

# MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, April 17, 2019 at 9:00 a.m.

Port of Morrow Riverfront Center, Port Commission Room

2 Marine Drive, Boardman, Oregon

**AMENDED**

1. **Call to Order and Pledge of Allegiance: 9:00 a.m.**
2. **City/Citizen Comments:** Individuals may address the Board on issues not on the agenda
3. **Open Agenda:** The Board may introduce subjects not already on the agenda
4. **Consent Calendar**
  - a. Accounts Payable dated April 18<sup>th</sup>; Three Payroll Payables, April 2<sup>nd</sup>, \$189,118.95; April 10<sup>th</sup>, \$161,332.55 & \$2,875 (HRA VEBA)
  - b. Minutes: March 20<sup>th</sup>
  - c. Intergovernmental Agreement with the City of Irrigon for Law Enforcement Services
  - d. ~~Purchase Pre-Authorization Request, Parole & Probation, Replace Work Crew Van~~
5. **Business Items**
  - a. ODOT Fund Exchange Agreement – McNab Lane Project (Matt Scrivner, Public Works Director)
  - b. Purchase Pre-Authorization Request, Public Works – New Doors and Store Front at Museum/Library Building, \$13,599 (Tony Clement, General Maintenance)
  - c. ~~Purchase Pre-Authorization Request, Public Works – Courthouse Window Blinds, \$18,177.34 (Tony Clement)~~
  - d. Award Bid – Portable Toilets (Sandi Pointer, Public Works)
  - e. ~~Resolution R-2019-9, CAFFA Grant (Mike Gorman, Assessor/Tax Collector)~~
  - f. Fee Schedule Update (Darrell Green, Administrator)
  - g. Update - Reclassification Requests (Karmen Carlson, HR Director)
  - h. Discussion - The Loop Program Review by RLS & Associates, Inc. (Anita Pranger, Coordinator, The Loop)
6. **Department Reports**
  - a. The Loop Quarterly Report (Anita Pranger)
  - b. Juvenile Department Quarterly Report (Tom Meier, Director)
  - c. Emergency Management Quarterly Report (Undersheriff John Bowles)
7. **Correspondence**
8. **Commissioner Reports**
9. **Sign documents**
10. **Adjournment**

Agendas are available every Friday on our website ([www.co.morrow.or.us/boc](http://www.co.morrow.or.us/boc) under “Upcoming Events”). Meeting Packets are also available the following Monday.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutchter at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Darrell J. Green, County Administrator at (541) 676-2529.

**Morrow County Board of Commissioners Meeting Minutes  
March 20, 2019  
Port of Morrow Riverfront Center  
Boardman, Oregon**

**Present:**

Commissioner Jim Doherty  
Commissioner Melissa Lindsay  
Commissioner Don Russell  
Darrell Green, Administrator  
Kate Knop, Finance Director

Richard Tovey, County Counsel  
Justin Nelson, County Counsel  
Karmen Carlson, Human Resources Director  
Roberta Lutcher, Executive Assistant

**Call to Order & Pledge of Allegiance:** 9:00 a.m.

**City & Citizen Comments:** Karen Pettigrew, Manager, City of Boardman, informed the Board she emailed her information for the County's upcoming Budget Committee meetings to Finance Director Kate Knop.

**Open Agenda:** No items

**Consent Calendar**

*Commissioner Russell moved to approve the following items in the Consent Calendar:*

1. *Accounts Payable, March 21<sup>st</sup>, \$118,720.09; Three Manual Check Runs – March 14<sup>th</sup>, \$41,950.78 & \$65,000 and March 15<sup>th</sup>, \$20,000; Four Payroll Payables – February 26<sup>th</sup>, \$164,893.92; March 5<sup>th</sup>, \$189,679.92; March 13<sup>th</sup>, \$167,784.70 & HRA VEBA, \$2,750*
2. *Minutes: February 20<sup>th</sup> & 27<sup>th</sup>*
3. *Progressive Design-Build Engagement Letter and Consultant Agreement with Thaxton Parkinson PLLC; estimated budget \$62,562.50 and authorize Chair Doherty to sign on behalf of the County*

*Commissioner Lindsay seconded. Unanimous approval.*

**Public Hearing:** Morrow County Code Enforcement Ordinance Proposed Changes – Add Chronic Nuisance and Environmental Health Sections; Clean-Up Weed Section and Other Minor Changes

Carla McLane, Planning Director

Chair Doherty called for abstentions or conflicts of interest. Hearing none, he outlined the procedure for offering testimony and called for the Staff Report/Summary.

Ms. McLane discussed the events leading up to the proposed addition of the two new sections and the other miscellaneous updates. She said the 20-day comment period will be noticed in the East Oregonian and Heppner Gazette-Times. As the Planning Office receives comments, she said they will be included in the documents for the next Public Hearing on April 3<sup>rd</sup>.

Chair Doherty opened the Public Hearing at 9:19 a.m. for comments.

Boardman Police Chief Rick Stokoe said the proposed Chronic Nuisance Section is the same ordinance used across the State and adopted by the City of Boardman several years ago. He said experience has shown the 200 foot setback listed under Definitions is not adequate. [“Chronic Nuisance Property is defined as: B. Property on which or within 200 feet of which any Person Associated with the property has engaged in three or more Nuisance Activities during any thirty (30) day period;”] He strongly urged the Board to take a closer look at 400 feet.

Chair Doherty called for any other comments. Hearing none, the hearing was continued to April 3<sup>rd</sup> at 9:00 a.m., Bartholomew Building, Heppner.

### **Legislative Updates**

#### Senate Bills 876 & 886 – Related to Confined Animal Feeding Operations

Ms. McLane primarily discussed SB 886 which puts limitations on exempt use of water at CAFOs. She said there is a Public Hearing March 21<sup>st</sup> in Salem.

Commissioner Russell said he planned to offer testimony at that same Public Hearing related to Senate Bills 103 and 104. The bills would limit the size of dairies before they fall under this classification of 700 cows, and he said he believed every dairy in Morrow County was larger than that. He said someone in the dairy business told him it’s hard to make money and if it’s limited to 700 cows, then nobody would be in the dairy business any more.

### **Business Items**

#### Wheatridge Facilities Amended & Restated Strategic Investment Program (SIP) Agreement

Commissioner Lindsay stated she was conflicted in this project and would refrain. She then relocated to the audience.

Chair Doherty explained conversations spanned several months with the Board, the County’s negotiating team and NextEra representatives, including Jesse Marshall, Business Development Director, who was in the audience.

Commissioner Russell said he had no conflicts and was glad to see this come to conclusion and was ready to make a motion.

*Commissioner Russell moved to approve the Amended and Restated Oregon Strategic Investment Program Agreement, “Wheatridge Facilities,” assuming County Counsel approved its contents. County Counsel Justin Nelson said this was the final form. Mr. Marshall said they would sign as-is. Chair Doherty seconded and said the assistance Mr. Nelson provided to himself and Mike Gorman, Assessor/Tax Collector was appreciated, as was working with Mr. Marshall. Chair Doherty said this will be a wonderful program and includes some great things for Morrow County. He concluded by saying County staff were heavily relied upon and were wonderful. Vote: Aye: Chair Doherty, Commissioner Russell. Refrained: Commissioner Lindsay. Motion carried.*



Mr. Marshall said they were looking forward to the start of construction later this year and becoming a part of the community. He said the SIP needs to be sent to Business Oregon, where they will convene a special meeting to accommodate the time frame for this agreement.

#### Request by Sheriff's Office to Pursue Grants to Purchase K9 Unit

Sheriff Ken Matlack

Patrol Deputy Colleen Neubert

Sheriff Matlack explained the Sheriff's Office would like to reinstate the K9 program that was dropped a few years ago and fund it through grants, at no expense to the County.

Dep. Neubert provided a PowerPoint presentation on the history of the Sheriff's Office K9 program and her military specialty in that area. She cited examples of how K9 units can reduce the time it takes to search for suspects, drugs, and in search and rescue operations, where time can make the difference between life and death. An estimated budget was reviewed, as well as potential grant opportunities. Discussion.

*Commissioner Russell moved to authorize the Sheriff's Office to move forward on grant processes and if successful, go ahead and make the purchase of the selected K9, with the understanding it's not a budget ask, but instead is an ask to apply for a grant and spend grant money. Commissioner Lindsay seconded. Discussion. Commissioner Lindsay had two comments: 1.) She anticipates taking care of the dog is in the budget already, and 2.) It doesn't impact the goal of 24/7 patrols in the County. Sheriff Matlack said Dep. Neubert's position is still there but when she is on patrol and a call comes in where the dog is needed, she would leave her regular assignment to respond. The Sheriff's Office looks at the K9 unit as a problem solver that will also take less resources, he said. Vote: Unanimous approval.*

**Break:** 10:46 a.m.-10:51 a.m.

#### Oregon Water Resources Department (OWRD) Update

Greg Silvernagel, Watermaster, District 5

Mike Ladd, Region Manager

Per the contract agreement with OWRD to provide Assistant Watermaster services, Mr. Silvernagel and Mr. Ladd provided written reports of activity and time spent in Morrow County.

Other topics were discussed, one being the recent sale of Lost Valley Farm to Canyon Farm LLC and whether or not operations can be done correctly. (Note: an article in the Capital Press stated "the farm operator was identified in court documents as Easterday Farms, a family-owned business based in Pasco, Washington.") Mr. Ladd said there are safeguards in place and things are off to a good start with Mr. Easterday. They are being proactive and working closely with OWRD and he said he was "optimistic at this point."

#### Personnel Budget Discussion

Kate Knop, Finance Director

Ms. Knop's slide presentation covered multiple aspects of the County's Personnel Budget and how several Cost of Living Adjustment (COLA) rates would impact it. She said FTEs (Full-Time Equivalents) comprise 55% of the General Fund budget at nearly \$12,000,000. If unappropriated dollars are included in the General Fund, it makes it closer to 45% of the budget, said Ms. Knop. The County's unfunded liability in the retirement plan and rising costs of health insurance were also discussed.

**Lunch break:** 12:03 p.m. – 1:04 p.m.

#### Reclassification Requests

Karmen Carlson, Human Resources Director

Ms. Carlson explained Reclassification requests were received from two employees. She said after following the procedure outlined in the Personnel Policies, it was determined neither job description warranted a change to a higher classification. Both employees asked for the next step in the process, that HR conduct a salary survey of counties similar in population, and that is currently taking place. Ms. Carlson reviewed the other steps in the Reclassification Process and said she would return in the near future with the results of the salary survey.

#### Compensation Board Recommendations for Elected Officials

Karmen Carlson

A brief discussion to recap the Compensation Board recommendations took place.

*Commissioner Russell moved to forward the recommendations of the Compensation Board to the Budget Committee regarding all Elected Officials, other than the Surveyor and District Attorney: A three percent Cost of Living Adjustment for the three Commissioners, Treasurer, Clerk, Assessor/Tax Collector, and Justice of the Peace. Commissioner Lindsay seconded. Discussion: Commissioner Lindsay said a conversation needs to start about the fact that at some point the County can't maintain the COLAs. She said she watched as each of union negotiation took place that included a three percent COLA. She said while it would be an uncomfortable conversation, she did not want to tell one group it doesn't deserve what the other groups get. She said she was highly uncomfortable with a three percent COLA because the General Fund can't maintain it. Chair Doherty said he did not disagree about the need to look at COLAs but he didn't know if they had the "backstop" of the Budget Committee. He said in the last few years he stated he would support the recommendations that come from the boards and committees appointed by the Board of Commissioners, unless they are egregious. He added he would be reticent to pull back from that. Vote: Aye: Chair Doherty, Commissioner Russell. Nay: Commissioner Lindsay. Motion carried.*

*Commissioner Russell moved to forward the recommendation of the Compensation Board to the Budget Committee that the Surveyor receive no compensation increase (operating under existing contract). Commissioner Lindsay seconded. Unanimous approval.*

Discussion then turned to the Compensation Board recommendation regarding the stipend for District Attorney Justin Nelson.

*Commissioner Russell moved to follow the recommendation of the Compensation Board and increase the District Attorney's stipend from \$8,000 per year to \$11,000 per year.*

*Commissioner Lindsay said it would be a decision of the Budget Committee, correct? Chair Doherty agreed and added the dollars either get dispensed relative to this motion or it's revisited at Budget Committee Meetings. It can be taken apart there and put back together or vice-versa, we do have some backstops, he said. Chair Doherty seconded. Commissioner Russell said the Board of Commissioners provided the District Attorney with a vehicle to take home and there is some value in that. It will come up at budget time, he added. Mr. Nelson said the Compensation Board was not provided the information about the vehicle. Chair Doherty said he didn't necessarily agree with Commissioner Russell based on previous conversations with the Finance Director and the State in that if there's a monetary value, it's a whole different subject. Ms. Knop said it would be taxable on a W2 if the vehicle is considered compensation. She added the request she received was the Decision Ask to include in Capital. Commissioner Russell said there are lots of ways to look at that. Maybe the County should have allowed him to do that all along but didn't, and it cost him money out of his pocket. Now the County is providing that...there's somewhat of a benefit to that. Chair Doherty said he looked at it relative to a vehicle to use out of the fleet. There's no cost savings to me to do that, he said. Vote: Unanimous approval.*

#### Compensation Recommendation for Non Represented Employees

*Commissioner Russell moved to forward a three percent Cost of Living Adjustment to the Budget Committee and added he did not see how the County could penalize people for not being union members. Commissioner Lindsay seconded. Discussion: Commissioner Lindsay said she wanted to be clear we are not penalizing. It's the domino effect that happens and at one point we have to pull a domino and make reality. Commissioner Russell said County wages are not too high but benefits are, such as 92.5% for health insurance and 30% for retirement. Those aren't realistic in anyone's world, he stated; Commissioner Lindsay agreed. Chair Doherty said next year it would not be out of line to make a recommendation to the Compensation Board relative to COLAs; Commissioner Lindsay agreed. Chair Doherty said maybe that's where it starts, we can say we've done it with Elected Officials and with Non Represented Employees so it gives us leverage going into negotiations. Commissioner Lindsay said the members of the Compensation Board are educated professionals who are knowledgeable about pay but they have not been given the information they need to make a full analysis. Chair Doherty said he was in support of revamping what is provided to the Compensation Board. Vote: Aye: Chair Doherty, Commissioner Russell. Nay: Commissioner Lindsay. Motion carried.*

#### Review Full-Time Equivalent (FTE) Asks

##### Increase Hours for Planning Department Office Assistant

Carla McLane, Planning Director

Ms. McLane presented materials in support of her request to increase the hours of the Office Assistant from 19 to 34 per week. She explained the Planning Department is supported by the General Fund. During discussion, the Commissioners pointed to several factors for not supporting the request:

- In the comparisons to other counties, Morrow County fell “in the middle of the pack” regarding staff size and constituents served.
- The largest obstacle to overcome in the move from part-time to a status that requires benefits meant “the load was high because of those benefits.”

*Commissioner Lindsay moved to not increase the staff in the Planning Department as presented, and not move it forward to Budget Committee. Commissioner Russell seconded. Unanimous approval.*

#### Increase The Loop Dispatcher from Part-Time to Full-Time

Anita Pranger, Coordinator, The Loop

Ms. Pranger noted the part-time Dispatcher position is currently grant-funded and will remain so, if the request to increase to full-time is approved.

Commissioner Lindsay asked if it’s been made clear to the current employee what would happen if the additional grant funds were not received.

Ms. Pranger said yes, she informed the employee the position would not move to full-time in that case.

*Commissioner Russell moved to increase the part-time Dispatcher position from 19 to 40 hours per week and forward that recommendation to the Budget Committee, noting it will be grant funded. Commissioner Lindsay seconded. Unanimous approval.*

#### Request to Add Transit Driver Positions

Ms. Pranger explained The Loop will be adding a fixed route between the Boardman/Port of Morrow area and the Umatilla/Hermiston area. This will create a need for paid driver positions. Ms. Pranger requested the positions be approved now so that once the routes are established, advertising for the positions can begin.

*Commissioner Russell moved to add Transit Driver positions as grant funds become available and fixed routes are established in Public Transit. Commissioner Lindsay seconded. Unanimous approval.*

#### Request to Add Park Ranger Position

Matt Scrivner, Public Works Director

Mr. Scrivner explained the position was needed due to increased work load at County Parks and for succession planning upon the retirement of the Parks General Manager. The position will be grant funded, he said.

*Commissioner Russell moved to approve forwarding the Park Ranger position to the Budget Committee. Commissioner Lindsay asked if it will be grant funded. Commissioner Russell said we don't take General Funds for Parks and he then restated his motion. Commissioner Lindsay said she wanted to make sure they were talking about Park Funds. Commissioner Russell said yes, Park Funds. Unanimous approval.*

#### Eastern Oregon Counties Association Dues Invoice

In discussing the invoice for \$10,500, the Commissioners decided to postpone a decision until after the next meeting of the EOCA on March 22<sup>nd</sup> where dues will be an agenda topic.

#### Bartholomew Building Lower Level Remodel

Darrell Green, Administrator

Mr. Green said an estimate from Allstott Construction to reconfigure the southwest corner of the lower level of the Bartholomew Building to accommodate offices for Human Resources, came in under the threshold that requires a request for proposals. He then discussed the Request for Bids, Bid Booklet, floor plan drawings, and Allstott's estimate.

The Commissioners' comments included: They were pleased the estimate was lower than originally thought; they were in favor of making use of previously wasted space; and they were comfortable with the direction in which it was headed.

#### Request for Proposals, Irrigon Building Project Owner's Representative

Mr. Green

Mr. Green explained the draft RFP was compiled with the assistance of Morrow County Counsel; Shirley Smith, Oregon Department of Administrative Services, Procurement Analyst – Construction & Facilities Sourcing; and several others familiar with RFPs for government buildings. He asked the Commissioners for feedback. There was discussion to clarify the role of the Progressive Design-Build consultant, Thaxton Parkson PLLC to ensure there would not be a duplication of services. It was requested that County Counsel review the RFP and bring it forward as an agenda item next week.

#### **Correspondence**

- Energy Facility Siting Council Agenda, March 22<sup>nd</sup>, Salem, Oregon.
- Email from Terianna N. Tobin inquiring about the possibility of addressing the Board about the Second Amendment Preservation Ordinance.
- Email and press release announcing the National Association of Counties' mobile app to address rural broadband access.
- Thank you note from C.H. Urness Motor Co. to the Planning Department for the recent purchase of a Jeep Cherokee.

#### **Commissioner Reports**

- Commissioner Russell said he and Commissioner Lindsay were able to join Representative Greg Walden for lunch during the Wee Bit O'Ireland Celebration in Heppner.
- Calendars were reviewed.

**Signing of documents**

**Adjourned:** 3:05 p.m.



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

The IGA between the City of Irrigon and the Morrow County Sheriff's office to provide law enforcement services was brought to the April 10th Board of Commissioner's meeting. A recommendation to update Section 9 was made and has been updated from 'To modify the agreement or not renew, parties...' to 'To modify, renew or not renew, parties...'

I also changed the date from April 16th to April 17th on page one.

**2. FISCAL IMPACT:**

The increase from the previous contract is \$9,504.82

**3. SUGGESTED ACTION(S)/MOTION(S):**

Motion to accept the IGA for Sheriff Services to the City of Irrigon

Attach additional background documentation as needed.



## Darrell Green

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**From:** Richard Tovey  
**Sent:** Monday, April 15, 2019 8:18 AM  
**To:** Darrell Green  
**Cc:** Roberta Lutcher  
**Subject:** RE: 2019 IGA City of Irrigon and MCSO.docx

Darrell-  
I believe that encompasses all of the changes that we discussed.  
Thanks-  
Rich

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Richard S. Tovey  
Deputy District Attorney/ County Counsel  
Morrow County District Attorney's Office  
P.O. Box 664  
Heppner, OR 97836  
(541) 676-5626

**From:** Darrell Green  
**Sent:** Monday, April 15, 2019 6:43 AM  
**To:** Richard Tovey <[rtovey@co.morrow.or.us](mailto:rtovey@co.morrow.or.us)>  
**Cc:** Roberta Lutcher <[rlutcher@co.morrow.or.us](mailto:rlutcher@co.morrow.or.us)>  
**Subject:** FW: 2019 IGA City of Irrigon and MCSO.docx

Hello Rich,

Sorry for the delay. Attached is the updated IGA between the Sheriff and City of Irrigon. Please review the agreement to see if we made all of the necessary updates.

Thank you,  
Darrell

**From:** Roberta Lutcher <[rlutcher@co.morrow.or.us](mailto:rlutcher@co.morrow.or.us)>  
**Sent:** Friday, April 12, 2019 3:21 PM  
**To:** Darrell Green <[dgreen@co.morrow.or.us](mailto:dgreen@co.morrow.or.us)>  
**Subject:** 2019 IGA City of Irrigon and MCSO.docx

## INTERGOVERNMENTAL AGREEMENT FOR SHERIFF'S SERVICES

THIS AGREEMENT, made and entered into this 17<sup>th</sup> day of April 2019, is between Morrow County, Oregon, "County," the Morrow County Sheriff, "Sheriff," and the City of Irrigon, "City."

### RECITALS

1. The City desires to maintain a law enforcement presence to handle all public safety and law enforcement matters. The Sheriff has offered to provide the City with law enforcement by assigning deputies to the City for law enforcement. These deputies would focus on law enforcement and safety concerns for the City of Irrigon. The Agreement will facilitate the goals of both the City and the Sheriff by governing the service to be provided by the Sheriff to the City and providing for compensation for such services to be paid to the Sheriff.
2. The City desires to contract with the Sheriff and the County and the Sheriff and County desire to contract with City to provide law enforcement services to the City under the terms and conditions stated in this agreement.
3. Oregon law allows for the Cities to contract with the Sheriff and the governing body of the County for the provision of law enforcement ORS 190.010 and 205.345.

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN CONTAINED, IT IS MUTUALLY AGREED AS FOLLOW:**

1. Sheriff and County agree to provide law enforcement protection and services in the following particulars as described below:
  - a. Services shall encompass duties and enforcement functions of the type coming within the jurisdiction of and customarily rendered by the Sheriff under the statutes of Oregon. Such services include, but are not limited to those involved in the field of public safety, criminal enforcement, traffic enforcement, city code, or related fields within the power of the Sheriff to provide.
  - b. The Sheriff will assign deputies to provide the principal service to the City under this Agreement. These deputies will be available to provide at least 2080 hours per year for public safety coverage for the City, consisting of approximately 173 hours per month. Public safety coverage means the Sheriff will have a deputy available for law enforcement, including code enforcement, whether complaint driven or observed while providing services, in the City. Law Enforcement will include code enforcement, time spent at trials and hearings, report writing and attending City meetings as requested. The term law enforcement and public safety includes those duties customarily and statutorily performed by certified police officers. The term "law enforcement" includes random and non-directed vehicular or on-foot activities through the

streets, roads, parks, fields, buildings or other places or locations by trained Sheriff Office personnel. Deputy training will be the responsibility of the Sheriff, which will be done in accordance with Sheriff's Office policies. The parties to this agreement understand that regular officer training is essential to maintain both officer certification and high departmental standards.

- c. The Sheriff and deputies are vested with full power and authority within the corporate limits of the City to enforce all laws including violations of municipal codes and ordinances. The Sheriff's Office will respond to calls for services involving law enforcement, public safety and code violations. Such code violations are to be noticed and processed accordingly, not waiting for complaints to take action. These calls for service patrol and code will be dispatched to any available deputy. If a deputy is unavailable, the call will be forwarded to the next available deputy. The City of Irrigon, through the City Manager, will be responsible for administrative letters or correspondence that are mailed to citizens that deal with warning or violations of the municipal code and ordinances following response or communication from a deputy.
- d. The deputies assigned to fulfill the terms of this agreement shall be assigned to work the "City of Irrigon" as set forth on the "attached" map unless needed for transport of City prisoners, out of the area hearings or trials involving City cases, or Sheriff's Office emergency. In the case of emergencies or in situations where the Irrigon deputy must leave the City of Irrigon, the Sheriff's Office will provide the same emergency coverage the Sheriff's Office provides the City on the date this agreement is signed. The hours spent away from the City will be replaced as soon as practicable. Time spent away from the City, as noted above, will not count against the total hours contracted.
- e. A written monthly report of the deputies' activities will be emailed to City Hall the first week of the following month of service in Excel format.
- f. The City through the City Manager and the Sheriff or his assigned departmental liaison will collaborate to develop programs and enforcement goals for implementation. All parties will endeavor to keep open communications and will work cooperatively to meet the conditions of this agreement. The City shall not make requirements upon the Sheriff, which would violate any law, collective bargaining agreement, or cause undue liability for either party. The City Manager may advise the Sheriff's Office whether the general level of service provided is within the expectations of this Agreement. If the expectations are not being met, the Sheriff will endeavor to adjust to meet expectations if possible.

- g. The Sheriff will determine which deputy(s) are assigned to the City.
  - h. The City Manager may request special or emergency law enforcement, or safety related assistance by the Sheriff's Office. All requests will be forwarded to the 911 center to be documented for dispatch prioritization with other calls for service.
- 2. The rendering of the services described above, standards of performance, the discipline of the officers, and all other matters incident to the performance of such services and control of personnel so employed shall remain in the control of the Sheriff.
- 3. For purposes of performing under this contact, Sheriff shall furnish and supply all necessary labor, supervision, equipment, communications facilities and supplies necessary to maintain the level of services hereunder.
- 4. The Sheriff, his Deputies, including Special and Reserve Deputies, are vested with full power and authority within the corporate limits of the City to enforce laws as set forth in Section 1 above.
- 5. All persons employed in the performance of service and functions pursuant to this agreement shall be County employees and no person employed hereunder shall have any City pension, salary, or any status or rights under the provisions as City employees.
- 6. The City shall not be called upon to assume liability for the direct payment of any salaries, wages, or other compensation to any County or Sheriff personnel performing services pursuant to this agreement, or any liability other than that specifically provided in this agreement. Except as otherwise herein specified, the City shall not be liable for compensation or indemnity to any County or Sheriff employee for any injury or sickness arising out of his/her employment.
- 7. To the extent permitted by Article XI, Sections 9 and 10 of the Oregon Constitution, and within the limits of liability established in the Oregon Tort Claims Act, the City shall defend, indemnify and save the County, its officers, agents, and employees harmless from any and all claims, actions, costs or other damages resulting from injury to any person or damage to property caused by the negligence of the City performing under this agreement.
- 8. To the extent permitted by Article XI, Sections 9 and 10 of the Oregon Constitution, and within the limits of liability established in the Oregon Tort Claims Acts, the County shall defend, indemnify and save City, its officers, agents, and employees

harmless from any and all claims, actions, costs or other damages resulting from injury to any person or damages to property caused by the negligence of the County performing under this agreement.

9. This agreement shall be effective the first day of July 2019 and run for one year, unless terminated as provided herein. To modify, renew or not renew the agreement, parties must meet on or before January 5th of the contract period. Either party may terminate this agreement at any time for any failure or refusal on the part of the other to faithfully perform the IGA according to its terms.
10. The City will pay the County for services under this agreement as provided herein at the rate of an amount not to exceed \$85,504.82 per fiscal year. Such contract costs shall be broken down and provided to the City (Personnel: salary, Health, FICA, Medicare, retirement, unemployment, disability, life, W.C., overtime; Material and Services: uniforms, training, gas, vehicle supplies, ammunition, phones, miscellaneous, vehicle maintenance/repair, radio repair). Payment is to be made in quarterly payments on October 1, January 1, April 1, and June 30. In addition, the City of Irrigon is obligated to purchase a vehicle with discussion to occur at the renewal meeting on January 5th prior to the beginning of the new fiscal year as to the specific description of the vehicle.
11. This agreement shall be governed by and construed in accordance with laws of the State of Oregon. Each party shall perform its obligations in accordance with all applicable federal, state and local laws, rules, regulations and ordinances.
12. Any notice required to be given under this agreement shall be in writing and shall be given by personal delivery, mail or facsimile transmission. Any notice required by law shall be given in the manner specified by the applicable law.
13. No provision of this agreement shall be deemed waived unless such waiver is in writing and signed by the party waiving its rights. Any waiver of a breach, whether express or implied, shall not constitute a waiver of any other different or subsequent breach.
14.
  - a. There shall be a default under this agreement if either party fails to perform any act or obligation required by this agreement within thirty days after the other party gives written notice specifying the breach with reasonable particularity. If the breach specified in the notice cannot be completely cured within the thirty-day period, no default shall occur if the party receiving the notice begins performance of the act or obligation within the thirty-day period and thereafter proceeds with reasonable diligence and in good faith to cure the breach as soon as practicable.
  - b. Notwithstanding Subsection 14.a, either party may declare a default without allowing the other party an opportunity to cure if the other party repeatedly breaches the terms of this agreement.

c. In the event of default, before either party to this agreement may bring an action in any court concerning any obligation under this agreement, such party must first seek in good faith to resolve the issue through mediation or other non-binding alternative dispute resolution.

d. Pending final resolution of a dispute or pending termination of this agreement under this section, the parties shall proceed diligently with performance of this agreement.

e. If a default occurs and it is not resolved under Subsection 14.c above, the party injured by the default may elect to terminate this agreement and pursue any equitable or legal right or remedy available under Oregon law.

f. Any litigation arising out this agreement shall be conducted in the Morrow County Oregon Circuit Court.

15. If any provision of this agreement is held by any court to be invalid, such invalidity shall not affect any other provision of this agreement.

16. This agreement constitutes the entire agreement between the parties and supersedes all previous agreements. This agreement may be changed only by written modifications that are signed by both parties.

