Advisory Council (CHAC) is a legislatively mandated advisory body to the Crook County Board of Commissioners regarding behavioral and public health issues.

Requesting feedback in Work Session to inform presentation in July BOC meeting. No content request were made in Work Session. Commissioner Hermreck requested presentation be moved to July 17<sup>th</sup> BOC meeting.

**Budget/fiscal impacts:**

None

**Requested by:**

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

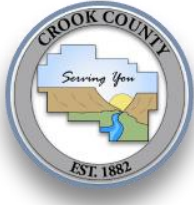
**Presenters:**

Katie Plumb, Health & Human Services Director

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

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

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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



IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON  
FOR THE COUNTY OF CROOK

IN THE MATTER OF VOLUNTARILY )  
ENROLLING CROOK COUNTY )  
DEPUTY DISTRICT ATTORNEYS ) ORDER AND RESOLUTION  
INTO THE OREGON PUBLIC EM- ) NO. 2024-36  
PLOYEE RETIREMENT SYSTEM )

WHEREAS, the State of Oregon administers a program called the Public Employee Retirement System (PERS), a system which by Oregon law requires certain public officials be enrolled, and which may permit other public officials be voluntarily enrolled; and

WHEREAS, on or about December 5, 1973, the Crook County Court (the board of commissioners for Crook County) adopted an unnumbered resolution, entitled “In the Matter of Public Employees Retirement System – Law Enforcement Personnel.” This resolution read, “Effective July 1, 1973, Law Enforcement Personnel will be enrolled in Public Employee Retirement System. No prior service credit will be granted.” PERS Board staff acknowledged receipt of that resolution on or about December 6, 1973, in a letter which assigned Crook County an employer number of 2044, and stated in part that the County’s enrollment “cover[s] Police and Firemen only.” The PERS Board and staff members consider the resolution to be the County’s participating agreement for the designated position’s enrollment in PERS; and

WHEREAS, Oregon PERS currently includes three different categories of participating individuals, designated as Tier One, Tier Two, and Oregon Public Service Retirement Plan (OPSRP) members; and

WHEREAS, a component of the Oregon PERS is entitled the Individual Account Program (IAP), which describes a 6% contribution as modified by Senate Bill 1049 (2020). This IAP contribution may be paid by the employee, or by public entities which participate in the Oregon PERS system; and

WHEREAS, the County funds the District Attorney office of Crook County, including the funding the compensation of a number of Deputy District Attorney positions; and

WHEREAS, Deputy District Attorney compensation has historically included enrollment in the County's 401k retirement system, but not the PERS system; and

WHEREAS, the PERS Board will permit the County to voluntarily enroll the County Deputy District Attorneys into the PERS system, by a declaration that it intends to modify its participation agreement in the PERS system to state that these positions are "police and fire" positions; and

WHEREAS, the PERS Board, through its staff member(s), has represented to the Board of Commissioners that enrolling the Deputy District Attorneys into PERS will not require the enrollment of anyone else into PERS, and the Board of Commissioners has relied upon this representation; and

WHEREAS, the Board of Commissioners wishes to enroll the Crook County Deputy District Attorneys, effective January 1, 2024, into Oregon PERS, as described herein.

NOW, THEREFORE, the Crook County Board of Commissioners adopts the recitals above as its Findings of Fact, and ORDERS, RESOLVES, and DIRECTS, based upon the above recitals, that:

Section One: On Wednesday, April 10, 2024, the Board of Commissioners approved the enrollment of the Deputy District Attorneys into PERS, to be effective January 1, 2024. The County had previously also made contributions into the Deputy District Attorneys' County 401k retirement accounts for the period of January 1 through March 30, 2024, and the Deputy District Attorneys may also retain those contributions. The enrollment into the Oregon PERS system is as OPSRP members, and not as Oregon PERS Tier One or Tier Two members, except only as required by law.

Section Two: The decision of the Board of Commissioners on April 10, 2024, to enroll the Deputy District Attorney positions into PERS, applies for those individuals working as Crook County Deputy District Attorneys on or after January 1, 2024.

Section Three: In reliance of the representations of the PERS Board staff member(s), including but not limited to the communication of March 13, 2024, the Crook County Board of Commissioners amends its participation agreement in the PERS system by: including Crook County Deputy District Attorneys among the definitions of police and fire personnel included in that participation agreement.

Section Four: The Board of Commissioners does not, and does not intend, to enroll any other person, type of position, or category of any kind, into Oregon PERS, by

the adoption of this Order and Resolution. It is the specific intention of the Board of Commissioners to enroll only the Deputy District Attorney positions into the Oregon PERS by the adoption of this Order and Resolution.

Section Five: For the period of January 1, 2024 to June 30, 2024, and for the forthcoming County fiscal year, July 1, 2024 through June 30, 2025, the County will contribute the Deputy District Attorneys' 6% Individual Account Program (IAP) contributions. If such contribution(s) changes, for any specific fiscal year or any future fiscal year, the change will be memorialized in a separate document.

Section Six: The County Court previously approved Order and Resolution 2018-71 regarding the participation in the PERS unused sick leave program operated under ORS 238.350. Deputy District Attorneys may participate in the ORS 238.350 unused sick leave program on the same terms and conditions as described in Order and Resolution 2018-71.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CROOK COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Commissioner Seth Crawford

\_\_\_\_\_  
Commissioner Susan Hermreck

\_\_\_\_\_  
Commissioner Brian Barney

<u>Vote:</u>	Aye	Nay	Abstain	Excused
Seth Crawford	___	___	___	___
Susan Hermreck	___	___	___	___
Brian Barney	___	___	___	___