MORROW COUNTY

CITY OF IRRIGON

\_\_\_\_\_/\_\_\_\_\_  
Kenneth W. Matlack, Sheriff      Date

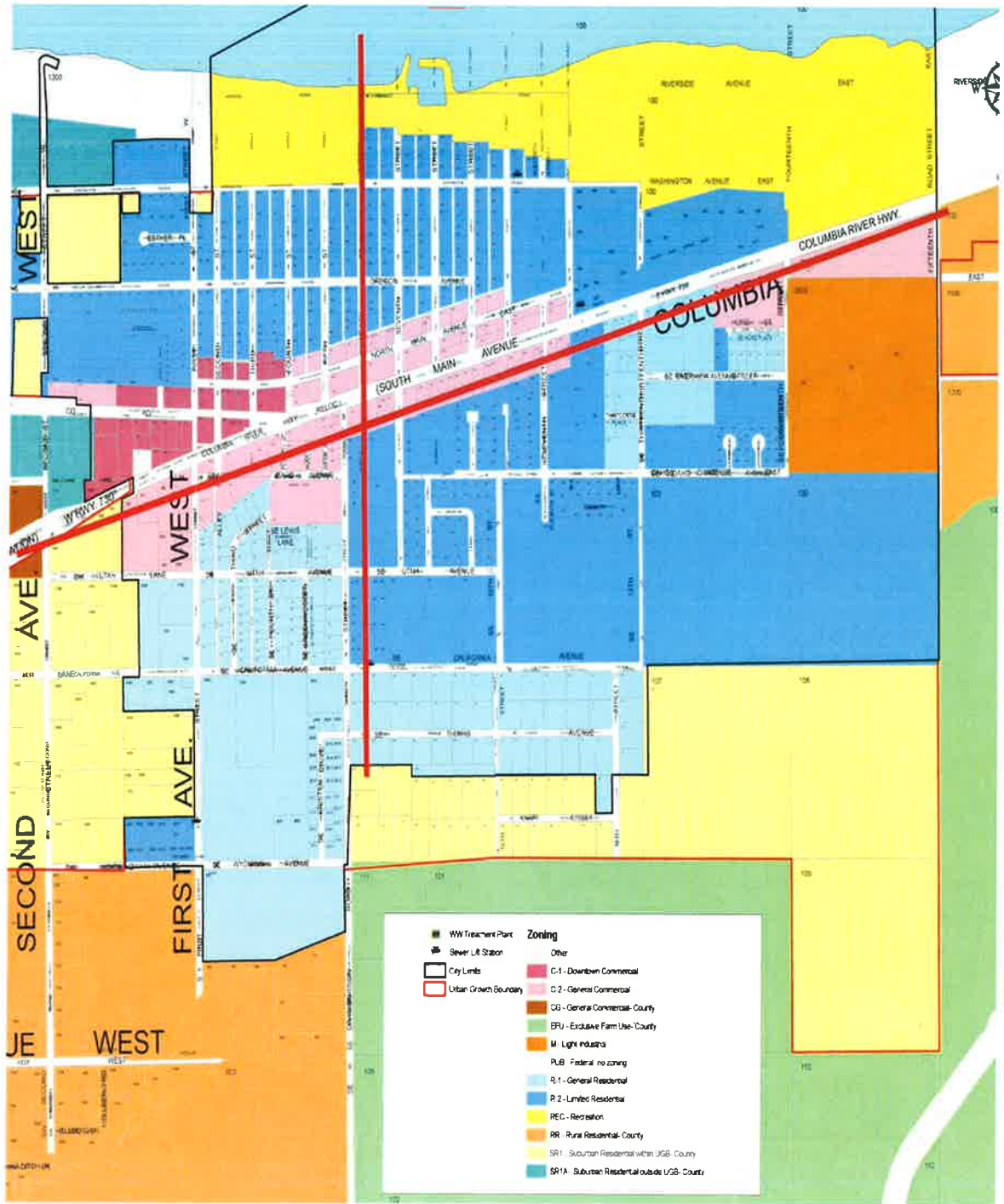
\_\_\_\_\_/\_\_\_\_\_  
Daren Strong, Mayor      Date

\_\_\_\_\_/\_\_\_\_\_  
Jim Doherty, Chair      Date

\_\_\_\_\_/\_\_\_\_\_  
Aaron Palmquist, City Mrg.      Date

\_\_\_\_\_/\_\_\_\_\_  
Melissa Lindsay      Date  
Commissioner

\_\_\_\_\_/\_\_\_\_\_  
Don Russell, Commissioner      Date





**AGENDA ITEM COVER SHEET**  
 Morrow County Board of Commissioners  
 (Page 1 of 2)

(For BOC Use)  
 Item #  
 4d

Please complete for each agenda item submitted for consideration by the Board of Commissioners  
 (See notations at bottom of form)

Staff Contact: Kenneth W. Matlack/ John A. Bowles      Phone Number (Ext): 5102  
 Department: Sheriff's Office (Civil Division)      Requested Agenda Date: 04/10/2019  
 Short Title of Agenda Item: **Parole and Probation Work Crew Van Replacement**  
 (No acronyms please)

**This Item Involves:** (Check all that apply for this meeting.)

<input type="checkbox"/> Order or Resolution	<input type="checkbox"/> Appointments
<input type="checkbox"/> Ordinance/Public Hearing:	<input type="checkbox"/> Update on Project/Committee
<input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading	<input type="checkbox"/> Consent Agenda Eligible
<input type="checkbox"/> Public Comment Anticipated:	<input type="checkbox"/> Discussion & Action
Estimated Time:	Estimated Time:
<input type="checkbox"/> Document Recording Required	<input checked="" type="checkbox"/> Purchase Pre-Authorization
<input checked="" type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Other

N/A      Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity: **Tom Denchel Ford Country**

Contractor/Entity Address: **555 South Hwy 395, Hermiston, OR. 97838-2436**

Effective Dates – From:      Through:

Total Contract Amount: **\$33,414.78**      Budget Line: **510-113-5-40-4413**

Does the contract amount exceed \$5,000?     Yes     No

Reviewed By:

John A. Bowles	04/12/2019	Department Head	Required for all BOC meetings
	4/15/19	Admin. Officer/BOC Office	Required for all BOC meetings
	4/14/2019	County Counsel	*Required for all legal documents
	4/15/19	Finance Office	*Required for all contracts; other items as appropriate.
_____	_____	Human Resources	*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.



# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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## 1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

The current work crew van is a 2010 passenger van that needs to be replaced. ASAP.

Without a work crew van, our supervisor can only transport 3 workers in his pickup. This results in a loss of \$100.00 a day in Work Crew Fees. We have been working on getting the current van replaced but since it broke down we are forced to replace it now.

## 2. FISCAL IMPACT:

\$33,414.78 will come from the State Funded Community Corrections Budget Line, 510-113-5-50-5999 transferred to 510-113-5-40-4413.

## 3. SUGGESTED ACTION(S)/MOTION(S):

If the Board of Commissioners are satisfied with the pre-authorization as presented.  
Move to approve the pre-authorization as presented and authorize the funds transferred from 510-113-5-50-5999 to 510-113-5-40-4413.

Authorize Undersheriff Bowles to sale the current 2010 van to State Surplus.

Attach additional background documentation as needed.



# Purchase Pre-Authorization Request

**Purchase pre-authorization is required prior to all purchases in excess of \$5,000.**

DATE: May 5, 1994

RE: Purchasing Policy

It shall be the policy of Morrow County to require the Finance Director to sign-off on all major purchases. Examples of major purchases may include trips and conferences, lease agreements, or equipment and should include all capital outlay purchases.

Normal operating supplies such as paper, even in large quantities, would not require a sign off. This is particularly important for purchases not anticipated at the time of budget, such as a piece of equipment that breaks down.

The purchasing sign-off should take place before the request comes to the County Court for pre- approval. This allows the County Court to be aware of the expenditure before the obligation is incurred and to be assured that there are adequate funds to cover the request.

Staff Contact: John A. Bowles/ Dan Robbins Phone Number (Ext): 5102

Department: Sheriff's Office/ P&P Date: 04/04/2019

Purchase Amount: \$33,414.78 Budget Line: 510-113-5-40-4413

Is the purchase a "public improvement?"  No  Yes, Address ORS 279C

Does the purchase amount exceed \$10,000?  No  Yes, See Page 2

**Description:**

This is a replacement for the 2010 Ford 3500 Community Service Van that we have been having issues with for the last year. On 04-03-2019 while en-route to Irrigon, on Bombing Range Rd the Work Crew Van broke down and had to be towed to Hermiston. . This latest up date has expedited the need to replace the current Work Crew Van.

We have been looking for the vehicles that meet the needs of our Work Crew.

\_\_\_\_\_  
Finance Director signature

\_\_\_\_\_  
Department signature

\_\_\_\_\_  
Board of Commissioners

04-12-2019  
Date

Original or copies of signed contract should be sent to the following:

Finance Department (Signed Original)  Department (Copy for file)

BOC Office (Copy for file)

**Purchase Pre-Authorization Request - Addendum for Intermediate Procurements  
Purchases in Excess of \$10,000 but less than \$150,000**

Note: The County may not artificially divide or fragment a procurement so as to constitute an intermediate procurement under this section. Purchases in excess of \$150,000 require a formally solicited Request for Proposals.

**Requirements of ORS 279B.070:**

*(3) When conducting an intermediate procurement, a contracting agency shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The contracting agency shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the contracting agency shall make a written record of the effort the contracting agency makes to obtain the quotes or proposals. [ORS 279B.070(3)]*

Quote/Proposal 1:

Tom Denchel Ford in Hermiston  
2019 T-350 LR PS Van \$33,414.78

Quote/Proposal 2:

Tigard Landmark Ford  
2019 350LR Passenger Van \$33,869.78

Quote/Proposal 3:

Legacy Ford in La Grande  
2019 Ford Transit-350 XL \$44,097.18

\*Attach documentation as needed

*(4) If a contracting agency awards a contract, the contracting agency shall award the contract to the offeror whose quote or proposal will best serve the interests of the contracting agency, taking into account price as well as considerations including, but not limited to, experience, expertise, product functionality, suitability for a particular purpose and contractor responsibility under ORS 279B.110. [ORS 279B.070(3)]*

Staff Recommendation:

Move to approve the Pre-Authorization purchase of a Passenger Van for the Morrow County Parole and Probation.

Our recommendation is listed in order above in Proposals.

Authorize the current 2010 Work Crew Van to be sold at State Surplus.



Vehicle Description

**TRANSIT** 2019 T-350 LR PS VAN  
**NA** 3.7L TIVCT V6 ENGINE  
 6-SPD AUTO SELECTSHIFT TR

VIN 1FBZX2YM7KK A85355

**Exterior**  
 OXFORD WHITE  
**Interior**  
 CHARCOALCLOTH

Standard Equipment INCLUDED AT NO EXTRA CHARGE

**EXTERIOR**

- . GRILLE - CHROME
- . SINGLE SLIDING SIDE DOOR

**INTERIOR**

- . CENTER CONSOLE
- . FLOOR COVERING - CARPETED
- . POWERPOINTS - 12V (2)

**FUNCTIONAL**

- . POWER LOCKS AND WINDOWS
- . REAR VIEW CAMERA

**SAFETY/SECURITY**

- . 4-WHEEL DISC BRAKES W/ABS
- . AIRBAGS - SAFETY CANOPY
- . SIDE AIRBAGS
- . TIRE PRESSURE MONITOR SYS

**WARRANTY**

- . 5YR/60,000 ROADSIDE ASSIST
- . 5YR/100,000 DIESEL ENGINE

- . BUMPERS - CARBON BLACK
- . RAIN SENSING WIPERS
- . SPARE TIRE AND WHEEL
- . AIR CONDITIONING
- . CLOTH HEADLINER
- . LOCKING GLOVE BOX
- . 25.0 GALLON FUEL TANK
- . POWER STEERING
- . 3 POINT SAFETY BELTS
- . ADVANCETRAC W/RSC
- . DRIVER/PASSENGER AIR BAGS
- . SOS POST CRASH ALERT SYS
- . 3YR/36000 BUMPER TO BUMPER
- . 5YR/60,000 POWERTRAIN

Price Information

STANDARD VEHICLE PRICE MSRP \$41,015

Optional Equipment

- 148" WHEELBASE
- 2019 MODEL YEAR
- OXFORD WHITE
- CHARCOAL CLOTH
- PREFERRED EQUIPMENT
- PKG.302A
- .XLT TRIM
- .MANUAL AIR CONDITIONER
- 3.7L TIVCT V6 ENGINE
- .6-SPD AUTO SELECTSHIFT TR
- .235/65R16 BSW ALL-SEASON
- 3.73 LIMITED SLIP AXLE X7L 325
- JOB #1 ORDER
- FRONT LICENSE PLATE BRACKET
- FLOOR COVERING VINYL COMPLETE
- 9000# GVWR PACKAGE
- CHARCOAL CLOTH 2WAY SD 150
- ARBAGS
- ENGINE BLOCK HEATER 75
- 50 STATE EMISSIONS
- REVERSE PARK AID 295
- MIRRORS, SHORT POWER/HEAT 225
- HEAVY DUTY ALTERNATOR
- STYLED ALUMINUM WHEEL 425
- RUNNING BOARD PASSENGER DOOR 160
- KEYS 2 ADDITIONAL 75
- TINTED GLASS

TOTAL VEHICLE & OPTIONS 42,745  
 DESTINATION & DELIVERY 1,495

**TOTAL MSRP \$44,240**

Disclaimer: Option pricing will be blank for any item that is priced as 0 or "No Charge".



Estimated Annual Fuel Cost: \$

CITY MPG 0  
 HIGHWAY MPG 0

Vehicle Engine Information

Actual mileage will vary with options, driving conditions, driving habits and vehicle's condition. Results reported to EPA indicate that the majority of vehicles with these estimates will achieve between \_ and \_ mpg in the city and between \_ and \_ mpg on the highway. For Comparison Shopping all vehicles classified as \_ have been issued mileage ratings from \_ to \_ mpg city and \_ to \_ mpg highway.

*Your price 33,100 + Fee's  
 Includes  
 tow Hitch*



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*Subject To Availability.  
 Shows Available Now.*

New



### Purchase Agreement

Jeff Hill  
Legacy Ford  
2906 Island Ave  
La Grande, OR 97850

Buyer	Co-Buyer	Vehicle
Morrow County Sheriff's Department Dan Robbins D: (541) 314-5222, E: (541) 314-5222. C: (541) 314-5222 drobbins@co.morrow.or.us		2019 Ford Transit-350 XL VIN: 1FBZX2YG3KKA28709 Stock #: 33238 Mileage: 2 Color: Oxford White

Purchase Details	
Retail Price:	\$49,130.00
Sales Price:	\$46,476.00
Savings:	\$2,654.00
Accessories:	\$0.00
Service Contract:	\$0.00
GAP:	\$0.00
Government Fees:	\$341.00
Proc/Doc Fees:	\$314.00
Total Taxes:	\$216.13
Total Sales Price:	\$47,347.13
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$3,250.00
Cash Down:	\$0.00
Cash Price:	\$44,097.13

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KKA52971 NB

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Go Further

ford.com

VEHICLE DESCRIPTION

**TRANSIT**

**KK A52971**

2019 350 LR PASSENGER VAN  
XL TRIM  
3.7L TiVCT V6 ENGINE  
6-SPD AUTO SELECTSHIFT TR

EXTERIOR  
INGOT SILVER METALLIC  
INTERIOR  
CHARCOAL CLOTH

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

**EXTERIOR**

- BUMPERS - CARBON BLACK
- GRILLE - CARBON BLACK
- INTERVAL WIPERS
- SINGLE SLIDING SIDE DOOR
- SPARE TIRE AND WHEEL

**INTERIOR**

- AIR CONDITIONING
- CENTER CONSOLE
- CLOTH HEADLINER
- LOCKING GLOVE BOX
- POWERPOINTS - 12V (2)

**FUNCTIONAL**

- 25.0 GALLON FUEL TANK
- POWER LOCKS AND WINDOWS
- POWER STEERING
- REAR VIEW CAMERA

**SAFETY/SECURITY**

- 3 POINT SAFETY BELTS
- 4-WHEEL DISC BRAKES W/ABS
- ADVANCETRAC W/RSC
- AIRBAGS - SAFETY CANOPY
- DRIVER/PASSENGER AIR BAGS
- SIDE AIRBAGS
- SOS POST CRASH ALERT SYS
- TIRE PRESSURE MONITOR SYS

**WARRANTY**

- 3YR/36000 BUMPER TO BUMPER
- 5YR/60,000 ROADSIDE ASSIST
- 5YR/60,000 POWERTRAIN
- 5YR/100,000 DIESEL ENGINE

INCLUDED ON THIS VEHICLE

(MSRP)

**OPTIONAL EQUIPMENT/OTHER**

- 2019 MODEL YEAR
- INGOT SILVER METALLIC
- PREFERRED EQUIPMENT PKG.301A
- 3.7L LIMITED SLIP AXLE X7L
- FRONT LICENSE PLATE BRACKET
- AUTOLAMP W/RAIN SENSING WIPERS
- 9000# GVWR PACKAGE
- CHARCOAL CLOTH 10 WAY POWER
- 50 STATE EMISSIONS
- REVERSE PARK AID
- KEYLESS ENTRY PAD
- REAR WINDOW DEFOGGER
- AM/FM/SSL-CD/HD/SIRIUS W/SYNC
- CRUISE CONTROL
- HEAVY DUTY ALTERNATOR
- 6.5X16 STEEL SILVER COVER
- SECURILOCK PATS
- KEYS 2 ADDITIONAL
- PRIVACY GLASS

- 150.00
- 325.00
- NO CHARGE
- 195.00
- NO CHARGE
- 475.00
- NO CHARGE
- 295.00
- 95.00
- NO CHARGE
- 860.00
- 325.00
- NO CHARGE
- 35.00
- 75.00
- 75.00
- 675.00

**PRICE INFORMATION**

BASE PRICE	539,720.00
TOTAL OPTIONS/OTHER	3,580.00
<b>TOTAL VEHICLE &amp; OPTIONS/OTHER</b>	<b>43,300.00</b>
DESTINATION & DELIVERY	1,495.00

(MSRP)

**State Contract Price is \$33,555**  
**+\$167.78 Priv Tax**  
**+\$147 if E-Plates**

RAMP ONE

CL42

RAMP TWO

CONVOY

ITEM #: 72-Z100 O/T 2

**TOTAL MSRP \$44,795.00**



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KA152 N RB 2X 950 000608 01 15 19

This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

EPA DOT

Fuel Economy and Environment

**FUEL ECONOMY RATINGS NOT REQUIRED ON THIS VEHICLE**

[fuelconomy.gov](http://fuelconomy.gov)

Calculate personalized estimates and compare vehicles



**GOVERNMENT 5-STAR SAFETY RATINGS**

**Overall Vehicle Score Not Rated**

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

<b>Frontal Crash</b>	<b>Driver Passenger</b>	<b>Not Rated</b>
----------------------	-------------------------	------------------

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

<b>Side Crash</b>	<b>Front seat</b>	★★★★★
	<b>Rear seat</b>	★★★★★

Based on the risk of injury in a side impact.

**Rollover** ★★★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest.

Source: National Highway Traffic Safety Administration (NHTSA).

[www.safercar.gov](http://www.safercar.gov) or 1-888-327-4236



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**WARNING:** Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to [www.P65Warnings.ca.gov/passenger-vehicle](http://www.P65Warnings.ca.gov/passenger-vehicle).

SCAN OR TEXT 1FKXAS2971 TO 48028

Msg & Data rates may apply. Text HELP for help.



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04/05/2019

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New

Tigard Hardmark Ford

503-639-1131 x270  
Diane Pohl

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**VEHICLE DESCRIPTION**  
**TRANSIT**  
2019 350 LB PASSENGER VAN  
XL TRIM  
3.7L TiVCT V6 ENGINE  
6-SPD AUTO SELECTSHIFT TR

**EXTERIOR** INGY SILVER METALLIC  
**INTERIOR** CHARCOAL CLOTH

**STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE**

EXTERIOR	INTERIOR	FUNCTIONAL	SAFETY/SECURITY
• BUMPERS - CARBON BLACK • GRILLE - CARBON BLACK • INTERIAL WIPERS • SINGLE SLIDING SIDE DOOR • SPARE TIRE AND WHEEL	• AIR CONDITIONING • CENTER CONSOLE • CLOTH HEADLINER • LOCKING GLOVE BOX • POWERPOINTS - 12V (2)	• 25.0 GALLON FUEL TANK • POWER LOCKS AND WINDOWS • POWER STEERING • REAR VIEW CAMERA	• 3 POINT SAFETY BELTS • 4-WHEEL DISC BRAKES/WABS • ADJANCE/TRAID W/SC • AIRBAGS - SAFETY CANOPY • DRIVER/PASSENGER AIR BAGS • SIDE AIRBAGS • 80% POST CRASH ALERT SYS • TIRE PRESSURE MONITOR SYS

**WARRANTY**  
• 3YR/50000 BUMPER TO BUMPER  
• 5YR/100,000 ROADSIDE ASSIST  
• 5YR/100,000 POWERTRAIN  
• 5YR/100,000 DIESEL ENGINE

INCLUDED ON THIS VEHICLE	(MSRP)	PRICE INFORMATION	(MSRP)
<b>OPTIONAL EQUIPMENT/OTHER</b>		<b>BASE PRICE</b>	\$39,750.00
2019 MODEL YEAR	150.00	<b>TOTAL OPTIONS/OTHER</b>	3,350.00
PIGOT SILVER METALLIC	325.00	<b>TOTAL VEHICLE &amp; OPTIONS/OTHER</b>	43,300.00
PREFERRED EQUIPMENT PKG 301A	NO CHARGE	<b>DESTINATION &amp; DELIVERY</b>	1,495.00
3.7L LIMITED SLIP AXLE XLT	165.00		
FRONT LICENSE PLATE BRACKET	NO CHARGE		
AUTOLAMP W/RAIN SENSING WIPERS	NO CHARGE		
DOOR GWR PACKAGE	473.00		
CHARCOAL CLOTH 10-WAY POWER	NO CHARGE		
10 STATE PASSIONS	NO CHARGE		
REVERSE PARK AID	295.00		
KEYLESS ENTRY PAD	85.00		
REAR WINDOW DEFOGGER	NO CHARGE		
AAM/MSGL-CD/HO/SIRUS W/SYNO	800.00		
CRUISE CONTROL	315.00		
HEAVY DUTY ALTERNATOR	NO CHARGE		
6.3X16 STEEL SILVER COVER	33.00		
SECURELOCK PADS	75.00		
KEYS 2 ADDITIONAL	75.00		
PRIVACY GLASS	675.00		

**State Contract Price is \$33,555**  
**+\$167.78 Priv. Tax**  
**+\$147 if E-Plates**

MSRP	MSRP	TOTAL MSRP
CL42	CONVOY	\$44,795.00

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**EPA DOT Fuel Economy and Environment**

**FUEL ECONOMY RATINGS NOT REQUIRED ON THIS VEHICLE**

**fuelconomy.gov**  
Calculate personalized estimates and compare vehicles

**GOVERNMENT 5-STAR SAFETY RATINGS**

**Overall Vehicle Score** Not Rated  
Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash	Driver Passenger	Not Rated
Side Crash	Front seat Rear seat	★★★★★ ★★★★★

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Based on the risk of injury in a side impact.

**Rollover** ★★★  
Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest.  
Source: National Highway Traffic Safety Administration (NHTSA).  
[www.safercar.gov](http://www.safercar.gov) or 1-800-927-4236

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**WARNING:** Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phosgene, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to [www.PSDWarnings.ca.gov/passenger-vehicle](http://www.PSDWarnings.ca.gov/passenger-vehicle).

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**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
 (Page 1 of 2)

(For BOC Use)  
 Item #  
 5a

**Please complete for each agenda item submitted for consideration by the Board of Commissioners**  
 (See notations at bottom of form)

Staff Contact: Matt Scrivner Phone Number (Ext): 541-989-9500  
 Department: Morrow County Road Dept. Requested Agenda Date: 4/24/2019  
 Short Title of Agenda Item: **Signing ODOT Fund Exchange Agreement - 2019**  
 (No acronyms please)

**This Item Involves:** (Check all that apply for this meeting.)

<input type="checkbox"/> Order or Resolution	<input type="checkbox"/> Appointments
<input type="checkbox"/> Ordinance/Public Hearing:	<input type="checkbox"/> Update on Project/Committee
<input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading	<input type="checkbox"/> Consent Agenda Eligible
<input type="checkbox"/> Public Comment Anticipated:	<input type="checkbox"/> Discussion & Action
Estimated Time:	Estimated Time:
<input type="checkbox"/> Document Recording Required	<input type="checkbox"/> Purchase Pre-Authorization
<input checked="" type="checkbox"/> Contract/Agreement	<input type="checkbox"/> Other

N/A Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity: **Oregon Dept. of Transportation**  
 Contractor/Entity Address: **3012 Island Ave., LaGrande, OR 97850**  
 Effective Dates – From: **July 2019** Through: **June 2020**  
 Total Contract Amount: **307160.04** Budget Line: **REVENUE 202.220.3.30.3555**  
 Does the contract amount exceed \$5,000?  Yes  No

Reviewed By:

_____ Department Head	Required for all BOC meetings
<i>[Signature]</i> DATE 4/15/19 Admin. Officer/BOC Office	Required for all BOC meetings
<i>R. Tovey email</i> DATE 4-9-19 County Counsel	*Required for all legal documents
<i>[Signature]</i> DATE 4/15/19 Finance Office	*Required for all contracts; other items as appropriate.
_____ Human Resources	*If appropriate

DATE \* Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

**Note:** All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Local agencies may exchange Federal STP (Special Transportation Program) funds for State dollars at a rate of .94 cents in State Funds for every \$1.00 of federal funds. Helping the smaller County's complete projects at a better cost. Morrow County is using the funds to help support the cost of the McNab Lane (Road No. 522) 5.67 mile overlay project in the amount of \$307160.04

Funds will be available July 1, 2019 for the 2019-2020 budget year.

**2. FISCAL IMPACT:**

Would be funding the asphalt / Freight budget line.

**3. SUGGESTED ACTION(S)/MOTION(S):**

Motion to approve and sign the agreement with ODOT no. 33349 Fund Exchange Agreement.

Attach additional background documentation as needed.

2019 FUND EXCHANGE AGREEMENT  
McNab Lane (County road #522) Overlay  
Morrow County

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State"; and Morrow County, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

**RECITALS**

1. By the authority granted in Oregon Revised Statute (ORS) [190.110](#), [366.572](#) and [366.576](#), State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
2. Highway 74 is part of the State highway system and is under jurisdiction and control of the Oregon Transportation Commission.
3. McNab lane (County road #522) is part of the County road system and is under jurisdiction and control of the Agency.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

**TERMS OF AGREEMENT**

1. Agency has submitted a completed and signed Part 1 of the Project Prospectus, or a similar document agreed to by State, outlining the schedule and costs associated with all phases of the overlay of McNab road (County road #522) starting from the Highway 74 intersection moving westerly approximately 5.67 miles , hereinafter referred to as "Project."
2. State has reviewed Agency's prospectus and considered Agency's request for the Fund Exchange. State has determined that Agency's Project is eligible for the exchange of funds.
3. To assist in funding the Project, Agency has requested State to exchange 2019 federal funds, which have been allocated to Agency, for state funds based on the following ratio:

**\$94 state for \$100 federal**

4. Based on this ratio, Agency wishes to trade \$326,766.00 federal funds for \$307,160.04 state funds.
5. The term of this Agreement will begin upon execution and will terminate two (2) years from date of execution unless extended by an executed amendment.
6. The Parties agree that the exchange is subject to the following conditions:
  - a. The federal funds transferred to State may be used by State at its discretion.
  - b. State funds transferred to Agency must be used for the Project. This Fund Exchange will provide funding for specific roadway projects and may also be used for the following maintenance purposes:
    - i. Purchase or Production of Aggregate. Agency shall ensure the purchase or production of aggregate will be highway related and used exclusively for highway work.
    - ii. Purchase of Equipment. Agency shall clearly describe how it plans to use said equipment on highways. Agency shall demonstrate that the equipment will only be used for highway purposes.
  - c. State funds may be used for all phases of the Project, including preliminary engineering, right of way, utility relocations and construction. Said use shall be consistent with the Oregon Constitution and statutes (Section 3a of Article IX Oregon Constitution). Agency shall be responsible to account for expenditure of state funds.
  - d. This Fund Exchange shall be on a reimbursement basis, with state funds limited to a maximum amount of \$307,160.04. All costs incurred in excess of the Fund Exchange amount will be the sole responsibility of Agency.
  - e. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget.
  - f. Agency, and any contractors, shall perform the work as an independent contractor and will be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work including, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.
  - g. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS [279C.505](#), [279C.515](#), [279C.520](#), [279C.530](#) and [279B.270](#) incorporated herein by reference and made a part

hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) [Title VI of Civil Rights Act of 1964](#); (ii) [Title V and Section 504 of the Rehabilitation Act of 1973](#); (iii) the [Americans with Disabilities Act of 1990](#) and ORS [659A.142](#); (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

- h. Agency, or its consultant, shall conduct the necessary preliminary engineering and design work required to produce final plans, specifications and cost estimates; purchase all necessary right of way in accordance with current state and federal laws and regulations; obtain all required permits; be responsible for all utility relocations; advertise for bid proposals; award all contracts; perform all construction engineering; and make all contractor payments required to complete the Project.
- i. Agency shall submit invoices to State on a monthly basis, for actual costs incurred by Agency on behalf of the Project directly to State's Project Manager for review and approval. Such invoices will be in a form identifying the Project, the agreement number, the invoice number or account number or both, and will itemize all expenses for which reimbursement is claimed. Under no conditions shall State's obligations exceed \$307,160.04, including all expenses. Travel expenses will not be reimbursed.
- j. Agency shall, at its own expense, maintain and operate the Project upon completion at a minimum level that is consistent with normal depreciation and service demand.
- k. All employers, including Agency, that employ subject workers in the State of Oregon shall comply with ORS [656.017](#) and provide the required Workers' Compensation coverage unless such employers are exempt under ORS [656.126](#). Employers Liability insurance with coverage limits of not less than \$500,000 must be included. Agency shall ensure that each of its subcontractors complies with these requirements.
- l. This Agreement may be terminated by either party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.
  - i. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
    - A. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
    - B. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State

fails to correct such failures within ten (10) days or such longer period as State may authorize.

ii. Either Party may terminate this Agreement effective upon delivery of written notice to the other Party, or at such later date as may be established by the terminating Party, under any of the following conditions:

A. If either Party fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow either Party, in the exercise of their reasonable administrative discretion, to continue to make payments for performance of this Agreement.

B. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or either Party is prohibited from paying for such work from the planned funding source.

iii. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

m. State and Agency agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

7. Americans with Disabilities Act Compliance:

a. **State Highway:** For portions of the Project located on or along the State Highway System or a State-owned facility ("state highway"):

i. Agency shall utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards;

ii. Agency shall follow ODOT's processes for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;

iii. At Project completion, Agency shall send a completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form and to State's Project Manager for each curb ramp constructed, modified, upgraded, or improved as

part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/HwyConstForm s1.aspx>

- iv. Agency shall promptly notify ODOT of Project completion and allow ODOT to inspect Project sidewalks, curb ramps, and pedestrian-activated signals located on or along a state highway prior to acceptance of Project by Agency and prior to release of any Agency contractor.
  - v. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs, comply with ODOT standards, and include accessibility features equal to or better than the features present in the existing pedestrian facility. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations at least 10 days prior to the start of construction, to the greatest extent possible.
- b. **Local Roads:** For portions of the Project located on Agency roads or facilities that are not on or along a state highway:

- i. Agency shall ensure that the Project, including all sidewalks, curb ramps, and pedestrian-activated signals, is designed, constructed and maintained in compliance with the ADA.
- ii. Agency may follow its own processes or may use ODOT's processes for design, modification, upgrade, or construction of Project sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current Curb Ramp Inspection form, available at:  
<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/HwyConstForm s1.aspx>;

Additional ODOT resources are available at:

<http://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>

ODOT has made its forms, processes, and resources available for Agency's use and convenience.

- iii. Agency assumes sole responsibility for ensuring that the Project complies with the ADA, including when Agency uses ODOT forms and processes.

Agency acknowledges and agrees that ODOT is under no obligation to review or approve Project plans or inspect the completed Project to confirm ADA compliance.

- iv. Agency shall ensure that temporary pedestrian routes are provided through or around any Project work zone. Any such temporary pedestrian route shall include directional and informational signs and include accessibility features equal to or better than the features present in the existing pedestrian route. Agency shall also ensure that advance notice of any temporary pedestrian route is provided in accessible format to the public, people with disabilities, and disability organizations prior to the start of construction, to the greatest extent possible.
- c. Agency shall ensure that any portions of the Project under Agency's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Agency ensuring that:
  - i. Pedestrian access is maintained as required by the ADA,
  - ii. Any complaints received by Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed,
  - iii. Any repairs or removal of obstructions needed to maintain Project features in compliance with the ADA requirements that were in effect at the time of Project construction are completed by Agency or abutting property owner pursuant to applicable local code provisions,
  - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
  - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
- d. Maintenance obligations in this section shall survive termination of this Agreement.
- 8. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.

9. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.
10. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
11. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

The funding for this Fund Exchange program was approved by the Oregon Transportation Commission on January 23, 2017, as a part of the 2015-2019 Statewide Transportation Improvement Program (STIP).

The Program and Funding Services Manager approved the Fund Exchange on March 21, 2019.

**Signature Page to Follow**



**Morrow County**, by and through its  
elected officials

By \_\_\_\_\_  
Commissioner

Date \_\_\_\_\_

By \_\_\_\_\_  
Commissioner

Date \_\_\_\_\_

By \_\_\_\_\_  
Commissioner

Date \_\_\_\_\_

**APPROVED AS TO LEGAL  
SUFFICIENCY (If required by  
Agency)**

By \_\_\_\_\_  
Counsel

Date \_\_\_\_\_

**Agency Contact:**  
Matt Scrivner, Public Works Director  
365 W. Highway 74  
P.O. Box 428  
Lexington, OR 97839  
(541) 989-9500  
[mscrivner@co.morrow.or.us](mailto:mscrivner@co.morrow.or.us)

**State Contact:**  
Mike Barry, Local Area Liaison  
3012 Island Ave.  
La Grande, OR 97850  
(541) 963-1353  
[Michael.P.Barry@odot.state.or.us](mailto:Michael.P.Barry@odot.state.or.us)

**STATE OF OREGON**, by and through  
its Department of Transportation

By \_\_\_\_\_  
Region 5 Manager

Date \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY**

By \_\_\_\_\_  
Assistant Attorney General

Date \_\_\_\_\_



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

The current doors and store front are worn and are not energy efficient. Their replacement has been highly requested by the Library Manager.

**2. FISCAL IMPACT:**

This purchase would be from general fund capitol outlay building maintenance. current balance is \$38,104.00.

**3. SUGGESTED ACTION(S)/MOTION(S):**

Motion to approve purchase pre-authorization of \$13,599.00 for Replacement of doors and store front for the Morrow County Museum/Library by Hermiston Glass.

Attach additional background documentation as needed.

# HERMISTON GLASS PROPOSAL

1895 N. First Place  
P.O. Box 530  
HERMISTON, OR 97838  
Phone: 541-567-6679  
Fax: 541-567-3032  
CCB#147211

NAME: *MORROW County*

DATE: *1-18-19*

ADDRESS:

PHONE:

JOB LOCATION: *Hippner Library/museum*

We here by submit specifications and estimates for:

- Furnish + Install*
- new Kawneer double Entry Door with side lites*
- and TRANSOM*
- Clear anodized Frame, Low E glass*

*Total \$ 13,104<sup>00</sup>*

*Reuse Auto Door operator*

We propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of: *as stated above* dollars (\$ )

**Payment to be within 30 days of completion of job.** Insurance All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation for above specifications involving extra costs will be executed only upon written orders and will be come an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. One to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation.

Authorized Signature



not accepted within 15 days.

Note this proposal may be withdrawn by us if

Acceptance of Proposal-the above prices, specifications, and conditions are satisfaction and are hereby accepted

You are authorized to do the work as specified. Payment will be made as outlined above

Signature

Signature

Date

INITIAL RECEIVED: Consumer Protection Notice

Owner's Duty to Contractor

Information notice about Liens

Notice of Right to Lien

Morrow County Public Works

A. Burk Glass

Museum/ Library

721 6th St.

Heppner, Or 97836

Umatilla, Or 97882

541-240-1791

541-922-3523

CCB#: 156640

We at A. Burk Glass would like to bid on replacing the old storefront entrance with an all new alluminum storefront entrance with a total rough opening of 216 1/8" x 137 1/2". The aluminum will all be mill in color with a pair of 36" x 84" Medium style doors Top and bottom pivots with intermediate pivots and standard push pull hardware. All glass will be one inch overall bronze over Low-E tempered safety glass. All old entrance will be hauled off for disposal.

**Please allow three(3) weeks for delivery to our shop.**

Supply, Delivered, and Installed:

**23,980.00**

Thanks Blake:



Date:

4-2-19

## Anthony Clement

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**From:** hermistonglass@eotnet.net  
**Sent:** Thursday, February 07, 2019 8:54 AM  
**To:** Anthony Clement  
**Subject:** Re: rebid

Furnish & Install: new kawneer double entry door with side lites and transom.  
Clear anodized frame, low e glass Total: \$13,104.00

Reuse auto door operator ADD: Bronze Glass \$495.00/ ADD: Solar Cool Glass \$1188.00

---

**From:** "Anthony Clement" <[aclement@co.morrow.or.us](mailto:aclement@co.morrow.or.us)>  
**To:** [hermistonglass@eotnet.net](mailto:hermistonglass@eotnet.net)  
**Sent:** Thursday, February 7, 2019 7:27:48 AM  
**Subject:** Re: rebid

There was not an attachment

Sent from my iPhone

On Feb 7, 2019, at 6:51 AM, "[hermistonglass@eotnet.net](mailto:hermistonglass@eotnet.net)" <[hermistonglass@eotnet.net](mailto:hermistonglass@eotnet.net)> wrote:

Please find the attached bid with add on for Bronze Glass and Solar Cool Bronze Glass  
(more of a mirror look from outside)



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5d

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Staff Contact: Sandi Pointer
Department: Public Works Dept.
Short Title of Agenda Item: Portable toilet award bids
(No acronyms please)

Phone Number (Ext): 541-989-9500
Requested Agenda Date: 04.24.2019

17

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time:
Purchase Pre-Authorization
Other Award

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:
[Signature] 4/11/19 Department Head Required for all BOC meetings
[Signature] 4/15/19 Admin. Officer/BOC Office Required for all BOC meetings
Please SEE EMAIL 4/10/19 County Council \*Required for all legal documents
[Signature] 4/15/19 Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate
\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Council, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Morrow County Public Works had a request for bids for Portable Toilets. For various Morrow County Public Works projects as the need arises in the County. Two proposal had been turned in at that time requested due on April 4, 2019.

Morrow County had publicly opened the bids on April 8, 2019. After review and clarifications Public Works unanimously accept the approval of Doug's Septic Service, Inc. Portable Restrooms with a lower bid of \$1,210.00 and the bid for CB's was the amount of \$1,377.00. This will be a three year contract, and I will ask County Council to approve a contract at a later date.

**2. FISCAL IMPACT:**

**3. SUGGESTED ACTION(S)/MOTION(S):**

Move to approve the award to contract Doug's Septic Service, inc. for the portable toilet units for various Public Works projects.

Attach additional background documentation as needed.

## Sandra Pointer

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**From:** Justin Nelson  
**Sent:** Wednesday, April 10, 2019 3:45 PM  
**To:** Sandra Pointer  
**Subject:** RE: Award Portable toilets

Yup, it is good to go.

---

*Justin W. Nelson*  
*Morrow County District Attorney*  
*Morrow County Counsel*  
*100 S. Court St.*  
*P.O. Box 664*  
*Heppner, OR 97836*  
*Office: (541) 676-5626*  
*Fax: (541) 676-5660*  
*Email: [jnelson@co.morrow.or.us](mailto:jnelson@co.morrow.or.us)*

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**From:** Sandra Pointer  
**Sent:** Wednesday, April 10, 2019 3:45 PM  
**To:** Justin Nelson <[jnelson@co.morrow.or.us](mailto:jnelson@co.morrow.or.us)>  
**Subject:** RE: Award Portable toilets

Justin, If all good can I get you to Email telling me I am good to go.

---

**From:** Justin Nelson  
**Sent:** Wednesday, April 10, 2019 3:23 PM  
**To:** Sandra Pointer <[spointer@co.morrow.or.us](mailto:spointer@co.morrow.or.us)>; Richard Tovey <[rtovey@co.morrow.or.us](mailto:rtovey@co.morrow.or.us)>  
**Subject:** RE: Award Portable toilets

Attached is a updated version.

Sandi, please review.

-Justin

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*Justin W. Nelson*  
*Morrow County District Attorney*  
*Morrow County Counsel*  
*100 S. Court St.*  
*P.O. Box 664*  
*Heppner, OR 97836*

DOUG'S SEPTIC SERVICE INC

PO BOX 339  
MILTON-FREEWATER, OR  
97862

# Estimate

Date	Estimate #
4/2/2019	55

Name / Address
MORROW COUNTY PUBLIC WORKS DEPT PO BOX 428 LEXINGTON, OR 97839

RECEIVED APR 03 2019

Project

Description	Qty	Cost	Total
Portable Toilet MONTHLY CHARGE	8	70.00	560.00
Portable Toilet MONTHLY CHARGE	3	100.00	300.00
Portable Toilet MONTHLY CHARGE	1	90.00	90.00
Service your unit EACH WEEK	4	40.00	160.00
Delivery & Pickup <i>clarification / First time charge</i>	12	10.00	120.00
Renters assumes all risk of damage to or loss of the unit.			
Thank you for thinking of us.		<b>Total</b>	\$1,230.00

Customer Signature \_\_\_\_\_

**Sandra Pointer**

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**From:** Justin Kreutz <cbseptic@yahoo.com>  
**Sent:** Wednesday, April 03, 2019 4:31 PM  
**To:** Sandra Pointer  
**Subject:** CB'S LLC BID 2019

LEXINGTON UNIT IS 35.00 A MONTH RENT/ 20.00 A SERVICE FOR A STD  
(IT IS SERVICED TWICE A MONTH-2M)  
75.00 A MONTH

BOARDMAN FRONTAGE IS 16.00 A MONTH RENT/ 20.00 A SERVICE FOR A STD  
(THIS UNIT IS SERVICED ONE TIME A WEEK -1W)  
96.00 A MONTH

CUTSFORTH UNIT IS AN ADA AND IS 55.00 A MONTH TO RENT/ 25.00 A SERVICE  
(THIS UNIT IS SERVICED 1W)  
155.00 A MONTH

ANSON UNIT IS AN ADA AND IS 55.00 A MONTH TO RENT/ 25.00 A SERVICE  
(THIS UNIT IS SERVICED 1W)  
155.00 A MONTH

6- OHV STD UNITS IS 16.00 A MONTH RENT / 20.00 A SERVICE  
(THESE UNITS ARE SERVICED 1W)  
96.00 A MONTH X 6 = 576.00

OHV UNIT IS AN ADA UNIT IS 55.00 A UNIT/ 25.00 A SERVICE  
(THIS UNIT IS 1W SERVICE)  
155.00 A MONTH

1 TRAILER IS 45.00 TO RENT AND 20.00 A SERVICE (SERVICE VARIES)  
VARIES

COUNTY OWNED UNIT IS 25.00 TO SERVICE AND IS ON A WEEKLY CALL BASIS  
VARIES

MILEAGE FOR THE HUNT FOR THE COUNTY OWNED UNIT ALSO VARIES  
AND IS A 1.25 A MILE ROUND TRIP

*(not good)*

A REMINDER: THESE UNITS ARE NOT ALWAYS ALL IN SERVICE. WINTER, THERE ARE  
ONLY APPROX. 4 UNITS IN SERVICE

BROOKE KREUTZ  
OWNER  
541-963-5231

RECEIVED APR 03 2019

*[Handwritten signature]*

INVITATION TO BID  
FOR  
MORROW COUNTY

**UP TO 12 PORTABLE TOILET SELF-CONTAINED FREE STANDING UNITS**

Sealed bids for up to twelve (12) portable restroom units (Porta Potty's) will be received by Morrow County, Public Works Office, P.O. Box 428, 365 West Highway 74, Lexington, Oregon, 97839. Until the bid closing time of 4:00 p.m., on the April 4, 2019 Bids will be publicly opened and read at the bid opening time of 9:30 a.m. On April 9, 2019. At the Morrow County Public Works Conference room, 365 W. Hwy 74, Lexington, OR. Morrow County requires the units to be serviced on a mid week schedule on a weekly basis. Units are located at various locations in Morrow County, locations and numbers of units are as follows. This will be a three (3) year contract.

	Doug's	CB's
1 Unit South end transfer station 57185 Hwy 74, Lexington, OR 97839	70-	75.00
1 Unit North end transfer station 69900 Frontage Ln. Boardman, OR. 97818	70-	96.00
ADA 1 ADA Unit Cutsforth Park 58430 Willow Cr. Rd., Heppner, OR. 97836	100-	155-
ADA 1 ADA Unit Anson wright Park 47500 Hwy 207-Heppner/Spray Hwy, Heppner, OR 97836	100-	155-
Up to 6 Units OHV Park 71000 FS Rd. 21, Heppner, OR. 97836	70.00 420.00	576.00
ADA 1 ADA Unit OHV Park 71000 FS Rd. 21, Heppner, OR. 97836	100-	155.00
1 Portable wheeled Unit Various road department locations	90-	55-
Pumping of County owned unit. (4 weeks) if Pumped for Mrs.	100-	100-

Bids shall be bid by monthly basis. Morrow County reserves the right to reject any and all bids or to postpone the award of bids for thirty (30) days from the date of opening. The County will award the contract within twenty (20) calendar days of the bid opening at that time units will need to be readily available and in place. Questions and concerns please contact Sandi Pointer, [spointer@co.morrow.or.us](mailto:spointer@co.morrow.or.us) 541-989-9500.

\$ 1110.00	
One time set up 120.00	
\$ 1230.00	1377.00



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Morrow County updated our Fee Schedule on August 22nd, with moving on-site responsibilities from DEQ to Umatilla County, we are updating our fee schedule to include these new fees located in Environmental Health, Table D, along with some updated fees from the Juvenile Department and Planning Department.

The Juvenile Department, Table H, removed the PV-Filing fee as Circuit Court does not enforce this fee. The Planning Department, Table I, updated the Land Use Compatibility Statements category to be comparable to Umatilla County. They also updated the Hard Copy Maps section. Letter or Legal size along with 11"x17" are in the County Wide fee schedule so they were removed. The remaining Map sizes are comparable to the Hermiston Plan Center.

**2. FISCAL IMPACT:**

little to no impact. The On-Site fees, if collected by the Planning Department, will be forwarded to Umatilla County.

**3. SUGGESTED ACTION(S)/MOTION(S):**

Motion to adopt Morrow County Fee Schedule pursuant to Order Number OR-2019-8.

Attach additional background documentation as needed.



**Morrow County Fee Schedule  
Environmental Health**

**Food Service Annual Fee (January 1 to December 31)**

<i>Description</i>	<i>Fees</i>
Full service restaurant	
0-15 seats	\$568
16-50 seats	\$638
51-150 seats	\$730
150+ seats	\$809
Not for profit License	\$100
Limited service Restaurant	\$323
Bed and Breakfast	\$232
Commissary	\$406
Warehouse	\$163
Mobile food unit	
Class 1 to 3	\$222
Class 4	\$421
Benevolent facility, whose main focus is to serve food directly to indigent populations at no charge	\$-0-
Temporary Restaurant	
Single event, intermittent and seasonal	\$77
Not for profit license – intermittent and seasonal	\$50
Not for profit license – 90-day license	\$50
Not for profit license – single event (per calendar year)	\$50
Not for profit license – single event (per calendar year) if qualifies as benevolent organization	\$34
Fee due in health department 5 days prior to event, and if not paid by that time, then the following fee charged:	
Single event, intermittent and seasonal	\$132
Not for profit license – intermittent and seasonal/90 day	\$55
Temporary at event (operating without a license)	\$264
Vending machines (by number of machines)	
1-10 units	\$43
11-20 units	\$85
21-30 units	\$117
31-40 units	\$160
41-50 units	\$196
51-75 units	\$238
76-100 units	\$323
101-250 units	\$562
251-500 units	\$890
501-750 units	\$1214
751-1000 units	\$1485
1001-1500 units	\$1940
1501+ units	\$2429

Reinstatement fee - to reinstate a license after the December 31 expiration, the applicant must pay a reinstatement fee of \$100 in addition to the license fee required. The reinstatement fee shall increase by an additional \$100 on the first day of each succeeding month until the license is reinstatement	\$100 per month
Inspection fee – Quarterly inspections resulting from 2 consecutive failures of 70 points or less	One-half of original license fee for each inspection
Reinspection fee – for any reinspections beyond 2 in one calendar year	\$141/hour with 1 hour minimum

#### **Tourist Facilities Annual Fee (January 1 to December 31)**

<i>Description</i>	<i>Fees</i>
Tourist accommodation	\$65
Organizational camp	\$65
Recreational Vehicle Park (by number of spaces)	
0-50 spaces	\$65 + \$2.00/space
51-100 spaces	\$65 + \$2.00/space
101+ spaces	\$65 + \$1.39/space
Non-renewal/late penalty fee – facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency until the fee is paid in full	50% per month

#### **Pool Facilities Annual Fee (January 1 to December 31)**

<i>Description</i>	<i>Fees</i>
First pool/spa	
Seasonal	\$152
Annual	\$239
Additional pool/spa	
Seasonal	\$89
Annual	\$152
Reinspection fee – For any reinspections beyond 2 in one calendar year	\$141/hour, with 1 hour minimum
Non-renewal/late penalty fee – facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency until the fee is paid in full	50% per month

#### **Plan Review**

<i>Description</i>	<i>Fees</i>
Full Service restaurant	\$379
Limited service restaurant	\$110
Seasonal temporary restaurant	\$110
Bed and Breakfast	\$110
Commissary	\$186

Warehouse	\$76
Mobile food unit	
Class 1 to 3	\$110
Class 4	\$220
Benevolent facility, whose main focus is to serve food directly to indigent populations at no charge	\$-0-
Not for profit	\$190
School Plan Review	\$138
Remodeling	
Full service restaurant	\$138
All other food facilities	\$76

**Inspection Fee for Facilities Licensed by Other Agencies**

<i>Description</i>	<i>Fees</i>
Child care facilities	\$192
Head Start facilities	\$192
Schools	
Central kitchen	\$229
On-site prep kitchen	\$192
Finishing kitchen	\$172
Satellite	\$76
Summer Education Programs	
Serve site	\$117
Kitchen preparation	\$227
Waiver food service site	\$192
Waiver satellite site	\$76
Correctional facilities – per hour (time includes travel and reporting)	\$141/hour
Non-licensed facilities – per hour (time includes travel and reporting)	\$141/hour

**ONSITE Wastewater Treatment System (all application fees include \$100 DEQ Surcharge Fee unless otherwise noted)**

<i>Description</i>	<i>Fees</i>
Site Evaluation	
Single family dwelling – First lot	\$780
Single family dwelling – Each additional lot evaluated during initial visit	\$780
Commercial facility with a design capacity of 1,000 gpd or less	\$780
Commercial facility with a design capacity of 1,001 – 1,500 gpd	\$956
Commercial facility with a design capacity of 1,501 – 2,000 gpd	\$1,032
Commercial facility with a design capacity of 2,001 – 2,500 gpd	\$1,208
Existing system report	\$740
Construction/Installation Permits	
For systems with a design capacity of less than 600 gpd	
System Type A	\$548
System Type B	\$964
System Type C	\$1,108

System Type D	\$1,335
System Type E	\$1,620
Plan Review for Commercial Facility Systems	\$-0-
For systems with a design capacity of 601-1,000 gpd	
System Type A	\$548
System Type B	\$964
System Type C	\$1,108
System Type D	\$1,335
System Type E	\$1,620
Plan Review for Commercial Facility Systems	\$368
For systems with a design capacity of 1,001-1,500 gpd	
System Type A	\$644
System Type B	\$1,060
System Type C	\$1,204
System Type D	\$1,413
System Type E	\$1,760
Plan Review for Commercial Facility Systems	\$432
For systems with a design capacity of 1,501-2,000 gpd	
System Type A	\$740
System Type B	\$1,156
System Type C	\$1,300
System Type D	\$1,491
System Type E	\$1,812
Plan Review for Commercial Facility Systems	\$496
For systems with a design capacity of 2,001-2,500 gpd	
System Type A	\$836
System Type B	\$1,252
System Type C	\$1,396
System Type D	\$1,569
System Type E	\$1,908
Plan Review for Commercial Facility Systems	\$560
Reinspection fee - System Types A - E (No surcharge fee)	\$141
Type A = Gray water waste disposal sumps	
Type B = Holding tanks	
Type C = Standard subsurface, absorption trenches in saprolite, redundant, seepage trench, steep slope	
Type D = Alternative treatment technologies, capping fill, pressurized distribution, tile dewatering	
Type E = Recirculating gravel filter, sand filter (commercial or residential)	
Pump Evaluation fee. For all permits for Types A and B that specify the use of a pump or dosing siphon except for sand filter, alternative treatment technologies, recirculating gravel filter, and pressurized distribution systems. (No surcharge fee)	\$64
Alteration Permits:	
Major Alteration	\$652
Minor Alteration	\$364

Repair Permits - Single Family Dwelling	
Major Repair	\$635
Minor Repair	\$356
Repair Permits - Commercial Facility	
Major Repair	\$1,108
Minor Repair	\$563
Permit Transfer, Reinstatement or Renewal	
Field Visit Required	\$620
Field Visit Not Required	\$252
Authorization Notices:	
Field Visit Required	\$724
Field Visit Not Required	\$260
Renewal of hardship authorization for temporary dwelling:	
Field Visit Required	\$430
Field Visit Not Required	\$200
Alternative system inspection - Holding tanks	\$484
Alternative system inspection	\$628
Land Use Clearance (No surcharge fee)	\$50
Annual report evaluation – Holding tanks (No surcharge fee)	
Hard copy submittal	\$30
Online submittal	\$25
Annual report evaluation - Sand filters, pressurized distribution systems, recirculating gravel filers, and alternative treatment technology (No surcharge fee)	
Hard copy submittal	\$60
Online submittal	\$50
Pumper truck inspections (No surcharge fee)	
First vehicle, each inspection	\$100
Each additional vehicle, each inspection	\$50

**Fees and Assessment Schedule**  
**Morrow County Juvenile Department**

<b>Supervision Fee:</b>	10.00 per month while on probation. Formal Court Probation Cases Only.
<b>Detention Fee:</b>	180.00 per day (NORCOR). 140.00 per day Walla Walla. Parent may be responsible for a percentage up to the full amount incurred by Morrow County.
<b>FAA:</b>	65.00 per Formal Accountability Agreement. One time per FAA entered.
<b>Urinalysis Fee:</b>	All Cases. 20.00 Per Positive Test (no lab) 35.00 per Positive Test (lab) 0.00 per Negative Test
<b>Tobacco Fee:</b>	All Cases 25.00 First Offense 50.00 Second Offense 100.00 Third and Subsequent Offense(s)

**Violations per Statute**

**Minimums**

Class A violation	220.00
Class B violation	130.00
Class C violation	80.00
Class D violation	60.00

**Presumptive**

Class A violation	435.00
Class B violation	260.00
Class C violation	160.00
Class D violation	110.00

**Maximums**

Class A violation	2,000.00
Class B violation	1,000.00
Class C violation	500.00
Class D violation	250.00

Fee application is determined on a case by case basis at the discretion of the Director of the Juvenile Department. Fees may be modified or waived. All fees are in U.S. dollars.

## Planning Department Fee Schedule

Land Partition and/or Replat	\$ 600
Property Line Adjustment	
A. Ministerial (no previous plat)	\$ 450
B. Property Line Adjustment by replat	\$ 600
Partition for Financial Purpose	\$ 450
Conditional Use Permits	
A. Conditional Use Permits	\$ 600
B. Conditional Use Permits for Energy Facilities	\$ 2,500
Additional Fee per Megawatt	\$ 500
Fee Schedule Special Provisions will apply.	
C. Conditional Use Permits issued under	
Morrow County Zoning Ordinance 6.015	\$ 750
D. Aggregate (Industrial/Forest Use)	\$ 600
Variances	
A. Minor	\$ 250
B. Major	\$ 600
C. Hardship	\$ 250
D. Administrative Renewal	\$ 150
Zone Changes	\$ 1,500
Comprehensive Plan Amendment	\$ 1,500
A. Aggregate (Farmland) includes CUP	\$ 1,750
B. Aggregate Goal 5	\$ 2,500
Zoning Permit/Site Plan Review	
A. Residential Dwellings	
▶ Single	\$ 50
▶ Multiple	\$25/unit
B. Farm and Forest Uses	
▶ Farm Dwellings	\$ 100
▶ Forest Dwellings	\$ 100
▶ Farm or Forest Accessory Uses	\$ 100
C. Commercial Uses	\$ 250
D. Industrial Uses	\$ 250
E. Met Towers	\$ 250
F. Airport Light Industrial Uses with Special Provisions	\$ 300



## Cell Towers

A.	Changes to Existing Towers less than 200' (ZP or CUP Amendment)	\$ 250
	Maintenance, Replacement, Upgrade of Equipment, and increase in height not to exceed 199'	
B.	New Tower, less than 200', EFU, FR, RR, PI, MG, RSC (ZP)	\$ 250
C.	New Tower, less than 200', FU, SR (CUP)	\$ 600
D.	New Tower, 200' and over, RSC, RR, FR, PI (ZP)	\$ 250
E.	New Tower, 200' and over, EFU, RRI, FU, SR, MG (CUP)	\$ 600
	Also applicable to installed facilities without approved CUPs	
	Farm Ag Exempt Permit (Recording Fee will be required)	\$ 150
	Flood Plain Development Permit	\$ 250
	Land Use Compatibility Statements	
A.	Onsite with Zoning Permit	No Charge
B.	Onsite without Zoning Permit (repairs, etc.)	\$ 25
C.	All Others (per tax lot fee, up to 10 tax lots) Special fee provisions and hourly rate may apply.	\$ 25
	Land Use Decisions	
A.	Farm and Forest Use Dwelling Determinations	
	▶ Replacement	\$ 200
	▶ Accessory	\$ 200
	▶ Lot of Record	\$ 200
	▶ Non-Farm Dwelling	\$ 200
B.	Temporary Use Permits	\$ 100
	▶ 12 Month Review/Renewal	\$ 50
C.	Agritourism and Events	
	▶ Single Event License	\$ 100
	▶ Up to 6 Events/year -- 2 Year Permit	\$ 250
	▶ Up to 18 Events/year -- 4 Year Permit	\$ 450
D.	Mass Gatherings	\$ 600
	Environmental Assessment and Impact Reviews	\$ 75/hour
	Speedway Site Development Review	\$ 600
	Planned Unit Development	\$ 600
	Additional for each lot or dwelling unit, whichever is greater (Maximum \$6,000)	\$ 40

Subdivision	\$ 600
Additional for each lot (Maximum \$6,000)	\$ 40
Preapplication Review (Land Partition, Subdivision, Conditional Use Permit, etc.) Required for Energy Facilities	\$ 100
Street/Road Dedication - Request not a part of a Subdivision	\$ 250
Street/Road Vacation	\$ 1,500
Change of Street/Road Name or New Street/Road Name	\$ 250
Appeal to Planning Commission	\$ 250
Cost of Transcript	\$ 75/hour
Appeal to Board of Commissioners	\$ 250
Cost of Transcript	\$ 75/hour
Rural Address	\$ 200
Publications (available on County website)	
A. Comprehensive Plan	\$ 150
B. Zoning Ordinance	\$ 75
C. Subdivision Ordinance	\$ 20
Permit Extensions or Amendments (Fee Schedule Special Provisions may apply)	
A. Ministerial Extension	\$ 150
B. Ministerial Amendment	\$ 250
C. Planning Commission Extension	\$ 350
D. Planning Commission Amendment	\$ 250
Remand Hearing	\$ 600
Site Visit (per hour)	\$75/hour

**Code Enforcement Induced Application Penalty:**

Applications made to resolve Code Enforcement action will be subject to **twice** the normal Land Use Application fee.

GIS Services

A.	Map Design and Analysis	\$75/hour
B.	Digital Media	
	▶ Morrow County Shapefiles (shipping will be added)	\$ 75
	▶ Publicly Available Shapefiles (shipping will be added)	\$ 25
C.	<b>Hard Copy Maps - Wide Format Printer (Plotter)</b>	
	▶ 18" x 24"	Black & White \$ 5/each Color Lines \$ 7/each Full Coverage Color \$10/each
	▶ 36" x 24"	Black & White \$10/each Color Lines \$14/each Full Coverage Color \$20/each Photo Quality Paper \$40/each
	▶ 36" x 48"	Black & White \$20/each Color Lines \$28/each Full Coverage Color \$40/each Photo Quality Paper \$80/each

Morrow County Disclaimer

Morrow County Geographical Information System products contain information from publicly available sources that are subject to constant change. Morrow County makes no warranties or guarantees, either expressed or implied, as to the completeness, accuracy, or correctness of this product, nor accepts any liability arising from any incorrect, incomplete or misleading information contained therein.

The information presented in these products does not replace or modify land surveys, deed, and/or other legal instruments defining land ownership and use. All drawing components (lines, curves, points, etc.) are created as a representation and should not be construed as actual. **YOU SHOULD ALWAYS USE THE ORIGINAL RECORDED DOCUMENTS TO ANSWER LEGAL AND SURVEY QUESTIONS.**

Fee Schedule Special Provisions:

Certain projects require significantly more resources of the County to review than other projects. Examples include, but are not limited to, energy facilities, state or federal facilities, large scale developments, and projects with regional impact. These projects involve more resources of the Planning Department and other county departments due to their complexity and their overall impacts on the community. The demands placed upon the Planning Department in effect jeopardize the ability of the Department to meet other obligations such as processing local applications and completing routine planning activities.

For these time-consuming and large-scale projects that require excessive departmental resources to review, the Planning Director may require the applicant to sign a memorandum of agreement to compensate the County for actual costs incurred to complete the review of a project and process an application in a timely manner. Funds obtained through the memorandum of agreement may provide a means for the County to retain extra temporary personnel, or to cover other personnel, administrative, travel, or materials costs.

Therefore, if it is determined by the Planning Director at the time of initial application or at any time during the application process, that staff time and departmental costs to process a specific land use application will be significantly greater than that of other typical applications, the Planning Director may require an applicant to enter into a memorandum of agreement with the County which would establish a fee based upon actual staff time and departmental costs.

In terms of energy facility review, the Planning Director may require the applicant to sign a memorandum of agreement at any time after the Notice of Intent is filed with the Energy Facility Siting Council or the Department of Energy, or upon submittal of an application for local permits. If the State of Oregon Energy Facility Siting process, as date this ordinance becomes effective is superseded, the County shall continue to retain authority to require a memorandum of agreement for local review of energy facilities.

If an applicant refuses to enter into a memorandum of agreement or there is failure to negotiate an acceptable fee, the applicant may appeal the Planning Director's decision to the Board of Commissioners for resolution. If the applicant and the County fail to reach an agreement, the application will not be processed.

Regarding Environmental Assessment and Impact Reviews, we have found that the hours spent reading and researching these assessments are not only costly but, in fact, we wind up doing or supplying data used by consultants who, in turn, charge their clients for work we have done.



## Table A

### Assessor/Tax Collector Fee Schedule 2018

Computer Print-Outs or photo copies (Black & White)	\$0.25 per page
Computer Print-Outs or photo copies (Color)	\$1.00 per page
Appraisal Packet (12 pages or more)	\$3.00
Sales Prints (Each)	\$5.00
Request for Estimate of Add'l Tax on Special Assessment Disqualification	\$25.00
Sign Plats	\$80.00
Sale of Maps:	
18" x 20"	\$3.00 each
Full Set	\$250.00
North Only	\$150.00
South Only	\$100.00
8 ½" x 11"	\$0.50 each
Full Set	\$75.00
North Only	\$50.00
South Only	\$25.00
Mailing:	
Cost of Information Per Above Fees + Actual Postage Amount + Handling Fee	\$1.00
Faxing:	
Cost of Information Per Above Fees + Handling Fee (Per Account)	\$1.00
Emailing:	
Cost of Information Per Above Fees + Handling Fee (For Each Email)	\$1.00
Monthly Data Exchange Reports (Yearly Fee)	\$200.00
Certification Fee (Per Page)	\$5.00
Assessment & Tax NSF Checks Fee	\$15.00
Personal Property Warrant Fees	\$52.00
Duplicate Tax Statement (On Green or Yellow Paper)	\$5.00
Assessment File	\$30.00
Address List	
Emailed	\$30.00
Computer Print (Per Map Page)	\$5.00
Custom Reports (Minimum Fee)	\$30.00



## Table B

\* If your document does not meet the requirements above, you will need to add a cover sheet filled out completely with all the pertinent information pertaining to the document being recorded. This will be part of the page count and considered the first page.

**A non standard fee will be applied to all Trust Deed, Deed of Trust if the words "Lender is Beneficiary" does not appear on the first page of instrument.**

### RE-RECORDINGS: Treated as a new document all recording fees apply

1. An instrument that has been previously recorded may be rerecorded to make corrections in the original instrument.
2. The county clerk shall record an instrument presented for rerecording as provided in subsection (1) of this section. The corrected instrument need not be acknowledged again. The person presenting the instrument for rerecording shall cause a rerecording certificate to be affixed to the first page of the instrument or to a cover sheet authorized by ORS 205.234 (2) added as a new first page to the instrument. The rerecording certificate shall contain the words "RERECORDED AT THE REQUEST OF \_\_\_\_ TO CORRECT \_\_\_\_ PREVIOUSLY RECORDED IN BOOK \_\_\_\_ AND PAGE \_\_\_, OR AS FEE NUMBER \_\_\_."
3. A certified copy of a recorded instrument **may not** be altered for the purpose of correcting the original instrument. The person presenting the instrument may present an unaltered certified copy of the recorded instrument when it is attached to a cover sheet authorized by ORS 205.234 (2). The cover sheet must contain the rerecording certificate described in subsection (2) of this section. The re-recorded document may include attachments identified on the cover sheet that are necessary to make the corrections.

### License Fees

Marriage License	<b>\$50.00</b>
Duplicate Ceremonial Certificate	<b>\$5.00</b>
Duplicate Marriage License	<b>\$10.00</b>
Marriage affidavit of correction	<b>\$10.00</b>
Certified Copy	<b>\$7.75</b>

### Public Record Fees:

Location	<b>\$3.75</b>
Certification	<b>\$3.75</b>
Photo Copy	<b>\$.25 per page/image</b>
Filing fee (not recorded)	<b>\$5.00</b>
List of Registered Voters	<b>\$3.75 + 12.50 Set up fee + \$ 0.25 per image</b>
All sent images (FTP, email, etc.)	<b>\$3.75 Location; per image \$0.25</b>
Fax fee	See County Schedule
Abstracts-Election Results	<b>\$3.75 Location; per image \$0.25</b>

### Service Fees:

Death Certificate: <i>first 6 months after death only</i>	<b>\$25.00</b>
We only issue in county deaths: All others use - Oregon Vital Records	
Marriage Ceremony (in office)	<b>\$110.00</b>
Passport Acceptance Processing Fee (All First Time Applications)	<b>\$35.00</b>
Passport Pictures	<b>\$12.00</b>
Book *(16 & older) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE)	\$110.00 Valid for 10 years
Book and <b>Card</b> * Card is only for land travel	\$140.00 Valid for 10 Years
Book *(15 & younger) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE)	\$80.00 Valid for 5 years
Book and <b>Card</b> * Card is only for land travel	\$95.00 Valid for 5 years
Card (16 & older) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE)	\$30.00 Valid for 10 years
Card (15 & younger) (CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE)	\$15.00 Valid for 5 years
Expedite Fee CHECK OR MONEY ORDER TO US DEPARTMENT OF STATE)	\$60.00 per application (mailing envelopes extra)
Information on Passports	travel.state.gov



## Table C

### District Attorney Fee Schedule

#### Discovery Fees (copies)

Felony Cases (up to 50 pages)	\$ 25.00
Misdemeanor Cases (up to 50 pages)	\$ 20.00
Measure 11 Cases (up to 100 pages)	\$100.00
Homicide (up to 450 pages)	\$200.00
	\$0.30 per page after flat fee limit

\$5 per criminal history or actual cost, whichever is greater

*(Available only to Defense Attorneys who agree to abide by the non-disclosure statute)*

DVDs	\$ 15.00
CDs	\$ 15.00
Audio Cassette Tapes	\$ 10.00
VHS Tapes	\$ 15.00
Probation Violations (PVs)	\$ 15.00
Lab Reports	\$ 7.00
Autopsy Diagnosis Report	\$ 13.00
Autopsy Complete Report	\$ 30.00
Processing Fee	
Expunge Conviction	\$100.00

**Table D**

**Morrow County Fee Schedule  
Environmental Health**

**Food Service Annual Fee (January 1 to December 31)**

<i>Description</i>	<i>Fees</i>
Full service restaurant	
0-15 seats	\$568
16-50 seats	\$638
51-150 seats	\$730
150+ seats	\$809
Not for profit License	\$100
Limited service Restaurant	\$323
Bed and Breakfast	\$232
Commissary	\$406
Warehouse	\$163
Mobile food unit	
Class 1 to 3	\$222
Class 4	\$421
Benevolent facility, whose main focus is to serve food directly to indigent populations at no charge	\$-0-
Temporary Restaurant	
Single event, intermittent and seasonal	\$77
Not for profit license – intermittent and seasonal	\$50
Not for profit license – 90-day license	\$50
Not for profit license – single event (per calendar year)	\$50
Not for profit license – single event (per calendar year) if qualifies as benevolent organization	\$34
Fee due in health department 5 days prior to event, and if not paid by that time, then the following fee charged:	
Single event, intermittent and seasonal	\$132
Not for profit license – intermittent and seasonal/90 day	\$55
Temporary at event (operating without a license)	\$264
Vending machines (by number of machines)	
1-10 units	\$43
11-20 units	\$85
21-30 units	\$117
31-40 units	\$160
41-50 units	\$196
51-75 units	\$238
76-100 units	\$323
101-250 units	\$562
251-500 units	\$890
501-750 units	\$1214
751-1000 units	\$1485
1001-1500 units	\$1940
1501+ units	\$2429

**Table D**

Reinstatement fee - to reinstate a license after the December 31 expiration, the applicant must pay a reinstatement fee of \$100 in addition to the license fee required. The reinstatement fee shall increase by an additional \$100 on the first day of each succeeding month until the license is reinstatement	\$100 per month
Inspection fee – Quarterly inspections resulting from 2 consecutive failures of 70 points or less	One-half of original license fee for each inspection
Reinspection fee – for any reinspections beyond 2 in one calendar year	\$141/hour with 1 hour minimum

**Tourist Facilities Annual Fee (January 1 to December 31)**

<i>Description</i>	<i>Fees</i>
Tourist accommodation	\$65
Organizational camp	\$65
Recreational Vehicle Park (by number of spaces)	
0-50 spaces	\$65 + \$2.00/space
51-100 spaces	\$65 + \$2.00/space
101+ spaces	\$65 + \$1.39/space
Non-renewal/late penalty fee – facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency until the fee is paid in full	50% per month

**Pool Facilities Annual Fee (January 1 to December 31)**

<i>Description</i>	<i>Fees</i>
First pool/spa	
Seasonal	\$152
Annual	\$239
Additional pool/spa	
Seasonal	\$89
Annual	\$152
Reinspection fee – For any reinspections beyond 2 in one calendar year	\$141/hour, with 1 hour minimum
Non-renewal/late penalty fee – facilities that renew later than January 15 will be assessed a penalty fee of 50% of the original fee, and another 50% on the first day of each successive month of delinquency until the fee is paid in full	50% per month

**Plan Review**

<i>Description</i>	<i>Fees</i>
Full Service restaurant	\$379
Limited service restaurant	\$110
Seasonal temporary restaurant	\$110
Bed and Breakfast	\$110
Commissary	\$186

**Table D**

Warehouse	\$76
Mobile food unit	
Class 1 to 3	\$110
Class 4	\$220
Benevolent facility, whose main focus is to serve food directly to indigent populations at no charge	\$-0-
Not for profit	\$190
School Plan Review	\$138
Remodeling	
Full service restaurant	\$138
All other food facilities	\$76

**Inspection Fee for Facilities Licensed by Other Agencies**

<i>Description</i>	<i>Fees</i>
Child care facilities	\$192
Head Start facilities	\$192
Schools	
Central kitchen	\$229
On-site prep kitchen	\$192
Finishing kitchen	\$172
Satellite	\$76
Summer Education Programs	
Serve site	\$117
Kitchen preparation	\$227
Waiver food service site	\$192
Waiver satellite site	\$76
Correctional facilities – per hour (time includes travel and reporting)	\$141/hour
Non-licensed facilities – per hour (time includes travel and reporting)	\$141/hour

**ONSITE Wastewater Treatment System (all application fees include \$100 DEQ Surcharge Fee unless otherwise noted)**

<i>Description</i>	<i>Fees</i>
Site Evaluation	
Single family dwelling – First lot	\$780
Single family dwelling – Each additional lot evaluated during initial visit	\$780
Commercial facility with a design capacity of 1,000 gpd or less	\$780
Commercial facility with a design capacity of 1,001 – 1,500 gpd	\$956
Commercial facility with a design capacity of 1,501 – 2,000 gpd	\$1,032
Commercial facility with a design capacity of 2,001 – 2,500 gpd	\$1,208
Existing system report	\$740
Construction/Installation Permits	
For systems with a design capacity of less than 600 gpd	
System Type A	\$548
System Type B	\$964
System Type C	\$1,108

**Table D**

System Type D	\$1,335
System Type E	\$1,620
Plan Review for Commercial Facility Systems	\$-0-
For systems with a design capacity of 601-1,000 gpd	
System Type A	\$548
System Type B	\$964
System Type C	\$1,108
System Type D	\$1,335
System Type E	\$1,620
Plan Review for Commercial Facility Systems	\$368
For systems with a design capacity of 1,001-1,500 gpd	
System Type A	\$644
System Type B	\$1,060
System Type C	\$1,204
System Type D	\$1,413
System Type E	\$1,760
Plan Review for Commercial Facility Systems	\$432
For systems with a design capacity of 1,501-2,000 gpd	
System Type A	\$740
System Type B	\$1,156
System Type C	\$1,300
System Type D	\$1,491
System Type E	\$1,812
Plan Review for Commercial Facility Systems	\$496
For systems with a design capacity of 2,001-2,500 gpd	
System Type A	\$836
System Type B	\$1,252
System Type C	\$1,396
System Type D	\$1,569
System Type E	\$1,908
Plan Review for Commercial Facility Systems	\$560
Reinspection fee - System Types A - E (No surcharge fee)	\$141
Type A = Gray water waste disposal sumps	
Type B = Holding tanks	
Type C = Standard subsurface, absorption trenches in saprolite, redundant, seepage trench, steep slope	
Type D = Alternative treatment technologies, capping fill, pressurized distribution, tile dewatering	
Type E = Recirculating gravel filter, sand filter (commercial or residential)	
Pump Evaluation fee. For all permits for Types A and B that specify the use of a pump or dosing siphon except for sand filter, alternative treatment technologies, recirculating gravel filter, and pressurized distribution systems. (No surcharge fee)	\$64
Alteration Permits:	
Major Alteration	\$652
Minor Alteration	\$364

**Table D**

Repair Permits - Single Family Dwelling	
Major Repair	\$635
Minor Repair	\$356
Repair Permits - Commercial Facility	
Major Repair	\$1,108
Minor Repair	\$563
Permit Transfer, Reinstatement or Renewal	
Field Visit Required	\$620
Field Visit Not Required	\$252
Authorization Notices:	
Field Visit Required	\$724
Field Visit Not Required	\$260
Renewal of hardship authorization for temporary dwelling:	
Field Visit Required	\$430
Field Visit Not Required	\$200
Alternative system inspection - Holding tanks	\$484
Alternative system inspection	\$628
Land Use Clearance (No surcharge fee)	\$50
Annual report evaluation – Holding tanks (No surcharge fee)	
Hard copy submittal	\$30
Online submittal	\$25
Annual report evaluation - Sand filters, pressurized distribution systems, recirculating gravel filers, and alternative treatment technology (No surcharge fee)	
Hard copy submittal	\$60
Online submittal	\$50
Pumper truck inspections (No surcharge fee)	
First vehicle, each inspection	\$100
Each additional vehicle, each inspection	\$50

## Table E

### Morrow County Fair Usage Fees

#### Annex

Includes Kitchen: \$65.00 (cleaning/damage Dep \$100) = \$165.00

½ Day Use: \$32.50 (cleaning/damage Dep \$100) = \$132.50

#### Dance Hall

Includes Kitchen: \$130.00 (cleaning/damage Dep \$100) = \$330.00

½ Day Use: \$65.00 (cleaning/damage Dep \$100) = \$265.00

#### Outside Pavilion

Includes Bathrooms: \$40 (cleaning/damage Dep \$100) = \$140

With-out Bathrooms: = \$0

#### Tables & Chairs

Tables = \$25.00

Chairs = \$30.00

#### RV Hookups

With water, sewer and electricity = \$26.00/day

Without water, sewer and electricity = \$17.00/day

#### Wilkinson Arena

Includes daily grooming, bleachers, restrooms. Lights are separate, by tokens only.

Daily: \$300.00 (cleaning/damage Dep \$100) = \$400

Weekend: \$500.00 (cleaning/damage Dep \$100) = \$600

Each additional grooming = \$50.00

No Reservation Usage: = \$5.00/hr.

(Tokens available at MCGG and Fair Office)

**Table F**

**Finance Department Fee Schedule**

Copies of Budget	\$10.00
Copies of Financial Statements	\$10.00



## Table G

### JUSTICE COURT FILING AND OTHER FEES

(Effective 10/1/17)

**PLEASE NOTE THE FOLLOWING: The Clerk of the Court shall not accept for filing any document except upon the payment of the fees set forth below or such other fees as may be allowed or required by law for the filing of such document. Payment of fees must be by cash, money order or cashiers check.**

#### CIVIL ACTIONS:

Plaintiff's Filing Fee	\$90.00
Defendant's Filing/Appearance Fee	\$90.00
Jury Trial Fee	\$125.00
(Paid by party demanding jury trial at the time the demand is made)	
Trial Fee (Paid by Plaintiff before trial)	\$75
Motion Fee	\$30.00
(See below for a listing of motions requiring this fee. Fee must be paid by moving party when motion is filed and by responding party when response is filed.)	

#### SMALL CLAIMS:

Plaintiff's Filing Fee	\$35.00
Defendant's Answer Fee	\$35.00
(No Fee to Defendant who confesses or admits claim)	
Defendant's Answer with Demand for jury trial	\$215.00
(Amount in controversy must exceed \$750)(\$90 civil answer Fee + \$125 jury trial fee)	
Plaintiff's Additional Fee after Defendant's Answer with Demand for jury trial	\$55.00
(Plaintiff's filing of Complaint & Summons and payment of additional \$55 fee removes an action from the Small Claims Docket to the Civil Docket.)	

#### FED (Dwelling Unit to which ORS chapter 90 applies):

Plaintiff's Filing Fee	\$83.00
Defendant's Answer/Appearance Fee	\$83.00
[There is no filing fee for a defendant who attends the first appearance, unless the defendant files an answer or files a pleading, such as an ORCP 21 motion.]	
Jury Trial Fee	\$125.00
(Jury Trial Fee must be paid by party making demand at the time demand is made.)	
Trial Fee (Paid before trial by Plaintiff.)	\$75.00

#### FED (Commercial or non-residential):

Plaintiff's Filing Fee	\$90.00
Defendant's Filing/Appearance Fee	\$83.00 [See ORS 105.130(3)]
Jury Trial Fee	\$125.00
(paid by party demanding jury trial at the time the demand is made)	
Trial Fee	\$75.00
(to be paid by Plaintiff before trial)	

## Table G

**Note:** The plaintiff's fee set forth in ORS 105.130 (2) applies only to FED's for dwelling units subject to ORS ch. 90; the civil action fee applies to all other FED's; pursuant to ORS 105.130(3) the Defendant's filing fee applies to all FED's, not just those to which ORS ch. 90 applies.

### OTHER FEES

Filing Fee for Motion to Set Aside Conviction:	\$265
(As per ORS 137.335(2)(d) the fee is that established under ORS 21.135)	
Motion Filing Fee for any of the following:	\$30
(to be paid by the party filing the motion and by the party responding to the motion)	
-Motion for Summary Judgment under ORCP 47.	
-Motion for JNOV under ORCP 63.	
-Motion for a new trial under ORCP 64.	
-Motion for relief from judgment under ORCP 71.	
-Motion for preliminary injunction under ORCP 79.	
-Motion seeking remedies for contempt of court.	
Writ of garnishment ORS 51.310 (g)	\$20.00
<b>[If small claim, must also pay ADDITIONAL \$9 to transcribe to Civil docket, ORS 55.130(2)]</b>	
Notice of Restitution	\$10.00
Transcript of judgment	\$9.00
Certified copy of judgment	\$9.00
For each official certificate	\$10.00
[For example, a certified copy of a document such as a satisfaction of judgment. Be sure to also collect the search fee (\$3.75) and copy fee (25¢ per page) for locating and copying the document or record requested.]	

### COSTS, DISBURSEMENTS AND PREVAILING PARTY FEES

Prevailing party fees are fees set by statute (ORS 20.190) and are awarded to the prevailing party in certain civil actions as a matter of right. The prevailing party fee is awarded as a part of costs and disbursements. Prevailing party fees, costs and disbursements, are required to be awarded to the prevailing party as a matter of law. ORS 52.010(2). A prayer for costs and disbursements in a party's pleading is not necessary to trigger the right to recover costs, disbursements and the prevailing party fee in a justice court civil action.

Prevailing party fees apply only in civil actions; such fees are not available in a criminal action, including traffic violations.

Prevailing Party Fees in Justice Court civil actions are set forth below (See ORS 20.190).

Type of Action	No Trial	After Trial
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## Table G

Civil Action Docket--No money or damages at Issue	\$50	\$60
Civil Action Docket--Money or Damages at Issue	\$110	\$125
Small Claim--No money or damages at Issue	\$50	\$60
Small Claim--Money or damages at Issue	\$110	\$125
FED--Restitution of Premises Only Issue	\$50	\$60
FED--Restitution & Money Damages at Issue	\$110	\$125

### APPEALS FEES

Fee for appeal to Circuit Court from a violation offense conviction	\$265
Fee for appeal to Circuit Court from Small Claim judgment	\$165
Fee for appeal to Circuit Court from civil action judgment	\$165
Fee for appeal to Circuit Court from FED judgment	\$165

## Table H

### Fees and Assessment Schedule Morrow County Juvenile Department

<b>Supervision Fee:</b>	10.00 per month while on probation. Formal Court Probation Cases Only.
<b>Detention Fee:</b>	180.00 per day (NORCOR). 140.00 per day Walla Walla. Parent may be responsible for a percentage up to the full amount incurred by Morrow County.
<b>FAA:</b>	65.00 per Formal Accountability Agreement. One time per FAA entered.
<b>Urinalysis Fee:</b>	All Cases. 20.00 Per Positive Test (no lab) 35.00 per Positive Test (lab) 0.00 per Negative Test
<b>Tobacco Fee:</b>	All Cases 25.00 First Offense 50.00 Second Offense 100.00 Third and Subsequent Offense(s)
<b>Violations per Statute</b>	
<b>Minimums</b>	
Class A violation	220.00
Class B violation	130.00
Class C violation	80.00
Class D violation	60.00
<b>Presumptive</b>	
Class A violation	435.00
Class B violation	260.00
Class C violation	160.00
Class D violation	110.00
<b>Maximums</b>	
Class A violation	2,000.00
Class B violation	1,000.00
Class C violation	500.00
Class D violation	250.00

Fee application is determined on a case by case basis at the discretion of the Director of the Juvenile Department. Fees may be modified or waived. All fees are in U.S. dollars.

## Table I

### Planning Department Fee Schedule

Land Partition and/or Replat	\$ 600
Property Line Adjustment	
A. Ministerial (no previous plat)	\$ 450
B. Property Line Adjustment by replat	\$ 600
Partition for Financial Purpose	\$ 450
Conditional Use Permits (CUP)	
A. Conditional Use Permits	\$ 600
B. Conditional Use Permits for Energy Facilities	\$ 2,500
Additional Fee per Megawatt	\$ 500
Fee Schedule Special Provisions will apply	
C. Conditional Use Permits issued under Morrow County Zoning Ordinance 6.015	\$ 750
D. Aggregate (Industrial/Forest Use)	\$ 600
Variances	
A. Minor	\$ 250
B. Major	\$ 600
C. Hardship	\$ 250
D. Administrative Renewal	\$ 150
Zone Changes	\$ 1,500
Comprehensive Plan Amendment	\$ 1,500
A. Aggregate (Farmland) includes CUP	\$ 1,750
B. Aggregate Goal 5	\$ 2,500
Zoning Permit/Site Plan Review	
A. Residential Dwellings	
Single	\$ 50
Multiple	\$25/unit
B. Farm and Forest Uses	
Farm Dwellings	\$ 100
Forest Dwellings	\$ 100
Farm or Forest Accessory Uses	\$ 100
C. Commercial Uses	\$ 250
D. Industrial Uses	\$ 250
E. Met Towers	\$ 250
F. Airport Light Industrial Uses with Special Provisions	\$ 300

**Table I**

**Cell Towers**

A.	Changes to Existing Towers less than 200' (ZP or CUP Amendment)	\$ 250
	Maintenance, Replacement, Upgrade of Equipment, and increase in height not to exceed 199'	
B.	New Tower, less than 200', EFU, FR, RR, PI, MG, RSC (ZP)	\$ 250
C.	New Tower, less than 200', FU, SR (CUP)	\$ 600
D.	New Tower, 200' and over, RSC, RR, FR, PI (ZP)	\$ 250
E.	New Tower, 200' and over, EFU, RRI, FU, SR, MG (CUP)	\$ 600
	Also applicable to installed facilities without approved CUPs	

Farm Ag Exempt Permit (Recording Fee will be required) \$ 150

Flood Plain Development Permit \$ 250

**Land Use Compatibility Statements**

A.	Onsite with Zoning Permit	No Charge
B.	Onsite without Zoning Permit (repairs, etc.)	\$ 25
C.	All Others (per tax lot fee, up to 10 tax lots)	\$ 25
	Special fee provisions and hourly rate may apply.	

**Land Use Decisions**

A.	Farm and Forest Use Dwelling Determinations	
	Replacement	\$ 200
	Accessory	\$ 200
	Lot of Record	\$ 200
	Non-Farm Dwelling	\$ 200
B.	Temporary Use Permits	\$ 100
	12 Month Review/Renewal	\$ 50
C.	Agritourism and Events	
	Single Event License	\$ 100
	Up to 6 Events/year -- 2 Year Permit	\$ 250
	Up to 18 Events/year -- 4 Year Permit	\$ 450
D.	Mass Gatherings	\$ 600

Environmental Assessment and Impact Reviews \$ 75/hour

Speedway Site Development Review \$ 600

Planned Unit Development \$ 600  
Additional for each lot or dwelling unit, whichever is greater \$ 40  
(Maximum \$6,000)

**Table I**

Subdivision	\$ 600
Additional for each lot (Maximum \$6,000)	\$ 40
Preapplication Review (Land Partition, Subdivision, Conditional Use Permit, etc.) Required for Energy Facilities	\$ 100
Street/Road Dedication - Request not a part of a Subdivision	\$ 250
Street/Road Vacation	\$ 1,500
Change of Street/Road Name or New Street/Road Name	\$ 250
Appeal to Planning Commission	\$ 250
Cost of Transcript	\$ 75/hour
Appeal to Board of Commissioners	\$ 250
Cost of Transcript	\$ 75/hour
Rural Address	\$ 200
Publications (available on County website)	
A. Comprehensive Plan	\$ 150
B. Zoning Ordinance	\$ 75
C. Subdivision Ordinance	\$ 20
Permit Extensions or Amendments (Fee Schedule Special Provisions may apply)	
A. Ministerial Extension	\$ 150
B. Ministerial Amendment	\$ 250
C. Planning Commission Extension	\$ 350
D. Planning Commission Amendment	\$ 250
Remand Hearing	\$ 600
Site Visit (per hour)	\$75/hour
Code Enforcement Induced Application Penalty: Applications made to resolve Code Enforcement action will be subject to <b>twice</b> the normal Land Use Application fee.	

**Table I**

GIS Services

A.	Map Design and Analysis	\$75/hour
B.	Digital Media	
	Morrow County Shapefiles (shipping will be added)	\$ 75
	Publicly Available Shapefiles (shipping will be added)	\$ 25
C.	Hard Copy Maps - Wide Format Printer (Plotter)	
	18" x 24"	Black & White \$ 5/each Color Lines \$ 7/each Full Coverage Color \$10/each
	36" x 24"	Black & White \$10/each Color Lines \$14/each Full Coverage Color \$20/each Photo Quality Paper \$40/each
	36" x 48"	Black & White \$20/each Color Lines \$28/each Full Coverage Color \$40/each Photo Quality Paper \$80/each

Morrow County Disclaimer

Morrow County Geographical Information System products contain information from publicly available sources that are subject to constant change. Morrow County makes no warranties or guarantees, either expressed or implied, as to the completeness, accuracy, or correctness of this product, nor accepts any liability arising from any incorrect, incomplete or misleading information contained therein.

The information presented in these products does not replace or modify land surveys, deed, and/or other legal instruments defining land ownership and use. All drawing components (lines, curves, points, etc.) are created as a representation and should not be construed as actual. **YOU SHOULD ALWAYS USE THE ORIGINAL RECORDED DOCUMENTS TO ANSWER LEGAL AND SURVEY QUESTIONS.**

Fee Schedule Special Provisions:

Certain projects require significantly more resources of the County to review than other projects. Examples include, but are not limited to, energy facilities, state or federal facilities, large scale developments, and projects with regional impact. These projects involve more resources of the Planning Department and other county departments due to their complexity and their overall impacts on the community. The demands placed upon the Planning Department in effect jeopardize the ability of the Department to meet other obligations such as processing local applications and completing routine planning activities.



## **Table I**

For these time-consuming and large-scale projects that require excessive departmental resources to review, the Planning Director may require the applicant to sign a memorandum of agreement to compensate the County for actual costs incurred to complete the review of a project and process an application in a timely manner. Funds obtained through the memorandum of agreement may provide a means for the County to retain extra temporary personnel, or to cover other personnel, administrative, travel, or materials costs.

Therefore, if it is determined by the Planning Director at the time of initial application or at any time during the application process, that staff time and departmental costs to process a specific land use application will be significantly greater than that of other typical applications, the Planning Director may require an applicant to enter into a memorandum of agreement with the County which would establish a fee based upon actual staff time and departmental costs.

In terms of energy facility review, the Planning Director may require the applicant to sign a memorandum of agreement at any time after the Notice of Intent is filed with the Energy Facility Siting Council or the Department of Energy, or upon submittal of an application for local permits. If the State of Oregon Energy Facility Siting process, as date this ordinance becomes effective is superseded, the County shall continue to retain authority to require a memorandum of agreement for local review of energy facilities.

If an applicant refuses to enter into a memorandum of agreement or there is failure to negotiate an acceptable fee, the applicant may appeal the Planning Director's decision to the Board of Commissioners for resolution. If the applicant and the County fail to reach an agreement, the application will not be processed.

Regarding Environmental Assessment and Impact Reviews, we have found that the hours spent reading and researching these assessments are not only costly but, in fact, we wind up doing or supplying data used by consultants who, in turn, charge their clients for work we have done.

**Table J**

Morrow County Health Department	
Patient Visit	2018-2019
Low Visit New Patient RN Only	\$ <b>210.00</b>
New expanded strtfwrdr	\$ <b>279.00</b>
Moderate New Patient	\$ <b>224.00</b>
New Complex-Mod Complexity	\$ <b>425.00</b>
Low Visit Established Patient RN Only	\$ <b>158.00</b>
Est expanded strtfwrdr	\$ <b>168.00</b>
Est focused low complexity	\$ <b>279.00</b>
Est detailed-mod complexity	\$ <b>335.00</b>
FP Visit OHP	\$ <b>135.00</b>
Admin Fee Vaccine 1st shot	\$ <b>54.00</b>
Admin Fee Vaccine 2nd shot	\$ <b>15.00</b>
Vaccine administration fee for "free" State Supplied Vaccine	\$ <b>21.00</b>
IUD Insertion Fee	\$ <b>168.00</b>
IUD/IUS Removal	\$ <b>168.00</b>
Hormone Impl. In	\$ <b>224.00</b>

**Table J**

Hormone Impl. Out	\$	<b>224.00</b>
Hormone Imp Replace	\$	<b>224.00</b>
<p>All supplies and/or devices are charged based on acquisition cost. The cost will vary as our supplier rates change. Labs are billed to OHP directly from the lab. The lab bills us in cases where the client is uninsured or confidential. We are usually unable to bill for this type of visit because the client is not already established in the provider.</p>		

## Table J

**Oregon Immunization Program, Vaccine Costs by Dose for Billable Clients  
July-December 2018  
(Clinics Must Not Charge Higher Than Published Prices)**

VACCINE	CPT	CVX	MFG	Brand	PRICE PER DOSE
DTaP	90700	20	GSK	Infanrix	\$19.75
		106	SANOPI-PASTUER	Daptacel	\$24.08
		107	Not Specified		\$24.08
DTaP/HepB/IPV	90723	110	GSK	Pediarix	\$68.25
DTaP/IPV	90696	130	GSK	Kinrix	\$48.90
			SANOPI-PASTUER	Quadracel	\$51.67
			Not Specified		\$51.67
DTaP/IPV/Hib	90698	120	SANOPI-PASTUER	Pentacel	\$88.14
DT	90702	28	SANOPI-PASTUER	Pediatric DT	\$52.07
e-IPV	90713	10	SANOPI-PASTUER	IPOL	\$30.40
HBIG	90371	30	GRIFOLS USA	HyperHep B S/D	Contact Program
Hep A	90633	83	GSK	Havrix	\$26.05
			MERCK	Vaqta	\$21.85
	90632	52	GSK	Havrix (Adult)	\$40.15
			MERCK	Vaqta (Adult)	\$34.61
Hep B	90744	8	GSK	Engerix-B	\$17.05
			MERCK	Recombivax HB	\$15.20
	90746	43	GSK	Engerix-B (Adult)	\$43.55
			MERCK	Recombivax HB (Adult)	\$38.62
90739	189	DYNAVAX TC	Hepilisav-B	\$0.00	
Hep A/B	90636	104	GSK	Twinrix	\$78.30
Hib	90648	48	SANOPI-PASTUER	ActHIB	\$10.45
	90647	49	MERCK	PedVaxHIB	\$26.21
HPV9	90651	165	MERCK	Gardasil 9	\$196.70
Meningococcal ACWY	90734	114	SANOPI-PASTUER	Menactra	\$111.84
		136	GSK	Menveo	\$103.75
	90733	32	SANOPI-PASTUER	Menomune	\$123.17
		108	Not Specified		\$123.17
Meningococcal B	90621	162	PFIZER	Trumenba	\$119.01
	90620	163	GSK	Bexsero	\$146.75
		164	Not Specified		\$146.75
MMR	90707	3	MERCK	MMR II	\$70.85
MMR-V	90710	94	MERCK	ProQuad	\$202.21
Pneumo 23	90732	33	MERCK	PneumoVax 23	\$92.62
Pcv 13	90670	133	PFIZER	Prevnar 13	\$180.05
Rotavirus	90681	119	GSK	Rotarix	\$109.75
		116	MERCK	RotaTeq	\$82.81
		122	Not Specified		\$109.75
Td	90714	113	SANOPI-PASTUER	Tenivac	\$32.89
Tdap	90715	115	GSK	Boostrix	\$34.77
			SANOPI-PASTUER	Adacel	\$35.13
			Not Specified		\$34.77
Varicella	90716	21	MERCK	Varivax	\$121.90
Varicella-Zoster	90750	187	GSK	Shingrix	\$0.00

\* This vaccine is no longer available. Price reflected is the most recent price per dose prior to leaving the market.

**Table K**

**MORROW COUNTY PUBLIC WORKS  
FEE SCHEDULE**

**Permits**

Road Approach site application commercial .....	125.00
Road Approach site application residential .....	50.00
Permit to Build on Right of Way (Access).....	50.00
Utility Permit (Private Utility) .....	50.00
No – Spray Permit .....	25.00
Leaky Load Permit (monthly fee per unit).....	10.00
Continuous Variance Permit .....	5.50
(Over width/over length permit)	

**Black/Color Large Format Printer Printing and/or Copies**

Size	8.5" x 11"	\$7.00
Size	8.5" x 14"	\$9.00
Size	11" x 17"	\$12.00
Size	17" x 22"	\$13.00
Size	22" x 34"	\$15.00
Size	30" x 42"	\$20.00
Size	34" x 44"	\$25.00
Size	BANNER (42 inch width x # ft. length)	\$10.00 per foot (length)

**Lamination Fees**    Maximum width 27 inches

3 Mil. Per Sq. Inch.	\$0.05
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**Standard COPY Fees from document/file/PDF**

Size	8.5" x 11"	\$0.25/page black & white
Size	8.5" x 11"	\$1.00/page color
Size	8.5" x 14"	\$0.25/page black & white
Size	8.5" x 14"	\$1.00/page color
Size	11" x 17"	\$3.00
Size	17" x 22"	\$8.00
Size	22" x 34"	\$10.00
Size	30" x 42"	\$12.00
Size	34" x 44"	\$15.00

*Labor for custom products will result in a \$20.00/hour fee, minimum one-half hour*

## Table K

### MORROW COUNTY PUBLIC WORKS AIRPORT FEE SCHEDULE

#### Airport Hangar Rent

Through the fence ingress/egress per operator	\$10.00 a month
Standard T- Hangar	\$1.25/sq. ft. = \$120.00 per month
Large End Hangar	\$1.25/sq. ft. = \$400.00 per month
Secured Vehicle Parking	\$10.00 per month with agreement
Airport grounds site lease	\$0.50/sq. ft. per year with signed 20 year lease agreement
Aviation Fuel	\$0.65 Profit margin markup on current price
Utility lease with new Ag site	\$175.00 per month with agreement

## Table K

### MORROW COUNTY PUBLIC WORKS PARKS FEE SCHEDULE

\*\*\* Parks do not accept Debit or Credit Cards on site. \*\*\*

PARK FEES FOR ANSON WRIGHT PARK, CUTSFORTH PARK AND the  
MORROW COUNTY OFF HIGHWAY VEHICLE PARK ALSO KNOWN AS OHV PARK

*10% Non-Refundable PROCESSING FEE/TAX (PF) automatically charged in addition to reservation fee  
\$5.00 MODIFICATION/CANCELLATION FEE (MCF) automatically applied to any to reservation request  
that is modified or cancelled – PF and MCF are NON-REFUNDABLE*

**Park Fees: for any single type of RV, tent, camper or vehicle (Unit)**

	Per Day	Per Week	Per Month
Cabins* (OHV Park A Frame & 10x16)	\$45.00	\$315.00	\$ N/A
Cabins* † (OHV 10x16)	\$45.00	\$315.00	\$ N/A
Cabins * (Anson Wright 14x14)	\$45.00	\$270.00	\$ N/A
Cabins* † (Cutsforth 10x16)	\$45.00	\$315.00	\$ N/A
Juniper Cabin* † ‡ (OHV Park 20x14)	\$80.00	\$480.00	\$ N/A
Full hook-ups (water, sewer, and electric)	\$21.00	\$126.00	\$462.00
Partial hook-up (water and electric)	\$18.00	\$108.00	\$396.00
Water only hook-up	\$15.00	\$90.00	\$330.00
Dry camp or primitive (Tent and/or RV)	\$12.00	\$72.00	\$265.00
OHV Overflow Area/Large Group Site§	\$12.00	\$72.00	\$265.00

\* No running water inside of cabins, No bedding furnished

† Propane lighting and heating

‡ Gas generator available for LIMITED electrical use

§ OHV Large Group Site is a per unit fee (Unit = any single type RV, tent, camper or vehicle)

Seventh day free for all sites and County-owned cabins

Maximum of six people per paid site (with exception of Large Group Site/s at OHV Park)

*Weekly/Monthly rates calculated by Leisure Interactive, LLC reservation program*

Extra vehicle (one included with campsite)	\$2.00 per extra vehicle per day
Sewer dump fee	\$10.00
Wood per rik	\$10.00
Water	FREE
Registered Camper	FREE
Non-Registered Camper	\$0.05 per gallon <i>charge due to upkeep of system.</i>
Cutsforth Park Horse Pens	\$3.00 per head per day
4-H Building - Cutsforth Park	\$50.00 per day <b>plus</b> a \$50.00 onetime <b>non-refundable</b> cleaning deposit
BBQ (wood-burning), Gazebo or Picnic Area/s	\$25.00 per area per day (Reserved for large groups)
Propane	\$0.75 over delivery market rate
Propane Tank- five gallon rental	\$7.00 per day, \$10.00 deposit/\$5.00 refundable
OHV Helmet Rental	\$5.00 per day, refundable \$20.00 deposit

Park Wedding/Reunion facilities rental (**all camp sites, buildings and amenities**)

50% off of actual cost **ONLY** if renting the entire Park facilities.

## Table K

### MORROW COUNTY PUBLIC WORKS TRANSFER STATION FEE SCHEDULE

#### Transfer Site:

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#### Pickup - \$2.20 per liner foot

8ft. Pickup box x \$2.20 = \$17.60 per load + racks over 1 ft. high = \$8.00 = \$26.00

6ft. Pickup box x \$2.20 = \$13.20 per load + racks over 1 ft. high = \$6.00 = \$19.00

½ Pickup box or less \$8.75 minimum

Trailer per square foot \$.41 per square foot

Example:

16' x 6' = 96 sq. ft. x .41 = \$39.00

16' x 8' = 128 sq. ft. x .41 = \$52.00

8' x 8' = 64 sq. ft. x .41 = \$26.00

1 – 32 gallon bag or equivalent \$3.75 and \$3.75 for each additional bag

Car tire without rim	\$6.25
Truck tire without rim	\$12.50
Tractor / Duplex	\$27.50
Grader tire	\$51.25

The following items are taken **FREE OF CHARGE** for Morrow County residents:

#### Household Items:

Sofas	Refrigerators
Love Seats	Freezers
Large Chairs	Water Heaters
Mattresses	Stoves
Microwaves	Washers
Toilets	Dryers

#### Paint:

Latex and Oil Based

#### Electronics:

Computers	Tablets
Televisions	Telephones
Printers	Stereos
Handheld Radios	Copiers
Fax Machines	



## Table L

### Rodeo Fees

#### Oregon Trail Pro Rodeo (OTPR) Arena

OTPR Outdoor Arena ONLY	\$150/day
OTPR Arena with bucking & roping chutes	\$200/day
Rough stock chute deposit (refundable)	\$500
Stall rental per horse (day)	\$12/day
Stall rental per horse (month)	\$40/month
Stall rental deposit	\$50/stall
Outside pen rental	\$8/day
Electrical Hookups	\$11/day

## Table M

### Morrow County Sheriff's Office Fee Summary- 2018

#### Civil Unit

Serving summons, subpoena, citation, order, notice of similar documents, including small claims, or writ of execution, directed to not more than two different parties at the same address: **\$45.00**

Directed to more than two different parties at the same address (each party) **\$25.00**

Any service involving travel in excess of 75 miles round trip, an additional fee will be billed and collected. Mileage measured from Circuit Court to location of service. **\$45.00**

#### Real Property

- Real Property Sale Preparation: **\$ 100.00**
- Conduction Sheriff's Sale: **\$ 11.00**
- Post Notice of Sale on Property: **\$ 45.00**
- Sheriff Statutory Enforcement Fee: **\$ 80.00**
- Post Sale Administration: **\$ 67.00**
- Post notice of sale on property: (+ \$45 mileage fee if applicable) **\$ 45.00**
- Post after sale notice: (+ \$45 mileage fee if applicable) **\$ 45.00**
- Copies made for mailing: **\$ .25 each page**
- Pre-sale mailing:  
(USPS Certified mailing fee, USPS Return Receipt Fee, USPS Postage Fee)
- Post sale mailing:  
(USPS Certified mailing fee, USPS Return Receipt Fee, USPS Postage Fee)
- Heppner Gazette Times Ad & Affidavit (subject to change per state statute)  
(sent to Gazette Times) **\$ 244.00 flat fee**
- Oregon State Sheriff's Association Website for Property Sales  
(subject to change per state statute) (sent to OSSA) **\$ 300.00 flat fee**

Sheriff's Deed, Certificate of Redemption or conveyance of real property sold on any process: **\$ 50.00**

Entering and processing distraint warrants for state agencies: **\$ 6.25 each**

#### Concealed Handgun License

New : **\$65** (\$50 for application, \$15 for Oregon State Police fingerprint fee)

Renewal: **\$50**

Duplicate: **\$15**

Transfer: **\$30** (\$15 for application, \$15 for Oregon State Police fingerprint fee)

## Table M

### Morrow County Sheriff's Office Fee Summary

#### Records

- Copies of Deputies reports (per report): \$ 15.00
- 9-1-1 calls copied to CD or flash drive (per call): \$ 20.00
- Radio traffic related to incident copied to CD or flash drive: \$ 20.00
- Pictures on CD or flash drive (per CD or flash drive): \$ 20.00
- Videos on CD/DVD or flash drive (per video): \$ 35.00  
(Includes 30 minutes of staff time)
- Extensive records request: \$ 40.00/hr.  
(AFTER first 30 minutes of staff time, billed in 15 minute increments)

#### Security

Uniformed Security on Civil Enforcement Action: \$ 50.00/ 1<sup>st</sup> hour  
Additional time, after 1<sup>st</sup> hour: \$ 75.00/hour per deputy.

NSF Checks (cash or Money Order Only): \$30.00

Non-Criminal Fingerprinting: \$15.00

Court Ordered Fingerprinting (Cash or Money Order Only): \$15.00

#### Alarm System Penalties

1<sup>st</sup> False alarm per month fee

For the remainder of the month each false alarm: \$50.00

Impounded Auto Administrative Fee: \$60.00

Handgun Proficiency class 'lab' fee: \$10.00

**Table M**

**Morrow County Sheriff's Office Fee Summary**

**Parole and Probation Fees**

Interstate Compact Fee	\$180.00 \$50.00 goes to state \$130.00 county
Supervision Fees	\$40.00 per month
Electronic Monitoring	\$15.00 per day \$25 set up fee
Travel Permits	\$5.00 each
Positive Urine Samples (LAB)	\$50.00
Work Crew	\$250.00 day (full crew over 5) \$125.00 day (crew under 5)
Polygraphs	Varies between \$150.00 to \$300.00

**Code Enforcement/Dogs:**

Dog Impound Fee

First Offense	\$25.00
Second Offense	\$50.00
Third Offense	\$100.00

Chronic Offender Penalties

Second Offense	10%
Future Offenses	Additional 5% for each offense.

Chronic Offender Penalties would be percentage increases as a fee, added in addition to a regular citation fine. This fee may be added by either the Deputy or the Justice of the Peace.

Example:	Class A Violation*	\$440.00
	Chronic Offender (10%)	<u>\$ 44.00</u>
	Total	\$484.00

\*fines are set by the state

## Table N

### Surveyor Fees

Surveyor's Filing Fees	\$ 25
Vacation Fee	\$ 25
Partition Surveyor Review	\$200
Subdivision Surveyor Review	\$300 + \$10 per lot

### Surveyor Map Copies

A size	8.5" x 11"	\$0.50
B size	11" x 17"	\$2.00
C size	18" x 24"	\$3.00
D size	24" x 36"	\$4.00

## **Table O**

### **Treasurer's Fees**

Replacement checks (stop payments & reissues) (Will not be charged if original check was not received by individual)	\$20
NSF (Not Sufficient Funds) Checks	\$20
Bank Wire	\$15

## Table P

### Whole County

Computer Time	\$75/hour
Interpreter rate	
Non-certified	\$25/hour
Certified	\$32.50/hour
Computer print-outs (black & white)	\$0.25/page
Computer print-outs (color)	\$1.00/page
Photocopies (black & white)	\$0.25/page
Photocopies (color)	\$1.00/page
Fax Fees for non-County business:	
Outgoing – 1 <sup>st</sup> page	\$3.00
Each additional page	\$1.00
Incoming (whole fax)	\$2.00

Other fees may be assessed under Oregon Revised Statutes



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
59(1)

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Staff Contact: Karmen Carlson
Department: Human Resources
Short Title of Agenda Item:
(No acronyms please)

Phone Number (Ext): 5620
Requested Agenda Date: April 17, 2019

Reclassification Conversation - Health Department JobMeas

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 10 min
Purchase Pre-Authorization
Other

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Karmen Carlson 4/15/19 Department Head Required for all BOC meetings
Admin. Officer/BOC Office Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Attached is a packet containing the Reclassification Request and the JobMeas Score Card for The Health Department Care Coordinator/RN.

Included in the packet are the following:

1. Score Sheet from JobMeas
2. JobMeas Matrix that calculates the job skill grade
3. Reclassification Request with new requested Job Description

This packet is for conversation to advise the Board of Directors where we are in the process.

**2. FISCAL IMPACT:**

N/A

**3. SUGGESTED ACTION(S)/MOTION(S):**

Per Policy 6.4 A Step 1 - Results will be presented to the Board of Commissioners for concurrence.

Attach additional background documentation as needed.

## NECESSARY FORMS AND DOCUMENTS

The following materials are needed along with the employee's application in order for the reclassification application to be complete.

- a. **Completed application with all necessary signatures and comments.** Deliver application, and proposed job description to your Supervisor or department head for their signature and comment and they will deliver completed application to Human Resources.

***\*\* Please make Job Description changes in Red.***

Note: A request for reclassification received by Human Resources before January 31, 2019 will be effective July 1, 2019 for the Fiscal year. For the purposes of this rule a request shall be interpreted as a completed Application for Reclassification that has been signed and submitted by the employee.

**Morrow County  
APPLICATION FOR RECLASSIFICATION**

**IMPORTANT:**

- 1) An employee applying for reclassification must complete this application and submit it to their Supervisor. The Supervisor will make comments and sign the document. The document will then be delivered to Human Resources where it will be processed for completeness. If the application is not fully completed it will not be considered.
- 2) Human Resources will complete a report of the job description as per current process (Job Meas), and discuss the application with the County Administrator and the Finance Director. Upon completion of the review the Reclassification request will be delivered to the Board of Commissioners for approval.
- 3) Note: Employees who have been reclassified are ineligible for another reclassification for at least 3 years from the date of the last reclassification.

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ 'hone/Ext.: 2713

Years in this position/date assumed this job: 3 years as the CARE RN Manager and 18 years with Morrow County Health Department in many roles including supervisor for Heathy Start of Oregon Program for 10 years.

Current Job Title: CARE RN Manager

Present Salary Range: \_\_\_\_\_

Requested Job Title: Morrow County CARE Supervisor

Requested Salary Range: \_\_\_\_\_

Department: Morrow County Health Department

Department Code: \_\_\_\_\_

General Ledger Code: 114

Supervisor(s): Sheree Smith

Title(s): Morrow County Health Department Director

Basis for Reclassification (Rationale): I have worked for Morrow County Health Department since 3/29/2000, and have experience and knowledge within most of the programs offered. I have been the CARE RN Manager since 1/4/2016. I represent Morrow County and Public Health on the Eastern Oregon Coordinated Care Organization Board of Directors for 12 counties. A public health CARE Coordinator and 2 CARE RNs report to me and I assign job related responsibilities. I have represented and presented the Morrow County CARE Program leveraging community partnerships at the local, State, and National level for Healthcare Transformation. In my role as CARE Manager I routinely manage the CARE Team on a daily basis and make programmatic decisions including delegating responsibilities to CARE public health employees from the Public Health perspective.

Date of Last Reclassification: In 2013 the Public Health RN positions were reviewed as a whole, prior to the advent of the RN CARE Manager role. A reclassification request has never been submitted for the CARE RN Manager position previously.

**MENTAL REQUIREMENTS**

**Major function(s) of your position:** *In one or two sentences, state the overall purpose of your position.*

Coordinating and increasing the capacity of the Morrow County CARE Team case management system which serves as the connection between the health system and schools in Morrow county's 0-21 population, building internal/external community partnerships to increase community health/wellness accessibility including the social determinants of health which have a large impact on an individual/community's ability to thrive. Assigning job roles and tasks to 2 CARE RNs and 1 CARE Coordinator. Monitoring documentation of CARE and recently responding to EOCCO Community Health

Worker billing queries when questions arise regarding problems with payments or documentation. I am responsible for tracking, collecting and reporting CARE Program data to local, state, and regional partners quarterly. I represent Morrow County and 12 Public Health counties on the Eastern Oregon Coordinated Care Organization (EOCCO), and serve on the EOCCO clinical advisory panel, EOCCO Health Transformation Grant subcommittee, EOCCO Incentive Measure subcommittee, and other EOCCO subcommittees which directly impact our county health care providers and public health regionally. I represent Morrow County Health Department in monthly CARE meetings with School and IMESD Administration when the county Health Director is unavailable.

**MENTAL REQUIREMENTS:** *A mental requirement is a duty or an action, responsibility or combination of several steps you take in performing your job. Please list in priority order the major/essential duties you currently perform. Duties may include such activities as transcribing dictation, wiring an electrical outlet, typing letters, sorting mail, planting trees, maintaining general files, operating work processing equipment, answering phones, etc. In the left hand column, please identify the date the duties were added or changed. To the right of each duty listed, rate each duty statement for frequency and importance. If you believe the duty is outside of your current classification, place an "X" in that column.*

**FREQUENCY IMPORTANCE**

D = Performed once or more daily  
 W = Performed once or more weekly  
 M = Performed once or more monthly  
 Y = Performed once or more yearly.

E = Essential (Major Focus of Position)  
 NE = Non-Essential (Minor Focus of Position)

Date Added or Class Changed		Frequency/ Outside Importance of
2016	<u>1. Develop formal and informal healthcare access pathways through policies and procedures and MOUs with county health care providers for continuity of care through community partnerships.</u>	M/E
2016	<u>2. Monitor system quality assurance</u>	D/E
2016	<u>3. Provide direct nursing and case management service in school/community settings</u>	D/E
2016	<u>4. Collaborate with internal/external agencies and community partners to increase health-care access for 0-21 yr. county residents.</u>	W/E
2016	<u>5. Immunization: Develop school wide system to monitor student status, and work with local school systems to increase immunization compliance and decrease school exclusions.</u>	D/E
2016	<u>6. Provide training for all Public Health CARE staff, monitor CARE public health staff competency, and assign role responsibilities.</u>	D/E
2016	<u>7. Provides in-depth information for ongoing and annual CARE Coordinator staff evaluation verbally and in written form to Health Department Director and provides comments for evaluation of the two RNs participation in the CARE portion of their work duties.</u>	M/E
2016	<u>8. Lead, collaborate, and participate with county and regional partners including EOCCO Board, Monthly CARE meetings with School Administration, Public Health Directors &amp; EOCCO Collaboration Fund, EOCCO Clinical Advisory Panel, EOCCO Health Transformation Grant Committee, EOCCO Incentive Measure Distribution Committee, and EOCCO Local Community Advisory Council and subcommittees, and Community Counseling Clinical Wraparound Services Committee.</u>	D,M/E
2016	<u>9. Collect, track, and report CARE Program data quarterly to local, regional, and state partners.</u>	D,W,M/E
2018	<u>10. New: responsibility 12/2019: Monitor Community Health Worker billing per CARE staff person and revenue follow up with EOCCO as needed.</u>	M/E
2016	<u>11. Grant writing and collaborating for Morrow County CARE RN Health Transformation and various smaller grants.</u>	Y/E
2019	<u>12. New: Lead, collaborate and participate with the Public Health Directors of the 12 EOCCO counties, working on Public Health &amp; EOCCO Collaboration Fund.</u>	

ATTACH ADDITIONAL SHEETS IF NECESSARY

### MENTAL REQUIREMENTS - CONTINUED

*Please provide information below describing the basic knowledge, abilities, special requirements and equipment operation required, in order to perform your work. Do not include information learned on the job (e.g., policies of the division, a specific software package).*

**KNOWLEDGE is the body of information applied directly to the performance of a function or duty. Show only the knowledge essential for full performance of your work, not the knowledge you personally possesses. (e.g., Government accounting, computer programming languages, office procedures.)**

**Kind of Knowledge:** Technical Skills per Registered Nurse, Bachelor of Science Nursing, Training staff, hospital acute care, and extensive public health nursing experience applied to public health assessment skills, scope of practice, and nursing leadership skills.

**How Used:**

- Developing and implementing Morrow County CARE Program policies and procedures.
- Training PH CARE staff, delegating work
- Quality assurance of CARE program and implementing appropriate programmatic change,
- Collection, tracking, and reporting of programmatic data,
- Aligning CARE program goals with community and state health plans,
- Demonstrating broad public health knowledge of programs available and community resources.
- Verbal and written communication of CARE program and Public Health goals to community partners,
- Participates in the process of Morrow County community health assessments and community health plans.

**Kind of Knowledge:** Health and Insurance Systems for Oregon's Coordinated Care Organizations.

**How Used:**

- EOCCO Board Representative for Morrow County and 12 Public Health Departments.
- Applying principals of the Triple Aim to public health and county/regional/state health care delivery systems to achieve better health, lower costs, and better health for Morrow County and Eastern Oregon residents.

**Kind of Knowledge:** Supervision and Leadership

**How Used:** Supervision of PH CARE staff;

- Role modeling reflective supervision and motivational interviewing to facilitate staff's critical thinking and problem solving skills, staff training of role responsibility per job description and scope of practice of position with application to work related activities.
- Working with staff to acquire and increase skills to better perform work role and staff accountability for job responsibilities. Helping staff achieve personal and professional growth through ongoing mentorship.

**Kind of Knowledge:** Public Presentations of Public Health CARE Program and Roles

**How Used:** Presentations and Public Panels 2018:

- Oregon Education Association Annual Conference November 9<sup>th</sup>, 2018-Portland Panel: *Morrow County School District Wrap Around Services PK-Career.*
- Oregon Place Matters October 29<sup>th</sup>, 2018: Session: *Local collaboration at its best: Taking Action to address a Community Health Improvement Plan Priority* (Power Point Presentation; Morrow County Partnerships: Morrow County CARE Team & School Wellness Hub)
- National Academies of Sciences, Engineering, and Medicine Oakland, Ca. June 14<sup>th</sup>, 2018; *Roundtable on Population Health Improvement.* (Power Point Presentation; Morrow County CARE Team & School Wellness Hub).

## PHYSICAL REQUIREMENTS

**PHYSICAL REQUIREMENTS are the competence to perform an observable duty and usually ends in an observable product.** (e.g., type at a rate of 60 words per minute, perform arithmetic calculations with speed and accuracy)

### Ability: Technical Writing

- Policies and Procedures; Morrow County CARE Team Policies and Procedures.
- Nursing documentation and communication to health care providers.
- Memorandum of Understanding with County internal and external agencies and community partners to provide services through formalized partnerships.
- Grant writing and grant review: CARE RN grant, EOCCO grant subcommittee, member of Local Community Advisory Council work group subcommittee and offer technical assistance on processes of the EOCCO grant subcommittee.
- Communications with staff, colleagues, peers, work group committees, and outreach to community partnerships.

### Ability: Technology

- Excel for tracking CARE activities and data collection
- Power Point for Community Presentations and outreach
- Practice Suite Electronic Health Record: Leadership of CARE work committee to develop specific documentation design for billing and CARE Activities as part of the CARE Team.
- TYLER SIS for documenting in Morrow County School District Electronic record.
- Copy, fax and scanner for documentation, health outreach, reports, etc.
- ALERT IIS System for immunization assessment, interpretation, documentation, and tracking. Important for accuracy when providing immunizations in the clinic and community settings. ALERT IIS System education for school staff partnerships.
- AHLERS Electronic Health Record for documenting public health and CARE clients.

### Ability: Registered Nursing

- Consciousness of practicing at the top of the RN license within the scope of practice per Oregon State Board of Nursing;
- CARE RN BSN direct care
- Morrow County CARE System Manager
- Family Planning and Immunization services
- Direct nursing care processes in the community setting, promoting community health using the State, Regional, and Morrow County Community Health Assessment and Improvement Plans,
- Advance public health nursing leadership through boards/committee participation and community partnerships.
- Health education of community members to advance the ability of our county residents to lead long, positive, productive, healthy lives.
- Use evidence based practice as the cornerstone of nursing assessment and nursing actions in the community setting.
- Mentor and advance all levels of CARE staff within the public health setting.
- Delegation of job duties to public health CARE staff.
- Direct RN care through the nursing process; nursing assessment, case management of client care, follow up with provider and clients for continuity of care. (Healthcare system navigation and making sure the client [patient] is participating and heard, and they understand the diagnosis, treatment options requirements, and the health system understands their ability to fulfill what is required of them).
- Provide documentation and confidentiality of service.

**Ability: Health Education**

- Planning health interventions in the school system with Morrow County School Administration and CARE staff.
  1. Immunization Clinics
  2. Health Fairs
  3. School Events and health screenings.
  4. Adoption of Morrow County School District Health curriculums.
- Orienting, demonstrating, and training PH CARE staff using 5<sup>th</sup> grade Growth and Development curriculum & education materials.
- Teaching Growth & Development for all 5<sup>th</sup> grade students in Morrow County School District. Approx. 175-200 students/ yr.
- Orienting, training and demonstrating to PH CARE staff Family reproductive planning and sexual health education for all students in Morrow County Jr/Sr High Schools.
- Adolescent Well Care (AWC) subcommittee and school administration discussions including face to face meetings. Discussions included changing school policy from Sports Physical to AWC and education regarding components of a comprehensive AWC visit.
- Provide Health Letters on various health topics per request of the Morrow County School District for mass distribution to parents and students.
- Collaboration with Communicable Disease (CD) Coordinator regarding education and prevention of CD within the school setting
- Participation in the Local Community Advisory Council; Representing CARE and Wrap Around services Questions and answers on EOCCO Incentive Measures, grant applications, and EOCCO Board Decisions.

ATTACH ADDITIONAL SHEETS IF NECESSARY

**PHYSICAL REQUIREMENTS - Continued**

**EQUIPMENT OPERATION:** List any equipment or machines used in the course of your work (e.g., personal computer, forklift, dishwasher, adding machine).

- Personal laptop, iPad, iPhone, portable immunization refrigerators and freezers, blood pressure equipment, and stethoscope,

**SPECIAL REQUIREMENTS:** List any licenses, registration or certificates **REQUIRED** for your position (e.g., driver's license, first aid certificate)

- Valid Oregon State Registered Nurse license
- Valid Oregon driver's license,
- Valid CPR, AED, First Aid certification

**PHYSICAL EFFORT**

List any lifting, prolonged standing, walking, crouching, kneeling, running, climbing, and upper body twisting you are required to perform in the course of your work. Please include the frequency (always, sometimes, occasional) and weights (25 lbs., 50 lbs. etc.).

- Prolonged driving, standing, sitting at computer, kneeling, upper body twisting and walking is required always and daily.
- Upper body lifting of portable refrigerators and freezers (25 lbs.) is required sometimes.



## HUMAN RELATIONS REQUIREMENTS

Human Relations Requirements refer to the depth of communication skills and human relations abilities which are necessary to achieve work results. This can be as simple as effectiveness to deal with others or as complex as the need to affect behavioral change in others.

**Please answer the following questions in percentage of time used. Both categories should total 100%**

1. Communicating with peers in your immediate group	<u>45%</u>
2. Communicating with peers within the organization Outside of your group	<u>15%</u>
3. Communicating with peers inside and outside the Organization representing a variety authority levels	<u>15%</u>
4. Continuous interaction with a highly diverse set of Individuals, boards, agencies, and general public, Both in and outside the organization.	<u>25%</u>
<b>TOTAL</b>	<b>100%</b>

A. Ordinary Conversation skills to exchange routine information and maintain harmony among work associates.	<u>20%</u>
B. Providing well developed verbal skills to present and Exchange technical or complex information with Individuals or small groups.	<u>20%</u>
C. Highly developed verbal skills required to communicate Technical concepts or ideas to large groups. Skilled at Influencing the behavior of others.	<u>20%</u>
D. Strategy to develop relationships in difficult situations. Convincing others and persuading them to decision or Action in both small and large settings.	<u>20%</u>
<b>TOTAL</b>	<b>100%</b>

## WORK ENVIRONMENT

Performance environment measures special job demands which contribute to the difficulty of your work assignments. Tight Deadlines, quotas, heavy or uncontrolled work flow and the need to make immediate judgement calls all relate to your performance environment. Every job has measureable disturbances and interruptions that require the need to shift attention while making deadlines.

**Rate these Performance Environment Issues on a Scale of 1 – 5 with 1 being the least common in your job and 5 being most common in your position.**

Interruptions	1	2	3	4	<u>5</u>
Deadlines	1	2	3	<u>4</u>	5
Uncontrollable Workflow	1	<u>2+</u>	3	4	5
Attention to Detail	1	2	<u>3</u>	4	<u>5</u>
Irregular work hours (overtime/weekends/excessive travel)	1	<u>2</u>	3	4	5



List the physical work environment conditions you are exposed to including: extreme cold, heat or noise; working outdoors; chemicals; mechanical hazards or hazardous materials.

Type of Work Environment	Describe amount of time spent at this
Setting at Computer	68% Documentation, tracking data, reporting data and written descriptions, communication w/ CARE staff, colleagues/work groups via email, phone, texts, zoom conferences, learning collaborative/webinars, reading work related reports and researching/learning new concepts related to work projects.
Walking	15% To, from, and during work settings
Standing	15% To, from, and during work settings
Working outside in freezing temps	.5%
Working outside in temps over 90 deg.	1.5%

### ACCOUNTABILITY

Describe the types of decisions you make, types of decisions referred to others, and how your work is assigned and reviewed.

**Types of decisions made without prior approval:** Describe your decision-making responsibilities. In addition, indicate the actions you take in order to facilitate the completion of your job. *For example: "Decide which overnight delivery service is used based upon price and service."*

**What specific decisions do you make without obtaining prior approval?**

Directing specific tasks and roles to public health CARE (PH CARE) staff, changing roles of PH CARE to accommodate situational responses, EOCCO Board decisions of health care delivery in EOCCO 12 counties, EOCCO Clinical Advisory Panel decisions in regards to the recommendations of primary care delivery in the EOCCO 12 counties, EOCCO subcommittee on Oregon Health Authority incentive measures and distributions of funds, advocating for funding for Public Health & EOCCO collaboration grant (\$500,000), EOCCO grant subcommittee awarding funding to proposals in the EOCCO 12 counties.

**Types of decisions referred to a higher authority:** Indicate the authority you receive direction from (*most likely the lead person or immediate supervisor*), how that individual provides instructions (written procedures, verbal, other), who reviews and approves your work and who would you go to if there was a question. *For example: "Work directions are given orally by the supervisor (title) and by written guidelines and the supervisor answers format questions."*

**What specific decisions do you refer to a lead person, supervisor, or manager?**

The Health Director is cc'd on all data, reporting, EOCCO Board decisions, and appropriate EOCCO subcommittee agendas effecting Morrow County Health Department, pre-consent CARE fund allocations, new or proposed expanding collaborations with internal/external agencies, CARE staff serious breaches of responsibilities and/or concerning behavior, changes in Morrow CARE system delivery, changes in job descriptions, and staff time off.

### ACCOUNTABILITY - CONTINUED

Describe the way in which your work is assigned and reviewed. Describe the frequency and type of guidance provided by your supervisor.

**Supervision Received:**

**How are your work assignments received?** Work priorities/responsibilities are generally autonomous involving programmatic requirements, CARE staff needs, clients, deadlines, and commitments to partnering agencies. My work assignments are self-generated by the CARE program and community partners, EOCCO Board follow up and EOCCO subcommittees, Local Community Advisory Council work groups, and occasional public health clinics when covering for clinic RN when asked by health department director. Public Health Nursing requires a strong ability to be flexible when dealing with workflow and continuous planning for future events. Communication with the Public Health Director for guidance/counsel/direction or discussion of issues is always available by one of the following: phone, email, text or face to face.

**Who reviews your work?** The Morrow County Health Director reviews the CARE RN Manager's work product. The Morrow County Health Director reviews CARE quarterly reports before submission to the Oregon Rural Practice –Based Research Network (OHSU) who is subcontracted by the EOCCO for the evaluation of the EOCCO Health Transformation CARE RN Grant. The LCAC and Morrow County School District also receives CARE quarterly reports in verbal and written form. The Health Director is cc'd on communications involving proposed changes with community partners and agencies.

**How often is your work reviewed?** My work product is reviewed annually in written form for my personnel file. The Health Director and I discuss CARE, EOCCO, and other topics at the minimum with monthly face to face. Email correspondence is weekly and sometimes daily. I am responsible for CARE quarterly written reports of all CARE Team activities and within this report is specific CARE RN activity. All correspondence with the Public Health & EOCCO Collaboration fund is emailed to the director prior to communicating with all EOCCO Public Health Directors. On my self-review previous to my annual review is an update on my goals, outcomes, new goals and next steps for future objectives. Community partners review the CARE reports and data with questions and answers at a minimum of quarterly.

### POSITION RESOURCES

*Identify the procedure manual, references, tables, laws, rules, etc. used to assist you in performing your duties and responsibilities (e.g., contracts, administrative regulations).*

Reference Title	Reason
<b>CARE Policies and Procedures</b>	Developed written CARE Policies and Procedures to formalize operating procedures for the CARE delivery system for referrals, documentation, consents, and evidenced based practice. Important for continuity of service and performance of roles across CARE staff.
<b>Family Planning and Immunization Manual, Lab manual, Morrow County Training Manual,</b>	Perform required job duties, increase professional knowledge, and acquire and demonstrate competency in job related functions. Questions answered per scope of practice.
<b>Oregon State Board of Nursing</b>	Registered Nurse Scope of Practice and Responsibility
<b>EOCCO Board and LCAC Charter</b>	Understand roles and responsibilities.
<b>HIPPA Policies, MCHD Office Policy and Procedures</b>	Confidentiality and law requirements, Standard Operating Procedures.

**ADDITIONAL INFORMATION**

Please use this space to provide any additional information relevant to your application for reclassification.

As part of the work team writing the first CARE RN EOCCO Health Transformation grant we wanted to achieve the goals of building a wraparound community multi-disciplinary system or community health care home for prenatal-21 yr. and their families such as the Morrow County School District Wellness Hub and Care Team. These entities would provide wrap around services to our most vulnerable populations but also our greatest assets for our county's future. This required perseverance to change health policy and agencies' culture of independence, to partnership through our Local Community Advisory Council. The community expansion of the multi-disciplinary CARE Team has developed through multiple meetings, clarifying roles and responsibilities of each team member, building community awareness of services, overcoming geographical and political distance to strengthen connections and relationships with internal and external county agencies, writing and implementing formal policies and procedures, and expanding and utilizing existing technology to better track and coordinate services. The role of the CARE RN Manger has grown to one of vertical integration from the EOCCO Board room changing health care access policy, to leading the CARE Team and implementing change at the grass root level of schools and communities. One of my realized goals was to change EOCCO health care policy to allow CARE Coordinators as certified state Community Health Workers to bill for health system navigation and use the revenue to fund CARE Team resources. Another realized goal was the development and allocation of funding for the Public Health & EOCCO Collaboration grant of \$500,000. One of my future goals I am working on is getting EOCCO reimbursement for CHW's telephone calls when assisting clients with access to health care. The expanding role of the Public Health/Manager Care Team RN's requires leadership, collaboration, organizational abilities, communication skills, and ability to work within diverse teams to achieve a goal of better health for Morrow County's future workforce. None of these achievements were possible without the great work and belief of possibility of change by the CARE Coordinators, community partners, and Morrow County Government.

**NECESSARY FORMS AND DOCUMENTS**

The following materials are needed along with the employee's application in order for the reclassification application to be complete.

- a. **Completed application with all necessary signatures and comments.** Deliver application, and proposed job description to your Supervisor or department head for their signature and comment and they will deliver completed application to Human Resources.

**\*\* Please make Job Description changes in Red.**

Note: A request for reclassification received by Human Resources before January 31, 2019 will be effective July 1, 2019 for the Fiscal year. For the purposes of this rule a request shall be interpreted as a completed Application for Reclassification that has been signed and submitted by the employee.

**APPLICANT'S ACKNOWLEDGEMENT**

**PLEASE READ CAREFULLY**

**I certify that all of the statements made on this application are complete and correct to the best of my ability. I understand that this request will be reviewed by Human Resources, Finance Director, and the County Administrator. I further understand that Human Resources may modify my reclassification and salary range. Based on the application, the supervisor's recommendation, Human Resource's classification report, and approval of the Board of Commissioners, the decision of the County shall be final.**

Signature of Applicant: \_\_\_\_\_ Date: 1/31/19

**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR(S), DEPARTMENT HEAD**

INSTRUCTIONS: Review the completed application in particular the duties and responsibilities described by the employee. Please comment on the accuracy of this application and sign below. Attach additional comments if necessary.

**NOTE: Reclassification should be based on the level of responsibility and scope of the applicant's position not as a method of reward for performance or outstanding achievement. Only consider the absolute necessary knowledge and abilities essential to perform the duties and responsibility of the position. The signatures of the supervisor(s) or department head do not indicate agreement with the applicant's request.**

**SUPERVISOR'S COMMENTS:** (*Applicants with more than one supervisor must have each supervisor comment on the reclassification application.*)

N/A, see Comments below.

SIGNATURE OF SUPERVISOR See Below. DATE \_\_\_\_\_

**DEPARTMENT HEAD COMMENTS:**

I have reviewed the information provided, and agree that this is an accurate assessment of this position reflecting the necessary skills, knowledge and autonomy required to accomplish work duties and responsibilities. I support the submission of this application requesting a reclassification of this current CARE RN position to be changed to CARE RN Case Manager Supervisor.

SIGNATURE OF DEPARTMENT HEAD *Sherree Smith*, Public Health Director DATE 01/30/19

**HUMAN RESOURCES JOB DESCRIPTION JOB MEASUREMENT FINDINGS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF HR DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**REVIEW PANEL COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF PANEL SPOKESPERSON \_\_\_\_\_ DATE \_\_\_\_\_

**FINAL NOTES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED \_\_\_\_\_

## JOB DESCRIPTION

Date Prepared: Rev February 2019

**Position Title:** RN Case Manager/CARE Team Coordinator

**Department:** Public Health

**Supervisor:** Public Health Director

**Position Overview:** The RN Case Manager/CARE Team Coordinator position receives administrative direction and direct and indirect supervision from the Public Health Director. The overall goal is to strengthen the local health and human service system through a Morrow County interdisciplinary care coordination team to provide wraparound services and case management to underserved children age 0-18 and pregnant women. CARE is a system to promote positive holistic health, growth and functioning within the community by providing early identification through screening with intervention and referral as appropriate.

The primary role is coordinating the Morrow County CARE Team case management system and building partnerships with students, families, communities, Morrow County Schools, Medical providers, and county and/or state agencies to advocate, protect and improve the health needs of students, families, teen pregnant mothers, and county residents. High risk individuals that have not had access to adequate health care services prior to health care transformation will be identified through interaction with county public health, schools, community partners and healthcare and social service practitioners or clinicians. The individuals will then be referred to the Morrow County wraparound CARE Team staff for follow up. The CARE team provides direct services in a school setting that is culturally competent.

Participate, lead, and collaborate as an active multidisciplinary team member in the CARE Team, LCAC, EOCCO, and with other county internal or external agencies.

**Working Environment:** Work is accomplished from Morrow County Health Department offices, Morrow County schools, within the community or in the home.

**Physical Requirements:** In order to carry out the essential functions of this position, the employee must be able to perform the following physical functions without any health restrictions: stand and walk for 30 minutes continuously; sit in adult chairs for 60 minutes continuously; lift and carry 25 - 30 pounds; reach to shoulder height; climb up and down stairs; hear and see within normal ranges; work indoors in temperatures between 60 and 90 degrees and outside in temperatures between 25 and 95 degrees; possess the finger dexterity for writing, key boarding, manipulating toys; be exposed to noise typical of a classroom setting; and drive a vehicle. Regular and predictable

attendance required. Occasionally requires overnight travel for trainings and meetings, so work schedule flexibility is necessary. May be exposed to communicable diseases.

**Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual will have a valid driver license.

1. Valid Registered Nurse license from the Oregon State Board of Nursing.
2. Education - Bachelor of Science in Nursing preferred. A Bachelor's Degree from an accredited institution in Social Services, Human Services, or related field in a social service related setting may also be considered.
3. Experience - Two years of experience working with children and families in a public health or community health setting including knowledge of maternal child health, immunizations, family planning and communicable disease, or in a social service related setting.
4. Familiarity with agencies and services available in the community to provide support to children and families.
5. Possess a valid Oregon Drivers' license with satisfactory driving record.
6. Possess excellent interpersonal, verbal and written skills.
7. Equipment Used - Telephone, cell phone, radio, satellite pager, calculator, personal computer, copy machine, postage meter, fax machine, scales, measure board, blood pressure cuff, stethoscope, otoscope, thermometer, syringes, tourniquet, clinical equipment, personal protective equipment and automobile.
8. Certification: Basic Life Support training
9. Ability to learn and implement the procedures and practices of the Public Health Department.
10. Ability to effectively use oral and written communication
11. Able to function independently and use ethical judgment in making decisions.
12. Display time management skills needed to maintain accurate, legible, and timely documentation of case management duties and responsibilities.
13. Ability to establish trusting relationships and work effectively with families and individuals of diverse backgrounds (including teen parents; families with mental health, substance abuse, or domestic violence concerns).

**Job Duty Outline:**

1. Program Representation
  - A. Respond to questions and requests for information regarding CARE/wraparound services.
  - B. Publicize wraparound system description and potential services offered.
2. Program Coordination with Management Duties and Responsibilities
  - A. Coordinate/Manage CARE RNs, and Public Health Resource Coordinator regarding the case management process and delivery system of the Morrow County CARE Team; serving as a cohesive member, participating in problem solving and promoting innovation.
    1. Seek, enroll and coordinate services to at risk children/families

2. Utilize the CARE Team referral system; acting as a universal referral point for schools/community and encourage self-advocacy.
  3. Review referral, for applicability to program perimeters and determine appropriate agency representation.
  4. Work to ensure timely access to care for students, pregnant mothers, and county families.
  5. Collaborate with county agencies, and community partners to increase and coordinate a broad range of services
  6. Develop program procedures and protocols to coordinate agency and school efforts for children and families, and revise as needed.
  7. Ensure an effective program by managing available resources through planning, organizing, record keeping, and assessment.
  8. Oversee the CARE team, participate in problem solving and promote innovation.
  9. Provide reflective supervision for Morrow County Health Dept. CARE Team members.
  10. Coordinate, attend and facilitate Care Team meetings.
    - a. Identify action items; assign tasks to CARE member with due date.
    - b. Receive input and program/case direction from CARE Team members and referred families.
    - c. Determine which cases will be staffed/re-staffed.
    - d. Identify resources, refer as needed, contact appropriate agencies and contact referral source to update on actions taken.
    - e. Communicate unexpected case developments with CARE Team.
  11. Abide by all HIPAA laws and maintain confidentiality of clients and services provided by the CARE Team and Morrow/Umatilla health providers, as well as other partners providing services.
  12. Coordinate with the wraparound Governance Team.
3. Program Oversight
    - A. Ensure services related to case plans are occurring.
    - B. System of Care and health status data reviewed, findings summarized and program changes recommended through Plan, Do, Study, Act model of planning.
    - C. Review cases and contact persons in charge to ensure action are completed.
    - D. Maintain and update data base to track referrals.
    - E. Advocate development of community resources.
    - F. Create quarterly and annual reports of progress.
    - G. Billing for Community Health Worker (CHW) services as appropriate to support sustainability of CARE services.
    - H. Complete documentation and reports as required by any funding sources and community partners.
  4. Provision of Health Education
    - A. Assist in preparation and distribution of health education materials, including pamphlets, reports, films, exhibits, and other audio-visual aids.
    - B. Coordinate and collaborate with partners on educational topics to school groups on prevention and public health issues.

- C. Provide health counseling and public health services to students as needed, on an ongoing basis.
- 5. Provide limited direct clinic or lab services to students/clients with appropriate referral and follow-up as needed.
  - a. Accurately and completely document all services provided in EHR.
  - b. Perform nursing assessment using nursing process for students with health concerns.
  - c. Identify irregular health findings; plan and initiate appropriate nursing interventions including referral as indicated, with follow-up.
  - d. Provide first aid and arranging assessment and assistance to a child who becomes ill or injured at school or is demonstrating a significant change in behavior whether due to a physical or social/emotional cause.
  - e. Communicate with parents and guardians when further medical care or attention may be needed, and making referrals appropriate.
  - f. Assist Communicable Disease (CD) Coordinator regarding reduction in CD incidence by utilizing screenings, delivering health education to school personnel, students, parents, pregnant mothers, and families in preventative or remedial measures.
- 6. Assess immunization status of students, parents, families, pregnant mothers, school personnel and plan for intervention and follow-up.
  - a. Administration of vaccines, as appropriate
  - b. Education about appropriate vaccination schedule, efficacy and potential side effects.
  - c. Provide tracking services for the client and community (schools, Primary Care Providers {PCP}, families) and document in Alert iis.
  - d. Provide on-site annual influenza/immunization for staff and students.
- 7. Participate in occasional after-hour's public health emergencies, health fairs, community outreach or clinics.
- 8. Assist with orientation of new staff.
- 9. Establish and maintain positive, professional, and respectful working relationships with the community, multidisciplinary CARE Team members, school personnel, community partners, and customers/clients.
- 10. Travel to other public health sites as required.
- 11. Develop and maintain professional relationships through collaboration with effective working relationships within the department, schools, community, partnering agencies, etc.
- 12. Promote professional development through participation in education and training opportunities promoting leadership, assisting in training and mentoring of co-workers, regular and consistent attendance at multidisciplinary meeting and providing presentations to professional organizations, and others to share the successes and challenges of the Morrow County wraparound system.
- 13. Perform other duties as assigned.



Recommended Title

Mental  
LD PC

Physical  
PS Eff.

Social  
HR SC

Envir.  
PE WC

Accnt.  
AC IM

Total Job  
Value

Skill  
Grade

Need a technical refresher?



Click on the red triangle?

<b>Health Department-Care Coordinator</b>	<b>E1</b>	<b>7</b>	<b>a2</b>	<b>2</b>	<b>b2</b>	<b>4</b>	<b>b2</b>	<b>1</b>	<b>b3</b>	<b>7</b>	<b>2013</b>	<b>16</b>	

# I. MENTAL REQUIREMENTS

JOBMEA

This factor measures the total capability required to learn and perform the job competently.

**Learning Development** refers to the level of knowledge or facts, data, principles, ideas, and other information which must be acquired, usually through a combination of formal education programs, work experience, and/or on-the-job training. It encompasses the diversity, complexity, and depth of understanding in such areas as professional fields of study, technical specialties, practical work systems, and applied work methods.

**Problem Challenge** refers to the application of knowledge to work situations as measured by the amount of independent reasoning and judgment which must be used to make decisions, generate ideas or produce results.

## Problem Solving Challenges

- |   |  |  |  |  |
|---|--|--|--|--|
| 1. Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities. | 2. Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical yet are relatively straightforward and well-defined once problems are understood. Responses come from the realm of prior learning and experiences. | 3. Work situations are of sufficient scope and variety that significant interpretation and evaluation is required to successfully recognize and define problems. Highly technical judgments and/or constructive thinking involved. Alternative solutions must be considered and short-term action plans must be developed and sequenced. | 4. Work situations are broadly defined, complex and diverse, occasionally unprecedented. Problems have many dimensions to consider involving creative thinking limited in scope to related fields of specialization. Consequences must be evaluated, often through formal analytical methods, and strategies developed for action. | 5. Work situations are vaguely defined and often unique in character. Problems are very complex and may be abstract, conceptual, and long-term in nature. There is a continual requirement for innovative thought and synthesis, perhaps at the theoretical level. |
|---|--|--|--|--|

	DEVELOPMENTAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14
			1	2	3	4	5	6	7	8	9	10	11	12	13
Learning Development	A. Sufficient to understand simple written and oral communications. Basic understanding of simple work processes, methods or equipment. Learning development less than that required for completion of high school curriculum.	1.1													
		1.2													
		1.3													
	B. Sufficient to read and write nontechnical information and instruction, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development equivalent to completion of high school curriculum.	2.1													
		2.2													
		2.3													
	C. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the equivalent of some technical or vocational training beyond high school often resulting in a certification.	3.1													
		3.2													
		3.3													
	D. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the completion of a formal technical/vocational curriculum often resulting in a degree.	4.1													
		4.2													
		4.3													
	E. Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelors degree in a specialized field; or masters degree in a narrow speciality; advanced mathematics, very advanced language development, proficient understanding of practical systems.	5.1													
		5.2													
		5.3													
F. Advanced, in-depth understanding in a widely recognized field of study. Additional command of principles, facts, and practices associated with multiple specialized fields. Learning development is obtained by completion of a masters degree program or equivalent through extensive seasoning; very advanced mathematics and language development, advanced understanding of practical systems.	6.1														
	6.2														
	6.3														
G. Complete command and mastery of a very broad professional or scientific discipline sufficient to contribute to the body of knowledge. Additional advanced understanding of the principles, facts, and practices associated with other specialized fields. Learning development obtained by completion of Ph.D., M.D. or J.D. requirements or equivalent.	7.1														
	7.2														
	7.3														

## II. PHYSICAL REQUIREMENTS

JOBMEA

This factor refers to the coordinative and manipulative skills as well as the level of exertion required to perform work.

**Physical Skill** is measured by determining the variety and complexity of limb and body movements, the requirement for diverse sequential and simultaneous physical actions, and the need for speed, precision, or timing.

**Physical Effort** measures the amount, type, and continuity of effort which must be expended during the course of work activities.

### Physical Effort

- |   |  |   |  |
|---|--|---|--|
| 1. Minimal physical exertion is required. Most job time spent sitting with occasional walking. Occasional lifting, guiding, and/or carrying of light-weight materials or equipment. | 2. Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort. | 3. Job requires considerable and usually sustained physical effort, as in continuous movement over rough terrain or throughout precarious man-made structures; operation of physically demanding machinery, etc. Occasional heavy exertion. | 4. Job requires very heavy physical effort, equivalent to continuous labor involving the use of heavy tools, materials, and/or equipment. Job may be characterized by highly demanding, full body exertion and strenuous lifting, carrying, pushing, pulling, etc. |
|---|--|---|--|

		1	2	3	4	5	6	7	8	9	10	11	12	
Learning Physical Skills	A. Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.	A1												
		A2												
		A3												
	B. Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.	B1												
		B2												
		B3												
	C. Considerable learned physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse. Skilled physical trade.	C1												
		C2												
		C3												
	D. Job requires a very high degree of physical skill. Complex and diverse sequences of physical action are performed as a significant and essential part of the job. Body movements must often be reflex-like in response to subtle stimuli that must be accurately perceived or changing environmental conditions which must be accurately tracked. Exceptional speed, timing, and/or precision are critical.	D1												
		D2												
		D3												

### III. HUMAN RELATIONS REQUIREMENTS

JOBMEA

This factor measures the importance and difficulty of the human relations interactions needed to perform the job.

**Level of Human Relations** refers to the depth of communication skills and human relations abilities which are necessary to achieve work results. It refers to elements such as the level of effectiveness in dealing with others through normal contacts, the need to affect behavioral change in others, to communicate and translate technical or "insider" concepts to others, and to solve problems.

**The Scope of Contacts** refers to the breadth and diversity of individuals and groups with whom the worker must deal on matters of substance and relevance to the work being performed.

#### Scope of Contacts

- |   |   |  |   |
|---|---|--|---|
| <p>1. The important job contacts are with peers in immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.</p> | <p>2. Interpersonal contacts extend to peers in other work groups or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.</p> | <p>3. Interactions must occur within a diverse set of individuals and groups in representing a variety of roles and authority levels. Interactions are on matters of substance and importance, usually both inside and outside the organization.</p> | <p>4. Continuous interaction with a highly diverse set of individuals, groups, and audiences from throughout the organization and from numerous outside sources (customers, governing boards, vendors, regulatory agencies, media, the general public, etc.) are critical to job performance.</p> |
|---|---|--|---|

		Scope of Contacts														
		1	2	3	4	5	6	7	8	9	10	11	12			
Level of Human Relations Skill	A. Job requires ordinary conversational skills and courtesy to exchange routine information, provide routine assistance, and/or help maintain harmony among work associates.	DE														
		A1														
		A2														
	B. Job requires patience in communication and well-developed verbal skills to present and exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships, gaining trust and cooperation, and reviewing and guiding the work of others are important.	AD														
		B1														
		B2														
	C. Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group, and large audience situations. Skill in establishing and maintaining cooperation, understanding, trust, and credibility is critical. Skill at influencing the behavior of others is important and may be difficult to achieve.	B3														
		C1														
		C2														
	D. Cooperation and understanding from others are very important and difficult to achieve. Careful strategy is needed to inspire and maintain relationships, build trust and confidence, and affect behavior on others. Convincing others and persuading them to decision or action in individual, group, or large audience formats is essential.	C3														
		D1														
		D2														

# IV. WORK ENVIRONMENT

JOBMEA

This factor measures the need to perform under less than optimal working circumstances.

**Performance Environment** refers to those special job demands which contribute to difficulty in completing work assignments. Consideration is given to work pressure (caused by tight deadlines, quotas, heavy and uncontrollable work flow, the need to make immediate judgments with insufficient data, the need to continually be aware of changing events and situations, including technology the need for constant attention to detail, etc.), disturbances in work flow (interruptions and distractions and the need to shift attention to unrelated details), and irregular work hours (caused by call-in, changing work schedules, excess travel, etc.)

**Physical Working Conditions** refers to the work location factors which may cause the job to be disagreeable or dangerous, such as noise and temperature extremes, health and safety hazards, and general discomfort.

## Physical Working Conditions

- |  |   |  |  |
|--|---|--|--|
| 1. Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. Little or no exposure to safety or health hazards. | 2. Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noises, temperature extremes, etc. | 3. Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. Undesirable assignments. | 4. Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. Highly undesirable assignments. |
|--|---|--|--|

		DE	1	2	3	4	5	6	7	8	9	10	11	12
Performance Environment	A. Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.	A1												
		A2												
		A3												
	B. Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.	B1												
		B2												
		B3												
	C. Work pressure, disturbances of work flow, and/or irregularities in work schedules are frequent and require significant adaptation. The performance environment rapidly evolves, requiring continual upgrading of multiple yet related skills.	C1												
		C2												
		C3												
	D. Work pressure, disturbances of work flow, and/or irregularities in work schedules are almost constant and put a continuous strain on the job incumbent's ability to adapt. The performance environment evolves in a way which requires extensive adaptation and upgrading of skills.	D1												
		D2												
		D3												

# V. ACCOUNTABILITY

This factor measures the total magnitude of job responsibility.

The Level of Accountability refers to the degree of responsibility or accountability for the work results of self and others. It considers the positioning of the job in the organization, the level of professional development, and the depth and diversity of responsibility.

The Scope of Impact refers to the degree to which the job results affect the work of others or their ability to perform and the final product or service provided by the organization.

- 1. INFORMATIONAL, ancillary, or incidental services for use by others who have broader contribution to the final products or services defined in the rating level.
- P. PARTICIPATORY, contributory influence; a key contributor to the product or service provided at each level.
- D. DIRECT, primary, determining, or controlling influence over the nature of the end result or service provided at each level.

## Scope/Magnitude: Organizational Impact

- |  |   |   |  |  |
|--|---|---|--|--|
| <p>1. Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.</p> <p>Industry Standard:</p> | <p>2. Work results impact the accuracy, reliability and acceptability of further results beyond the immediate work section. Work results are noticeable and represent a portion of, or support the product or service received by the customer or general public.</p> <p>Industry Standard:</p> | <p>3. Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality.</p> <p>Industry Standard:</p> | <p>4. Activities, decisions, and approvals have wide range impact on areas and operations throughout the organization. Work results in products or services of such scope where other contributions are subordinate. Work function has a significant influence on the mission of the organization.</p> <p>Industry Standard:</p> | <p>5. Activities and/or decisions are critically essential to the mission of the organization and affect most or all other in the organization's ability to respond to the demands of the marketplace and the general public, and the viability of the organization in the long run.</p> <p>Industry Standard:</p> |
|--|---|---|--|--|

Level of Accountability	A. Responsible for carrying out detailed work orders, for performing under direct and frequent supervision, and for learning job-related information and techniques. Apprentice or unskilled work.
	B. Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review. Journey level work in semi-skilled (1) technical, or professional (3) area.
	C. Responsible for performing work requiring advanced job skills and for responding to work situations with minimum guidance or direction. May be responsible for training and guiding others and/or reviewing their work. Working supervisor, leadperson work, or senior level contributor, in semi-skilled (1), technical, or professional (3) area.
	D. Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. Generally first-line supervisory work.
	E. Responsible for initiating, directing, controlling, or performing activities that fully impact a department or a portion of a major function; for operations, materials, staff performance, methods, and economics. Generally first-line management work; supervising through intermediate supervisors or staff professionals in a single function.
	F. Responsible for initiating, directing and controlling activities that impact a major functional area; integrating the activities of sub-functions where responsibilities are dissimilar yet related, and sometimes conflicting; for planning, staff development, personnel and labor relations, and fiscal economics. Advanced management work supervising through middle management and supervision, usually of several closely related functions.
	G. Responsible for initiating, directing, controlling and monitoring activities that impact more than one major, functional area, often dissimilar in nature; for major decisions which affect short and long range planning and overall operations. Top management of related yet diverse functions; top executive of organization of limited range.
	H. Responsible for major decisions that impact current and on-going over all operations for integrating the activities of all major functions; for initiating, directing, and monitoring all organization goals, programs, and policies. Top executive and ownership.




**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

Attached is a packet containing the Reclassification Request and the JobMeas Score Card for The Juvenile Department Office Assistant.

Included in the packet are the following:

1. Score Sheet from JobMeas
2. JobMeas Matrix that calculates the job skill grade
3. Reclassification Request with new requested Job Description

This packet is for conversation to advise the Board of Directors where we are in the process.

**2. FISCAL IMPACT:**

N/A

**3. SUGGESTED ACTION(S)/MOTION(S):**

Per Policy 6.4 A Step 1 - Results will be presented to the Board of Commissioners for concurrence.

Attach additional background documentation as needed.



**Morrow County**  
**APPLICATION FOR RECLASSIFICATION**

IMPORTANT:

- 1) An employee applying for reclassification must complete this application and submit it to their Supervisor. The Supervisor will make comments and sign the document. The document will then be delivered to Human Resources where it will be processed for completeness. If the application is not fully completed it will not be considered.
- 2) Human Resources will complete a report of the job description as per current process (Job Meas), and discuss the application with the County Administrator and the Finance Director. Upon completion of the review the Reclassification request will be delivered to the Board of Commissioners for approval.
- 3) Note: Employees who have been reclassified are ineligible for another reclassification for at least 3 years from the date of the last reclassification.

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

Years in this position/date assumed this job: 4/Dec. 22, 2014

Current Job Title: Office Support Specialist Present Salary Range: 8

Requested Job Title: Legal Secretary/Office Manager/Victim Relations Requested Salary Range: 10-11

Department Juvenile Department Department Code: 101-112

General Ledger Code: 5-10-1002

Supervisor(s): Tom Meier Title(s): Juvenile Director

Basis for Reclassification (Rationale): There has been a large transformation of this position. Primarily there has not been an evaluation or reclassification to the position since 1992. When I applied for my position in 2014 the previous job description was dated 1995. There was an update to that description in 2014. Since then the County Court Judge position was removed and there was a reorganization and change-over to Circuit Court. I have been preparing legal documents and have a more active role in victim relations along with Administration of the Juvenile Justice Information System. I actively complete all tasks outlined in the Legal Secretary/Office Manager Job Description including Victim Relations. In addition, I am managing schedules, legal preparation, and correspondence for both Juvenile Director and Juvenile Probation Counselor.

Date of Last Reclassification: 1992

## MENTAL REQUIREMENTS

**Major function(s) of your position:** *In one or two sentences, state the overall purpose of your position.*

Managing legal and administrative functions of the Juvenile Department and communications with Circuit Court, Law Enforcement, Schools, and District Attorney offices. Preparing legal documents and providing administrative support.

**MENTAL REQUIREMENTS:** *A mental requirement is a duty or an action, responsibility or combination of several steps you take in performing your job. Please list in priority order the major/essential duties you currently perform. Duties may include such activities as transcribing dictation, wiring an electrical outlet, typing letters, sorting mail, planting trees, maintaining general files, operating work processing equipment, answering phones, etc. In the left hand column, please identify the date the duties were added or changed. To the right of each duty listed, rate each duty statement for frequency and importance. If you believe the duty is outside of your current classification, place an "X" in that column.*

## FREQUENCY IMPORTANCE

D = Performed once or more daily

W = Performed once or more weekly

M = Performed once or more monthly

Y = Performed once or more yearly.

E = Essential (Major Focus of Position)

NE = Non-Essential (Minor Focus of Position)

Date Added or Class Changed		Frequency/ Outside	Importance of
<u>          </u>	1. Administrative support for Juvenile Director	D / <u>      </u>	<u>      </u> E
<u>1-2017</u>	2. Preparing legal documents	D / X <u>      </u>	<u>      </u> E
<u>1-2018</u>	3. Distribute victim rights and notifications	W / X <u>      </u>	<u>      </u> E
<u>1-2018</u>	4. Manage notifications and correspondence with victims	W / X <u>      </u>	<u>      </u> E
<u>1-2017</u>	5. Complete all discovery and assure compliance to statute	D / X <u>      </u>	<u>      </u> E
<u>1-2017</u>	6. Maintain a case management system to track legal cases	W / X <u>      </u>	<u>      </u> E
<u>          </u>	7. Management and preparation of expunction of juvenile records.	M / <u>      </u>	<u>      </u> E
<u>1-2017</u>	8. Plan, schedule, and initiate court filing and notices	W / X <u>      </u>	<u>      </u> E
<u>1-2017</u>	9. Examine documents to verify legal steps, deadlines, and due process requirements	W / X <u>      </u>	<u>      </u> E
<u>1-2017</u>	10. Track flows of and process legal documents before, during, and after court or hearing date	D / X <u>      </u>	<u>      </u> E
<u>1-2017</u>	11. Manage schedules and maintain calendars of court or hearing dates, document due dates, filing requirements, court appearances and related activities	D / X <u>      </u>	<u>      </u> E
<u>1-2017</u>	12. Manage and maintain the Juvenile Justice Information System (JJIS)	D / X <u>      </u>	<u>      </u> E
<u>1-2018</u>	13. JJIS Administrator	W / X <u>      </u>	<u>      </u> E
<u>1-2017</u>	14. Odyssey/OJCIN data manager	W / X <u>      </u>	<u>      </u> E

<u>1-2018</u>	15. Open, process and close case files according to established procedures	<u>W /</u>	<u>E</u>
<u>_____</u>	16. Prepare certificates of service and summons	<u>W /</u>	<u>E</u>
<u>_____</u>	17. Answer, screen, and route phone calls.	<u>D /</u>	<u>E</u>
<u>_____</u>	18. Provide information with explanation of applicable process	<u>W /</u>	<u>E</u>
<u>1-2017</u>	19. Prepare and maintain ledgers of court order for each case	<u>W / X</u>	<u>E</u>
<u>1-2017</u>	20. Read orders to decide case process, correct information, and follow-up when needed	<u>W / X</u>	<u>E</u>
<u>_____</u>	21. Department organization	<u>W /</u>	<u>E</u>
<u>_____</u>	22. Maintain and monitor department budgets	<u>W /</u>	<u>E</u>
<u>1-2018</u>	23. Managing records retention per ORS statute	<u>M / X</u>	<u>E</u>
<u>1-2017</u>	24. Calendar or docket case information	<u>W / X</u>	<u>E</u>
<u>1-2018</u>	25. Training of new office staff	<u>W / X</u>	<u>E</u>
<u>1-2018</u>	26. Administrative support for Juvenile Probation Counselor	<u>W / X</u>	<u>E</u>
<u>_____</u>	27. Process and facilitate transports	<u>M /</u>	<u>E</u>
<u>_____</u>	28. Initiate and compose correspondence	<u>W /</u>	<u>E</u>
<u>_____</u>	29. Review, prioritize, and distribute incoming mail	<u>D /</u>	<u>E</u>
<u>_____</u>	30. Prepare statistical reports	<u>M /</u>	<u>E</u>
<u>_____</u>	31. Manage office supplies and material	<u>M /</u>	<u>E</u>
<u>_____</u>	32. Schedule interpreter services	<u>M /</u>	<u>NE</u>
<u>_____</u>	33. Maintain inventory of office equipment	<u>M /</u>	<u>NE</u>
<u>_____</u>	34. Coordinate scheduling of teleconferences	<u>M /</u>	<u>NE</u>

## MENTAL REQUIREMENTS - CONTINUED

*Please provide information below describing the basic knowledge, abilities, special requirements and equipment operation required, in order to perform your work. Do not include information learned on the job (e.g., policies of the division, a specific software package).*

**KNOWLEDGE is the body of information applied directly to the performance of a function or duty. Show only the knowledge essential for full performance of your work, not the knowledge you personally possesses. (e.g., Government accounting, computer programming languages, office procedures,)**

Kind of Knowledge: Legal document preparation

How Used: Daily preparation of court documents summons, show cause, warrants, order, judgments, expunctions

Kind of Knowledge: Ability to communicate and correspond with offenders and victims.

How Used: Gathering contact information via phone, school, law enforcement and additional agencies as needed. Communicating vital information in relation to court hearings, intake appointments and scheduling. Working closely with interpreter services.

Kind of Knowledge: Law enforcement background with knowledge of legal terminology

How Used: Communication with law enforcement officials, Circuit Court personnel, and District Attorney's office. Preparing legal documents, knowledge of principles, practices and procedures of the judicial system.

Kind of Knowledge: Office management procedures

How Used: Scheduling, maintaining office functions, administrative support, organization, public relations.

ATTACH ADDITIONAL SHEETS IF NECESSARY

## PHYSICAL REQUIREMENTS

**PHYSICAL REQUIREMENTS** are the competence to perform an observable duty and usually ends in an observable product. (e.g., type at a rate of 60 words per minute, perform arithmetic calculations with speed and accuracy)

Ability:

Working knowledge of legal terminology.

To develop a working knowledge of various state and federal laws, regulations and guidelines relating to the Juvenile Department.

To learn and utilize various software programs for a variety of office function.

To type at a rate of 40 words per minute.

To produce and format legal documents.

To make independent decisions and solve problems.

To learn and implement procedures and practices of the Juvenile Department.

Thorough knowledge of secretarial techniques and procedures and ability to implement them.

Ability:

To obtain JJIS certification as Administrator and Security Coordinator.

To obtain certification as a Notary Public.

To administer Odyssey/OJCIN

Ability:

To maintain confidentiality, explain complex issues in situations which are sometimes adversarial, effectively use oral and written communication in the performance of duties and responsibilities.

To use accepted accounting procedures.

To learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

ATTACH ADDITIONAL SHEETS IF NECESSARY

## PHYSICAL REQUIREMENTS - Continued

**EQUIPMENT OPERATION:** List any equipment or machines used in the course of your work (e.g., personal computer, forklift, dishwasher, adding machine).

Computer, copier, fax, scanner, postage meter, multi-line phone, type writer, adding machine

**SPECIAL REQUIREMENTS:** List any licenses, registration or certificates **REQUIRED** for your position (e.g., driver's license, first aid certificate)

Notary Certification, Driver License, JJIS certification, Pass fingerprint and background check

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## PHYSICAL EFFORT

List any lifting, prolonged standing, walking, crouching, kneeling, running, climbing, and upper body twisting you are required to perform in the course of your work. Please include the frequency (always, sometimes, occasional) and weights (25 lbs., 50 lbs. etc.).

Prolonged sitting-always, lifting up to 40 lbs.-occasional, standing-occasional,

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## HUMAN RELATIONS REQUIREMENTS

Human Relations Requirements refer to the depth of communication skills and human relations abilities which are necessary to achieve work results. This can be as simple as effectiveness to deal with others or as complex as the need to affect behavioral change in others.

**Please answer the following questions in percentage of time used. Both categories should total 100%**

1. Communicating with peers in your immediate group	<u>40%</u>
2. Communicating with peers in within the organization Outside of your group	<u>15%</u>
3. Communicating with peers inside and outside the Organization representing a variety authority levels	<u>20%</u>
4. Continuous interaction with a highly diverse set of Individuals, boards, agencies, and general public, Both in and outside the organization.	<u>25%</u>
TOTAL	<b>100%</b>

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A. Ordinary Conversation skills to exchange routine information and maintain harmony among work associates.	<u>25%</u>
B. Providing well developed verbal skills to present and Exchange technical or complex information with Individuals or small groups.	<u>20%</u>
C. Highly developed verbal skills required to communicate Technical concepts or ideas to large groups. Skilled at Influencing the behavior of others.	<u>20%</u>
D. Strategy to develop relationships in difficult situations. Convincing others and persuading them to decision or Action in both small and large settings.	<u>35%</u>
TOTAL	<b>100%</b>

## WORK ENVIRONMENT

Performance environment measures special job demands which contribute to the difficulty of your work assignments. Tight Deadlines, quotas, heavy or uncontrolled work flow and the need to make immediate judgement calls all relate to your performance environment. Every job has measureable disturbances and interruptions that require the need to shift attention while making deadlines.

**Rate these Performance Environment Issues on a Scale of 1 – 5 with 1 being the least common in your job and 5 being most common in your position.**

Interruptions	1	2	3	4	(5)
Deadlines	1	2	3	(4)	5
Uncontrollable Workflow	1	2	3	4	(5)
Attention to Detail	1	2	3	4	(5)
Irregular work hours (overtime/weekends/excessive travel)	(1)	2	3	4	5

**List the physical work environment conditions you are exposed to including: extreme cold, heat or noise; working outdoors; chemicals; mechanical hazards or hazardous materials.**

Type of Work Environment	Describe amount of time spent at this
Setting at Computer	90%
Walking	5%
Standing	10%
Working outside in freezing temps	0%
Working outside in temps over 90 deg.	0%
Lifting 40 lbs	2%



## ACCOUNTABILITY

Describe the types of decisions you make, types of decisions referred to others, and how your work is assigned and reviewed.

**Types of decisions made without prior approval:** Describe your decision-making responsibilities. In addition, indicate the actions you take in order to facilitate the completion of your job. *For example: "Decide which overnight delivery service is used based upon price and service."*

What specific decisions do you make without obtaining prior approval?

Initiating case files and entering crime information into JJIS when received from law enforcement, preparing summons of court hearings for service by the Sheriffs Office once court dates are scheduled, distributing discovery per statute when received, scheduling intake appointments for juveniles after case file is prepared, electronically encrypt and distribute juvenile offender reports to schools per statute, preparing judgment and orders of expunction records when request is received, All office management functions and procedures

**Types of decisions referred to a higher authority:** Indicate the authority you receive direction from (*most likely the lead person or immediate supervisor*), how that individual provides instructions (written procedures, verbal, other), who reviews and approves your work and who would you go to if there was a question. *For example: "Work directions are given orally by the supervisor (title) and by written guidelines and the supervisor answers format questions."*

What specific decisions do you refer to a lead person, supervisor, or manager?

Decisions relating to juveniles taken into custody and the decision to be transported to a correctional facility are referred to Juvenile Director. Juvenile Director will determine along with DDA if there will be petition filing relating to criminal charges, director will then inform me of legal documents that need prepared either verbally or by email.

**ACCOUNTABILITY - CONTINUED**

**Describe the way in which your work is assigned and reviewed. Describe the frequency and type of guidance provided by your supervisor.**

**Supervision Received:**

How are your work assignments received?

My work assignments come to me from law enforcement reports. When police reports are received in the office, I initiate the legal process by entering them into JJIS, I do this with no supervision. As the case proceeds it is given to the juvenile director. There are varying degrees of supervision depending on the process needed for particular cases. I also receive items from the juvenile director either by email, phone calls or in person. Assignments for other legal documents are given to me by the juvenile director for preparation, they are checked by the director and then submitted to the district attorney. When I receive a motion of expungement from a juvenile either in person or by mail, I complete this entire process unsupervised delivering to the district attorney office for their part and then complete it when the judge has signed off. Preparing and maintain case files as cases come into the office, I do this unsupervised. I am responsible for all case file retention as per ORS statute and do this unsupervised.

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Who reviews your work?

Juvenile Department Director Tom Meier

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How often is your work reviewed?

Yearly, in terms of formal review but ongoing in terms of day to day operations.

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## POSITION RESOURCES

*Identify the procedure manual, references, tables, laws, rules, etc. used to assist you in performing your duties and responsibilities (e.g., contracts, administrative regulations).*

Reference Title	Reason
<b>Criminal Code of Oregon</b>	<b>Statute, criminal procedure and time lines, fines, Juvenile code of Oregon, stature for preparing legal documents</b>
<b>Family Laws of Oregon</b>	<b>Statute, state procedures</b>
<b>JJIS user and reports manual</b>	<b>Preparing quarterly, yearly, and school reports. Maintaining JJIS</b>
<b>Safety Manual</b>	<b>Office management</b>
<b>Union Contract, Employee Handbook</b>	<b>Day to day office management</b>
<b>Oregon Crime Victim and Survivor Services website with Oregon Department of Justice</b>	<b>Victim and department resources, services, and rights</b>
<b>Oregon Youth Authority website</b>	<b>Resources and legal guidance and regulations</b>
<b>Central and Eastern Oregon Juvenile Justice Consortium website</b>	<b>Support for youth and families Services and resources</b>

## ADDITIONAL INFORMATION

Please use this space to provide any additional information relevant to your application for reclassification.

I have provided copies of the job description that was available at the time of my application and the updated description in 2014. I have also provided copies of the job description that was reclassified for legal secretary in 2014 with an updated 2019. A pamphlet explaining victim rights and information.

## APPLICANT'S ACKNOWLEDGEMENT

PLEASE READ CAREFULLY

I certify that all of the statements made on this application are complete and correct to the best of my ability. I understand that this request will be reviewed by Human Resources, Finance Director, and the County Administrator. I further understand that Human Resources may modify my reclassification and salary range. Based on the application, the supervisor's recommendation, Human Resource's classification report, and approval of the Board of Commissioners, the decision of the County shall be final.

Signature of Applicant:

\_\_\_\_ Date: 1/29-2019

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SIGNATURE OF HR DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

**REVIEW PANEL COMMENTS:**

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SIGNATURE OF PANEL SPOKESPERSON \_\_\_\_\_ DATE \_\_\_\_\_

**FINAL NOTES**

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DATED \_\_\_\_\_

## **JOB DESCRIPTION**

**Date Prepared:** January 2019

**Position Title:** Legal Secretary/Office Manager/Victim Relations

**Department:** Juvenile Department

**Supervisor:** Juvenile Director

**Position Overview:** Under the limited supervision of the Juvenile Director, the Legal Secretary/Office Manager assists the Juvenile Director and the Juvenile Probation Counselor with managing schedules, coordinating meetings and travel, answering phones, and communicating with clients. Providing administrative assistance to legal staff in the office, including the use of office systems, Administrator of new case management system, JJIS Administrator, filing protocols and docket procedures. In addition, this position is responsible for managing and implementing the expunction of records and completing legal documents.

**Resources Influenced:**

**Annual Operating Budget:**

**Total Employees in your chain-of-command: 0**

**Reporting Positions:**

**Working Environment:** Work is performed mostly in the office of the Morrow County Juvenile Department.

**Qualifications:**

1. Education - Associate's degree or equivalent with emphasis in office management.
2. Experience - Prefer three years' experience in office and secretarial work, two years preferred to have been in a legal or law enforcement office.
3. Equipment Used – Computer and printer, copy machine, typewriter, multi-line telephone, scanner, postage meter, FAX machine, and printer.
4. Working knowledge of legal terminology.
5. Ability to develop a working knowledge of various state and federal laws, regulations and guidelines relating to the Juvenile Department.
6. Ability to learn and utilize various software programs for a variety of office function.
7. Ability and skill to compose and type correspondence from the Juvenile Department.
8. Ability to use accepted accounting procedures.
9. Ability to learn and implement the procedures and practices of the Juvenile Department
10. Knowledge of Odyssey/OJCIN as a result of Circuit Court change over.
11. Ability to make independent decisions and solve problems pertaining to the Juvenile Department.

12. A thorough knowledge of secretarial techniques, procedures and the ability to implement them.
13. The ability to explain complex issues in situations which are sometimes adversarial.
14. Ability to effectively use oral and written communication in the performance of duties and responsibilities.
15. Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.
16. Possession of or ability to obtain, within 30 days of hire, Law Enforcement Data System (LEDS) certification as well as Notary Public.
17. Ability to become JJIS certified as Administrator and Security Coordinator.

### **Essential Job Functions**

#### **Physical:**

1. Ability to lift 40 pounds (box of paper).
2. Ability to sit for extended periods of time.
3. Ability to word process at 40 wpm.
4. Regular and predictable attendance.
5. Ability to enter and retrieve data from County computers and software.
6. Ability to answer phones and transfer calls if appropriate.

#### **Mental:**

1. Ability to read, write and comprehend English.
2. Ability to work with customers in occasionally stressful situations and deal calmly with clients who may be violent or agitated.
3. Ability to perform basic math functions.
4. Ability to maintain confidentiality
5. Ability to greet customers in the office and on the phone in a courteous and professional manner.

### **Job Duty Outline:**

- I. Manage the office functions and procedures of the Juvenile Department.
  1. Provide administrative support for the Juvenile Director and Juvenile Probation Counselor.
  2. Respond to informational inquiries from the public, agencies and organizations.
  3. Distribute Mail.
  4. Manage the office supplies and materials.
    - a. Manage inventory of office supplies and materials.
    - b. Order supplies and materials as needed.
  5. Submit and sign claims for payment.
  6. Maintain inventory of office equipment.
  7. Maintain and monitor department budgets.
  8. Answer main phone line.
  9. Respond to the public, in person, on the phone and in writing in a professional, courteous and helpful manner.
  10. Manage schedules, including trial dates and hearings.
- II. Manage and maintain the Juvenile Justice Information System (JJIS)
  1. JJIS Administrator in charge of maintenance; searches; importing court events,

- reports; daily event entries; reports; sentencing data entry; discovery entry; and discovery fee collection and deposit with County Treasurer.
- 2. Prepare statistical reports according to guidelines and regulations.
- 3. Input and upload data as required into JJIS.
- III. Prepare and maintain case files
  - 1. Odyssey/OJCIN data manager
  - 2. Collect reports, citation, and other relevant documents from various police agencies and the various Sheriff's Departments.
  - 3. Submit appropriate documents to the District Attorney's office.
  - 4. Prepare and include any legal documents or other correspondence pertaining to the case.
  - 5. Ability to draft court orders for attorney review and filings.
  - 6. Complete all discovery documents for legal defense counsel as required by law and assure compliance to the discovery statute.
  - 7. Draft Legal Orders, Dispositions, Affidavits and Motions as required for Circuit Court.
  - 8. Create and maintain files for all violations, misdemeanors and felony cases.
  - 9. Prepare summons to court and a subpoena, if needed.
  - 10. Prepare documents and deliver to Sheriff's Office for service.
  - 11. Prepare documents relating to charges, sentencing, show cause, warrants and subpoenas.
  - 12. Process and facilitate all transports, detainers and extraditions.
  - 13. Prepare type and file legal documents and files pertaining to the case with appropriate Courts.
  - 14. Managing records retention per statute.
- IV. Prepare and maintain ledgers of court order for each case.
  - 1. Send time sheets to the agencies or organizations that will be supervising community service assignment.
  - 2. Develop and maintain files of fines and restitution orders levied and paid.
    - a. Submit fine and restitution payments to Circuit Court for disbursement.
- V. Manage notifications and correspondence with victims.
  - 1. Per statute maintain victim records and notification to victims per ORS.
  - 2. Notification of rights to victims.
  - 3. Work with Victims Advocate to collect and distribute victim information.
  - 4. Prepare initial contact with victims.
  - 5. Notify victims advocate and victims of hearings per statute.
- VI. Manage and implement Expunction of juvenile records and files.
  - 15. Monitor schedule and deadlines.
  - 16. Notify District Attorney's office of request for expunction of records.
  - 17. Prepare order and judgment for expunction to District Attorney's office.
  - 18. Send order with cover letter to each agency involved with the case.
  - 19. Receive response from involved agencies.
  - 20. Send client a list of complying and non-complying agencies.
- VII. Department Organization
  - 1. Assist with adjudicatory (trial) preparation as requested.
  - 2. Ability to manage and maintain sensitive and confidential information.
  - 3. Basic knowledge of principles, practices and procedures of the judicial system.
  - 4. Create and maintain reminders for subpoenas, motion deadlines and all other



time sensitive processes.

5. Ability to organize and prioritize work.
6. Respond to informational inquiries from the public, agencies and organizations.
7. Create and maintain all dockets.
8. Generate a variety of reports required of the Juvenile Department.
9. Ability to establish and maintain cooperative working relationships with co-workers, the public, law enforcement agencies, interpreter services, court staff and defense attorneys.

<u>Recommended Title</u>	Mental <u>LD</u> <u>PC</u>	Physical <u>PS</u> <u>Eff.</u>	Social <u>HR</u> <u>SC</u>	Envir. <u>PE</u> <u>WC</u>	Accent. <u>AC</u> <u>IM</u>	Total Job <u>Value</u>	<u>Skill</u> <u>Grade</u>
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Need a technical refresher?



Click on the red triangle?

	E1	9	A2	2	B3	11	B1	2	E1	11	3078	24
	E1	9	A2	2	B3	11	B1	2	E1	11	3078	24
	D3	6	A2	2	B1	4	B1	2	B2	5	1814	14
	E1	6	A3	2	B1	4	B1	2	B2	7	1892	15
	E1	9	A3	2	C3	11	A3	2	E2	7	2922	23
Juvenile Office Assistant Test	c1	3	a2	2	b1	4	a2	2	b2	6	1304	8
	e1	7	a2	2	b2	4	b2	1	c1	10	2139	17

June 15, 2018 kw

Revised June 18, 2018 kw

No Changes 3/1/2019 KC

# I. MENTAL REQUIREMENTS

This factor measures the total capability required to learn and perform the job competently.

**Learning Development** refers to the level of knowledge or facts, data, principles, ideas, and other information which must be acquired, usually through a combination of formal education programs, work experience, and/or on-the-job training. It encompasses the diversity, complexity, and depth of understanding in such areas as professional fields of study, technical specialties, practical work systems, and applied work methods.

**Problem Challenge** refers to the application of knowledge to work situations as measured by the amount of independent reasoning and judgment which must be used to make decisions, generate ideas or produce results.

## Problem Solving Challenges

- |   |  |  |  |  |
|---|--|--|--|--|
| 1. Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities. | 2. Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical yet are relatively straightforward and well-defined once problems are understood. Responses come from the realm of prior learning and experiences. | 3. Work situations are of sufficient scope and variety that significant interpretation and evaluation is required to successfully recognize and define problems. Highly technical judgments and/or constructive thinking involved. Alternative solutions must be considered and short-term action plans must be developed and sequenced. | 4. Work situations are broadly defined, complex and diverse, occasionally unprecedented. Problems have many dimensions to consider involving creative thinking limited in scope to related fields of specialization. Consequences must be evaluated, often through formal analytical methods, and strategies developed for action. | 5. Work situations are vaguely defined and often unique in character. Problems are very complex and may be abstract, conceptual, and long-term in nature. There is a continual requirement for innovative thought and synthesis, perhaps at the theoretical level. |
|---|--|--|--|--|

	DE	Problem Solving Challenges															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Learning Development	A. Sufficient to understand simple written and oral communications. Basic understanding of simple work processes, methods or equipment. Learning development less than that required for completion of high school curriculum.	A1															
		A2															
		A3															
	B. Sufficient to read and write nontechnical information and instruction, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development equivalent to completion of high school curriculum.	B1															
		B2															
		B3															
	C. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the equivalent of some technical or vocational training beyond high school often resulting in a certification.	C1															
		C2															
		C3															
	D. Specialized vocational or technical knowledge providing a command of certain technical, administrative, and/or operative practices and techniques. Learning development involves the completion of a formal technical/vocational curriculum often resulting in a degree.	D1															
		D2															
		D3															
	E. Knowledge in a recognized professional field or technological discipline sufficient to command various principles, facts, and practical applications. Learning development is obtained by the completion of a college curriculum resulting in a bachelors degree in a specialized field; or masters degree in a narrow speciality; advanced mathematics, very advanced language development, proficient understanding of practical systems.	E1															
		E2															
		E3															
	F. Advanced, in-depth understanding in a widely recognized field of study. Additional command of principles, facts, and practices associated with multiple specialized fields. Learning development is obtained by completion of a masters degree program or equivalent through extensive seasoning; very advanced mathematics and language development, advanced understanding of practical systems.	F1															
		F2															
		F3															
	G. Complete command and mastery of a very broad professional or scientific discipline sufficient to contribute to the body of knowledge. Additional advanced understanding of the principles, facts, and practices associated with other specialized fields. Learning development obtained by completion of Ph.D., M.D. or J.D. requirements or equivalent.	G1															
		G2															
		G3															

## II. PHYSICAL REQUIREMENTS

JOBMEAS™

This factor refers to the coordinative and manipulative skills as well as the level of exertion required to perform work.

**Physical Skill** is measured by determining the variety and complexity of limb and body movements, the requirement for diverse sequential and simultaneous physical actions, and the need for speed, precision, or timing.

**Physical Effort** measures the amount, type, and continuity of effort which must be expended during the course of work activities.

### Physical Effort

1. Minimal physical exertion is required. Most job time spent sitting with occasional walking. Occasional lifting, guiding, and/or carrying of light-weight materials or equipment.

2. Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

3. Job requires considerable and usually sustained physical effort, as in continuous movement over rough terrain or throughout precarious man-made structures; operation of physically demanding machinery, etc. Occasional heavy exertion.

4. Job requires very heavy physical effort, equivalent to continuous labor involving the use of heavy tools, materials, and/or equipment. Job may be characterized by highly demanding, full body exertion and strenuous lifting, carrying, pushing, pulling, etc.

DE 1 2 3 4 5 6 7 8 9 10 11 12

Learning Physical Skills	<p>A. Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.</p>	A1											
		A2											
		A3											
	<p>B. Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.</p>	B1											
		B2											
		B3											
	<p>C. Considerable learned physical skill is required. Job requires coordinated physical activities, usually learned through formal and detailed training combined with considerable practice. Speed, precision, and/or timing are important and difficult to achieve. Body movement sequences tend to be involved and somewhat diverse. Skilled physical trade.</p>	C1											
		C2											
		C3											
	<p>D. Job requires a very high degree of physical skill. Complex and diverse sequences of physical action are performed as a significant and essential part of the job. Body movements must often be reflex-like in response to subtle stimuli that must be accurately perceived or changing environmental conditions which must be accurately tracked. Exceptional speed, timing, and/or precision are critical.</p>	D1											
		D2											
		D3											

### III. HUMAN RELATIONS REQUIREMENTS

This factor measures the importance and difficulty of the human relations interactions needed to perform the job.

**Level of Human Relations** refers to the depth of communication skills and human relations abilities which are necessary to achieve work results. It refers to elements such as the level of effectiveness in dealing with others through normal contacts, the need to affect behavioral change in others, to communicate and translate technical or "insider" concepts to others, and to solve problems.

**The Scope of Contacts** refers to the breadth and diversity of individuals and groups with whom the worker must deal on matters of substance and relevance to the work being performed.

#### Scope of Contacts

- |   |   |  |   |
|---|---|--|---|
| <p>1. The important job contacts are with peers in immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.</p> | <p>2. Interpersonal contacts extend to peers in other work groups or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.</p> | <p>3. Interactions must occur within a diverse set of individuals and groups in representing a variety of roles and authority levels. Interactions are on matters of substance and importance, usually both inside and outside the organization.</p> | <p>4. Continuous interaction with a highly diverse set of individuals, groups, and audiences from throughout the organization and from numerous outside sources (customers, governing boards, vendors, regulatory agencies, media, the general public, etc.) are critical to job performance.</p> |
|---|---|--|---|

Level of Human Relations Skill	DE	Scope of Contacts												
		1	2	3	4	5	6	7	8	9	10	11	12	
<p>A. Job requires ordinary conversational skills and courtesy to exchange routine information, provide routine assistance, and/or help maintain harmony among work associates.</p>	A1													
	A2													
	A3													
<p>B. Job requires patience in communication and well-developed verbal skills to present and exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships, gaining trust and cooperation, and reviewing and guiding the work of others are important.</p>	B1													
	B2													
	B3													
<p>C. Highly developed verbal skills are required to communicate technical concepts and ideas in individual, group, and large audience situations. Skill in establishing and maintaining cooperation, understanding, trust, and credibility is critical. Skill at influencing the behavior of others is important and may be difficult to achieve.</p>	C1													
	C2													
	C3													
<p>D. Cooperation and understanding from others are very important and difficult to achieve. Careful strategy is needed to inspire and maintain relationships, build trust and confidence, and affect behavior on others. Convincing others and persuading them to decision or action in individual, group, or large audience formats is essential.</p>	D1													
	D2													
	D3													

# IV. WORK ENVIRONMENT

This factor measures the need to perform under less than optimal working circumstances.

**Performance Environment** refers to those special job demands which contribute to difficulty in completing work assignments. Consideration is given to work pressure (caused by tight deadlines, quotas, heavy and uncontrollable work flow, the need to make immediate judgments with insufficient data, the need to continually be aware of changing events and situations, including technology the need for constant attention to detail, etc.), disturbances in work flow (interruptions and distractions and the need to shift attention to unrelated details), and irregular work hours (caused by call-in, changing work schedules, excess travel, etc.)

**Physical Working Conditions** refers to the work location factors which may cause the job to be disagreeable or dangerous, such as noise and temperature extremes, health and safety hazards, and general discomfort.

## Physical Working Conditions

1. Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. Little or no exposure to safety or health hazards.

2. Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noises, temperature extremes, etc.

3. Frequent exposure to moderately hazardous conditions resulting in significant threat to health and safety. Undesirable assignments.

4. Extensive and continuous exposure to hazardous conditions. Dangerous work situations. High likelihood of serious injury or illness if proper precautions are not taken. Highly undesirable assignments.

		DE	1	2	3	4	5	6	7	8	9	10	11	12
Performance Environment	A. Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.	A1												
		A2												
		A3												
	B. Work pressure, disturbances of work flow, and/or irregularities in work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills.	B1												
		B2												
		B3												
	C. Work pressure, disturbances of work flow, and/or irregularities in work schedules are frequent and require significant adaptation. The performance environment rapidly evolves, requiring continual upgrading of multiple yet related skills.	C1												
		C2												
		C3												
	D. Work pressure, disturbances of work flow, and/or irregularities in work schedules are almost constant and put a continuous strain on the job incumbent's ability to adapt. The performance environment evolves in a way which requires extensive adaptation and upgrading of skills.	D1												
		D2												
		D3												

# V. ACCOUNTABILITY

This factor measures the total magnitude of job responsibility.

The Level of Accountability refers to the degree of responsibility or accountability for the work results of self and others. It considers the positioning of the job in the organization, the level of professional development, and the depth and diversity of responsibility.

The Scope of Impact refers to the degree to which the job results affect the work of others or their ability to perform and the final product or service provided by the organization.

- I. INFORMATIONAL, ancillary, or incidental services for use by others who have broader contribution to the final products or services defined in the rating level.
- P. PARTICIPATORY, contributory influence; a key contributor to the product or service provided at each level.
- D. DIRECT, primary, determining, or controlling influence over the nature of the end result or service provided at each level.

## Scope/Magnitude: Organizational Impact

1. Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Industry Standard:

2. Work results impact the accuracy, reliability and acceptability of further results beyond the immediate work section. Work results are noticeable and represent a portion of, or support the product or service received by the customer or general public.

Industry Standard:

3. Work results, decisions, and approvals impact the overall design of internal systems, programs, and/or research; the status of others; and/or critical aspects of the final product or service in terms of quantity or quality.

Industry Standard:

4. Activities, decisions, and approvals have wide range impact on areas and operations throughout the organization. Work results in products or services of such scope where other contributions are subordinate. Work function has a significant influence on the mission of the organization.

Industry Standard:

5. Activities and/or decisions are critically essential to the mission of the organization and affect most or all others in the organization's ability to respond to the demands of the marketplace and the general public, and the viability of the organization in the long run.

Industry Standard:

Level of Accountability	Description	Scope/Magnitude: Organizational Impact				
		1	2	3	4	5
A.	Responsible for carrying out detailed work orders, for performing under direct and frequent supervision, and for learning job-related information and techniques. Apprentice or unskilled work.					
B.	Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review. Journey level work in semi-skilled (1) technical, or professional (3) area.					
C.	Responsible for performing work requiring advanced job skills and for responding to work situations with minimum guidance or direction. May be responsible for training and guiding others and/or reviewing their work. Working supervisor, leadperson work, or senior level contributor, in semi-skilled (1), technical, or professional (3) area.					
D.	Responsible for the supervision of output in terms of scheduling, progress, and results; for safety, job training, and morale of others; and records. May perform some output. Generally first-line supervisory work.					
E.	Responsible for initiating, directing, controlling, or performing activities that fully impact a department or a portion of a major function; for operations, materials, staff performance, methods, and economics. Generally first-line management work; supervising through intermediate supervisors or staff professionals in a single function.					
F.	Responsible for initiating, directing and controlling activities that impact a major functional area; integrating the activities of sub-functions where responsibilities are dissimilar yet related, and sometimes conflicting; for planning, staff development, personnel and labor relations, and fiscal economics. Advanced management work supervising through middle management and supervision, usually of several closely related functions.					
G.	Responsible for initiating, directing, controlling and monitoring activities that impact more than one major, functional area, often dissimilar in nature; for major decisions which affect short and long range planning and overall operations. Top management of related yet diverse functions; top executive of organization of limited range.					
H.	Responsible for major decisions that impact current and on-going over all operations for integrating the activities of all major functions; for initiating, directing, and monitoring all organization goals, programs, and policies. Top executive and ownership.					



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5h

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Anita Pranger
Department: The Loop Morrow Co Transportation
Short Title of Agenda Item: Federal - State review
(No acronyms please)

Phone Number (Ext): 541-676-LOOP(5667)
Requested Agenda Date: April 17, 2019

This Item Involves: (Check all that apply for this meeting.)
Order or Resolution
Ordinance/Public Hearing:
1st Reading 2nd Reading
Public Comment Anticipated:
Estimated Time:
Document Recording Required
Contract/Agreement
Appointments
Update on Project/Committee
Consent Agenda Eligible
Discussion & Action
Estimated Time: 15 minutes
Purchase Pre-Authorization
Other Quarterly report

N/A
Purchase Pre-Authorizations, Contracts & Agreements
Contractor/Entity:
Contractor/Entity Address:
Effective Dates - From: Through:
Total Contract Amount: Budget Line:
Does the contract amount exceed \$5,000? Yes No

Reviewed By:

Anita Pranger April 12, 2019 Department Director Required for all BOC meetings
[Signature] 4/15/19 Administrator Required for all BOC meetings
County Counsel \*Required for all legal documents
Finance Office \*Required for all contracts; other items as appropriate.
Human Resources \*If appropriate

\*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.



**AGENDA ITEM COVER SHEET**  
**Morrow County Board of Commissioners**  
**(Page 2 of 2)**

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**1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

May 22 and 23, 2019 I will be having a review of The Loop Morrow County Transportations program. This review will be given by RLS & Associates, Inc. from Dayton Ohio. This is the second time this program has had this review. These reviews are given every 3 to 5 years. The first review was given in April of 2015. I sat in on the review but was not the coordinator at that time.

There is a Governance section in the Compliance Field Guide that pertains to the governing body. I have enclosed this section so you can see what question they could possibly ask about the governing body during the review process.

If these questions are asked during the review how would the Commissioners like them to be handle? Would one of the Commissioners like to be in on the review and answer these questions, would they like Darrell to sit in on the review and answer these questions or would they like to advise Anita how to answer these question to the review committee and have her do it?

**2. FISCAL IMPACT:**

None

**3. SUGGESTED ACTION(S)/MOTION(S):**

See above section.

Attach additional background documentation as needed.

## Section 1. Program Management

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In this section, a subrecipient's eligibility and authority to receive FTA funds is established.

### Program Identification

Eligibility for Federal and state programs is determined by ODOT as part of the planning and grants management process. In this stage of the review, the reviewer must document the funding sources used by the transit system during the last three years. The reviewer does not need to verify eligibility or eligible services. If upon review of the scope of services the reviewer determines that the described services vary from that outlined in the project application and/or as described in a statement of work or grant agreement, report this as a finding.

1. What are the sources of Federal funds received by this subrecipient during the last three years (check all that apply)?

Section 5311       Section 5311(f)       Section 5310       SGR  
 Section 5339       STF       Other

### Governance

All ODOT grant recipients must be legally constituted and have a governing board, structured according to the organizational status of the agency. Governing boards, in addition to providing the legal authority to enter into an agreement with ODOT, must provide appropriate oversight of the financial affairs of the organization and approve all key policies of the agency (*e.g.*, procurement policies). If the governing delegates any of these responsibilities, the reviewer should examine such delegation authority.

FTA requirements include approval actions by the governing board. These policies, plans or programs include DBE, Title VI, Affirmative Action, and Drug and Alcohol regulations.

2. What is the governing body of the organization that is duly authorized to operate the public transit project?

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3. How often does this body meet?

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4. Is there documented evidence that this body deliberates on key management issues facing the transit system?

Yes  No

If "Yes," how often is transit on the governing board agenda?

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5. What type of control, if any, does the governing board exercise over the transit program?

Yes	No	Governing Board Oversight Action
<input type="checkbox"/>	<input type="checkbox"/>	Conducts annual appraisal and performance review of transit program executive
<input type="checkbox"/>	<input type="checkbox"/>	Reviews periodic financial and service reports
<input type="checkbox"/>	<input type="checkbox"/>	Approves annual budget
<input type="checkbox"/>	<input type="checkbox"/>	Approves purchases over a governing board specified threshold
<input type="checkbox"/>	<input type="checkbox"/>	Other (describe):

6. Does transit management provide the governing board with routine finance and/or progress reports?

Yes  No

If "Yes," please provide a copy of a sample, recent report (*to be collected or reviewed on-site*).

7. If "Yes" to Question 6, check the topical content provided in the report:

Yes	No	Topical Content of Governing Board Reports
<input type="checkbox"/>	<input type="checkbox"/>	Ridership and performance data summarizing the period
<input type="checkbox"/>	<input type="checkbox"/>	Comparative data regarding performance as compared to a prior period.
<input type="checkbox"/>	<input type="checkbox"/>	Management's narrative summary of activities during
<input type="checkbox"/>	<input type="checkbox"/>	Financial reports

Yes	No	Type of Financial Report
<input type="checkbox"/>	<input type="checkbox"/>	Profit/loss statement
<input type="checkbox"/>	<input type="checkbox"/>	Variance report (income/revenues)
<input type="checkbox"/>	<input type="checkbox"/>	General ledger/register transactions
<input type="checkbox"/>	<input type="checkbox"/>	Other (describe):
<input type="checkbox"/>	<input type="checkbox"/>	Accident/incident reports
<input type="checkbox"/>	<input type="checkbox"/>	Customer service commendations/complaints report
<input type="checkbox"/>	<input type="checkbox"/>	Title VI/EEO complaints report
<input type="checkbox"/>	<input type="checkbox"/>	Reasonable modification requests/complaints reports

8. Has the governing board delegated grants management or decision-making responsibilities to other parties, such as key employees of the organization?

Yes     No

If "Yes," is there a governing board resolution or other appropriate action that approves this delegation of authority?

Yes     No

## Control Environment

An agency's overall control environment sets the tone of the organization and influences the control consciousness of its employees. To successfully address risks and achieve its objectives, agency



# AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

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## **1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):**

February was pretty slow month due to the snow at the end of the month. About two weeks of rides were canceled due to weather conditions. Three factors play into the canceling of rides. The clients have the option of canceling if they are not comfortable going out in the weather. The drivers can cancel if they are not favorable driving in the weather and the office can cancel if we do not feel it is safe conditions for the drivers and the clients. One of the drivers did slip and fall on the ice during that time. He did complete the trip but as soon as was back in Heppner he did go to the hospital and get checked out. No broken bones just sore and bruised.

March 21, 2019 I received official word that The Loop Morrow County Transportations STIF Plan has been approved. We should start to receive dollars in May for these projects. With the first project beginning on July 1, 2019. Other project will follow as money is received.

All of my STIF advisory committee positions are filled. The STF advisory committee does have three open positions. I currently have on the web site that this committee is in need of members.

## **2. FISCAL IMPACT:**

None

## **3. SUGGESTED ACTION(S)/MOTION(S):**

None

Attach additional background documentation as needed.

## Juvenile Department Quarterly Report to the Board of County Commissioners (Quarter 3, 2018-2019)

Year: 2018-19      Last Quarter: 3<sup>rd</sup> (January 1, 2019-March 31, 2019)  
 Director: Tom Meier      Report Date: April 17, 2019

### Referral Stats:      (Youth/Referrals)

Quarter: #1	Kids	22	Referrals	51 (27 runaways same kid)
Quarter: #2	Kids	20	Referrals	21
<b>Quarter: #3</b>	<b>Kids</b>	<b>11</b>	<b>Referrals</b>	<b>24 (see news/notes)</b>
<b>Year (7/1/18-6/30/19)</b>	<b>Kids</b>	<b>53</b>	<b>Referrals</b>	<b>96</b>
Year (7/1/17-6/30/18)	Kids	77	Referrals	96
Year (7/1/16-6/30/17)	Kids	54	Referrals	61 <u>Record low</u>
Year (7/1/15-6/30/16)	Kids	86	Referrals	96
Year (7/1/14-6/30/15)	Kids	62	Referrals	78
Year (7/1/13-6/30/14)	Kids	68	Referrals	85
Year (7/1/12-6/30/13)	Kids	71	Referrals	79
Year (7/1/11-6/30/12)	Kids	91	Referrals	116
Year (7/1/10-6/30/11)	Kids	96	Referrals	123

### Detention Stats:

@ 180.00 per day.

Quarter #1	New Admits	4	New Law	2	PV/CR	2
Quarter #2	New Admits	2	New Law	2	PV/CR	0
<b>Quarter #3</b>	<b>New Admits</b>	<b>1</b>	<b>New Law</b>	<b>1</b>	<b>PV/CR</b>	<b>1 (both applied)</b>

### Total Detention Admissions (All Reasons)

<b>2018-2019</b>	<b>8</b>	<b>7/1/18-6/30/19</b>
2017-2018	9	
2016-2017	9	<u>Record low</u>
2015-2016	13	
2014-2015	15	
2013-2014	16	
2012-2013	15	
2011-2012	14	
2010-2011	30	
2009-2010	16	
2008-2009	19	
2007-2008	24	

## Length of Stay by Quarter

Quarter 1	10
Quarter 2	8
<b>Quarter 3</b>	<b>16 (YCF COMMIT)</b>

Length of Stay 2014-15	159 days total detention served
Length of Stay 2015-16	189 days served
Length of Stay 2016-17	265 days served <u>Record High</u>
Length of Stay 2017-18	157 days served (Not Counting CEOJJC YCC Referral)
<b>Length of Stay 2018-19</b>	<b>34 days</b>

## News/Notes

1. Tom attended a 2 hour webinar on the JJO program (Juvenile Justice Online) in January and followed with school administrative meeting with all the school administrators and SRO's (School Resource Officers) for planning and implementation discussion. Sherry attended an in person training in Pendleton from the owner/operator of the JJO program in March. These were all no cost trainings to the County. ESD has purchased the program for at least a year. Superintendent Dirksen is eyeing implementation in the Fall of the next school year.
2. Homestead Runners from last quarter referrals are piling up. Morrow County's youth was detained on an Order to Show Cause (legal paperwork filing for a probation violation) and was subsequently committed to a Youth Correctional Facility as we recommended to the new Juvenile Court Judge. The charges are yet to be filed as the reports are still coming in. Note the kid to referral differential this quarter. 11 kids committing 24 referrals. For us, ONE kid doing the damage.
3. Yearly Annual JJIS reports are published in March. See attached as I have included some year-long statistics similar to the ones I do quarterly. The numbers may not quite match up as the yearly reports are run January-January as opposed to the Quarterly report format. Again, the 74 kids committing 133 referrals is not a number we like to see as that is clearly telling us our high risk youth continue to be high risk.
4. The good news of that report however is that of the 133 referrals, only 20 met the felony threshold. So the vast majority of our cases remain being violations or misdemeanors for the most part.



5. The disposition admission by demographic is also very interesting in that well over 70% detained were Caucasian which is much higher than the percentage of population. I do not know if the RRI report (relative rate index) which explores how we manage youth of color compared to Caucasian would be an issue since we are for all intents and purposes near 50/50% re: Caucasian and Latino demographics.

Respectfully Submitted by:



Tom Meier - Juvenile Department Director

## 00058a - Referral Report by Referral Received Date

**Original Referral County:** Morrow

**Start Date:** 01/01/2019

**End Date:** 03/31/2019

Crime Group	Total	% of Grand Total	Gender			Age @ Referral			Race/Ethnicity					
			Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White
<b><u>Criminal</u></b>														
<b>Cosmetic Professionals</b>														
Body Art Practitioners	1		0	1	0	0	0	1	0	0	1	0	0	0
<b>Total</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Person</b>														
Assault	3		1	2	0	0	1	2	0	0	2	0	1	0
<b>Total</b>	<b>3</b>		<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Property</b>														
Burglary	5		0	5	0	0	3	2	0	0	0	2	0	3
Criminal Trespass	3		1	2	0	0	1	2	0	0	0	1	1	1
Theft	6		0	6	0	0	4	2	0	0	0	3	0	3
<b>Total</b>	<b>14</b>		<b>1</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>7</b>
<b>Rules of the Road for Drivers</b>														
Accidents	1		0	1	0	0	0	1	0	0	0	0	1	0
<b>Total</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Total Criminal</b>	<b>19</b>		<b>2</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>3</b>	<b>7</b>
<b>%</b>		<b>79.2%</b>	<b>10.5%</b>	<b>89.5</b>	<b>0.0</b>	<b>0.0</b>	<b>47.4</b>	<b>52.6</b>	<b>0.0</b>	<b>0.0</b>	<b>15.8</b>	<b>31.6</b>	<b>15.8</b>	<b>36.8</b>
<b><u>Non-Criminal</u></b>														
<b>Public Health/Decency/Animals</b>														
Tobacco	3		2	1	0	1	1	1	0	0	0	0	2	1
<b>Total</b>	<b>3</b>		<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Rules of the Road for Drivers</b>														
General Driving Rules	1		0	1	0	1	0	0	0	0	0	0	1	0
<b>Total</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Total Non-Criminal</b>	<b>4</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>%</b>		<b>16.7%</b>	<b>50.0%</b>	<b>50.0</b>	<b>0.0</b>	<b>50.0</b>	<b>25.0</b>	<b>25.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>75.0</b>	<b>25.0</b>
<b><u>Delinquency Other</u></b>														
<b>Other Jurisdiction</b>														
Other	1		0	1	0	0	1	0	0	0	0	0	0	1
<b>Total</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Total Delinquency Other</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>%</b>		<b>4.2%</b>	<b>0.0%</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>100.0</b>
<b>Totals Referrals</b>	<b>24</b>		<b>4</b>	<b>20</b>	<b>0</b>	<b>2</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>6</b>	<b>9</b>
<b>%</b>			<b>16.7%</b>	<b>83.3</b>	<b>0.0</b>	<b>8.3</b>	<b>45.8</b>	<b>45.8</b>	<b>0.0</b>	<b>0.0</b>	<b>12.5</b>	<b>25.0</b>	<b>25.0</b>	<b>37.5</b>



Crime Group	Total		Gender			Age @ Referral			Race/Ethnicity				
		% of Grand Total	Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown

**ORS Type Code by ORS Class Code**

	A	B	C	D	None	Total Referrals
<b>Felony</b>	0	0	7	0	0	7
<b>Misdemeanor</b>	8	0	4	0	0	12
<b>Violation</b>	0	1	0	3	0	4
<b>Other</b>	0	0	0	0	1	1
<b>Total Referrals</b>	8	1	11	3	1	24

Crime Group	Total	% of Grand Total	Gender			Age @ Referral			Race/Ethnicity				
			Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown

**ORS Chapter by ORS Type Code**

	Felony	Misdemeanor	Violation	Other	Total Referrals
<b>Cosmetic Professionals</b>	0	1	0	0	1
<b>Other Jurisdiction</b>	0	0	0	1	1
<b>Person</b>	0	3	0	0	3
<b>Property</b>	7	7	0	0	14
<b>Public Health/Decency/Animals</b>	0	0	3	0	3
<b>Rules of the Road for Drivers</b>	0	1	1	0	2
<b>Total Referrals</b>	7	12	4	1	24

**Dependency Status Offenses:** Not all counties enter dependency status referrals.

Crime Group	Total	% of Grand Total	Gender			Age @ Referral			Race/Ethnicity					
			Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White
<b>2018 Youth</b>														
<b>Reported by Date</b>														
<b>Referral Received</b>														
<b>Morrow</b>														
<b>Criminal</b>														
<b>Person</b>														
Assault	13		7	6	0	3	7	3	0	0	3	0	8	2
Sex Offense	5		0	5	0	1	3	1	0	0	1	0	3	1
Person Other	1		0	1	0	0	1	0	0	0	0	0	1	0
<b>Total</b>	<b>19</b>		<b>7</b>	<b>12</b>	<b>0</b>	<b>4</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>3</b>
<b>Property</b>														
Burglary	3		0	3	0	0	3	0	0	0	0	0	0	3
Criminal Mischief	1		0	1	0	0	1	0	0	0	0	0	1	0
Criminal Trespass	1		0	1	0	0	0	1	0	0	0	0	1	0
Theft	6		1	5	0	3	3	0	0	0	1	0	5	0
<b>Total</b>	<b>11</b>		<b>1</b>	<b>10</b>	<b>0</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>3</b>
<b>Public Order</b>														
Disorderly Conduct	9		5	4	0	2	6	1	0	0	0	0	7	2
Harassment	3		0	3	0	0	0	3	0	0	0	0	2	1
<b>Total</b>	<b>12</b>		<b>5</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>3</b>
<b>Substance/Alcohol</b>														
Substance/Alcohol	1		0	1	0	0	0	1	0	0	0	0	0	1
<b>Total</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Criminal Other</b>														
Criminal Other	5		1	4	0	0	2	3	0	0	1	0	3	1
<b>Total</b>	<b>5</b>		<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>Total Criminal</b>	<b>48</b>		<b>14</b>	<b>34</b>	<b>0</b>	<b>9</b>	<b>26</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>31</b>	<b>11</b>
<b>%</b>		<b>0.4%</b>	<b>29.2%</b>	<b>70.8</b>	<b>0.0</b>	<b>18.8</b>	<b>54.2</b>	<b>27.1</b>	<b>0.0</b>	<b>0.0</b>	<b>12.5</b>	<b>0.0</b>	<b>64.6</b>	<b>22.9</b>
<b>Non-Criminal</b>														
<b>Substance/Alcohol</b>														
Substance/Alcohol	6		0	6	0	1	3	2	0	0	1	0	5	0
<b>Total</b>	<b>6</b>		<b>0</b>	<b>6</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>0</b>
<b>Alcohol/MIP</b>														
Alcohol/MIP	4		3	1	0	0	1	3	0	0	0	0	4	0
<b>Total</b>	<b>4</b>		<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>Marijuana Offenses</b>														
Marijuana Offenses	3		0	3	0	0	0	3	0	0	0	0	3	0
<b>Total</b>	<b>3</b>		<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>
<b>Motor Vehicle</b>														
Motor Vehicle	1		0	1	0	0	1	0	0	0	0	0	1	0
<b>Total</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Tobacco</b>														
Tobacco	7		1	6	0	0	4	3	0	0	3	0	0	4
<b>Total</b>	<b>7</b>		<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Non-Criminal Other</b>														
Non-Criminal Other	2		1	1	0	1	1	0	0	0	0	0	2	0
<b>Total</b>	<b>2</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>

Crime Group	Total	% of Grand Total	Gender			Age @ Referral			Race/Ethnicity					
			Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White
<b>2018 Youth Reported by Date Referral Received</b>														
<b><u>Total Non-Criminal</u></b>	23		5	18	0	2	10	11	0	0	4	0	15	4
%		0.2%	21.7%	78.3	0.0	8.7	43.5	47.8	0.0	0.0	17.4	0.0	65.2	17.4
<b><u>Dependency Status Offense</u></b>														
Dependency Status Offense Runaway	3		1	2	0	0	1	2	0	0	2	0	1	0
Total	3		1	2	0	0	1	2	0	0	2	0	1	0
<b><u>Total Dependency Status Offense</u></b>	3		1	2	0	0	1	2	0	0	2	0	1	0
%		0.0%	33.3%	66.7	0.0	0.0	33.3	66.7	0.0	0.0	66.7	0.0	33.3	0.0
<b>Total Youth</b>	74		20	54	0	11	37	26	0	0	12	0	47	15
%			27.0%	73.0	0.0	14.9	50.0	35.1	0.0	0.0	16.2	0.0	63.5	20.3

Crime Group	Total	Gender			Age @ Referral			Race/Ethnicity						
		% of Grand Total	Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White
<b>2018 Youth Reported by Date Referral Received</b>														

**ORS Type Code by ORS Class Code for Morrow County**

	A	B	C	D	U	Status	Total Youth
<b>Felony</b>	3	4	12	0	0	0	<b>19</b>
<b>Misdemeanor</b>	14	11	4	0	0	0	<b>29</b>
<b>Violation</b>	1	14	0	7	1	0	<b>23</b>
<b>Dependency Status</b>	0	0	0	0	0	3	<b>3</b>
<b>Total Youth</b>	<b>18</b>	<b>29</b>	<b>16</b>	<b>7</b>	<b>1</b>	<b>3</b>	<b>74</b>

**ORS Chapter by ORS Type Code for Morrow County**

	Felony	Misdemeanor	Violation	Dependency Status	Total Youth
<b>Person</b>	9	10	0	0	<b>19</b>
<b>Property</b>	6	5	0	0	<b>11</b>
<b>Public Order</b>	1	11	0	0	<b>12</b>
<b>Substance/Alcohol</b>	1	0	6	0	<b>7</b>
<b>Criminal Other</b>	2	3	0	0	<b>5</b>
<b>Alcohol/MIP</b>	0	0	4	0	<b>4</b>
<b>Marijuana Offenses</b>	0	0	3	0	<b>3</b>
<b>Motor Vehicle</b>	0	0	1	0	<b>1</b>
<b>Tobacco</b>	0	0	7	0	<b>7</b>
<b>Non-Criminal Other</b>	0	0	2	0	<b>2</b>
<b>Dependency Status Offense</b>	0	0	0	3	<b>3</b>
<b>Total Youth</b>	<b>19</b>	<b>29</b>	<b>23</b>	<b>3</b>	<b>74</b>



Crime Group	Total	% of Grand Total	Gender			Age @ Referral			Race/Ethnicity					
			Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White
<b>2018 Referrals Reported by Date Referral Received</b>														
<b>Morrow Criminal</b>														
<b>Person</b>														
Assault	13		7	6	0	3	7	3	0	0	3	0	8	2
Sex Offense	6		0	6	0	1	4	1	0	0	1	0	3	2
Person Other	1		0	1	0	0	1	0	0	0	0	0	1	0
<b>Total</b>	<b>20</b>		<b>7</b>	<b>13</b>	<b>0</b>	<b>4</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>4</b>
<b>Property</b>														
Arson	2		0	2	0	0	2	0	0	0	0	0	0	2
Burglary	4		0	4	0	0	4	0	0	0	0	0	0	4
Criminal Mischief	4		0	4	0	0	4	0	0	0	0	0	1	3
Criminal Trespass	2		0	2	0	0	1	1	0	0	0	0	1	1
Theft	10		1	9	0	4	6	0	0	0	1	0	6	3
<b>Total</b>	<b>22</b>		<b>1</b>	<b>21</b>	<b>0</b>	<b>4</b>	<b>17</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>13</b>
<b>Public Order</b>														
Disorderly Conduct	9		5	4	0	2	6	1	0	0	0	0	7	2
Harassment	7		0	7	0	0	3	4	0	0	1	0	2	4
<b>Total</b>	<b>16</b>		<b>5</b>	<b>11</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>9</b>	<b>6</b>
<b>Substance/Alcohol</b>														
Substance/Alcohol	1		0	1	0	0	0	1	0	0	0	0	0	1
<b>Total</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Criminal Other</b>														
Criminal Other	7		1	6	0	0	3	4	0	0	1	0	5	1
<b>Total</b>	<b>7</b>		<b>1</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>1</b>
<b>Marijuana Offenses</b>														
Marijuana Offenses	1		0	1	0	0	0	1	0	0	0	0	0	1
<b>Total</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Total Criminal</b>														
	<b>67</b>		<b>14</b>	<b>53</b>	<b>0</b>	<b>10</b>	<b>41</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>34</b>	<b>26</b>
<b>%</b>		<b>0.4%</b>	<b>20.9%</b>	<b>79.1</b>	<b>0.0</b>	<b>14.9</b>	<b>61.2</b>	<b>23.9</b>	<b>0.0</b>	<b>0.0</b>	<b>10.4</b>	<b>0.0</b>	<b>50.7</b>	<b>38.8</b>
<b>Non-Criminal</b>														
<b>Substance/Alcohol</b>														
Substance/Alcohol	7		0	7	0	1	3	3	0	0	2	0	5	0
<b>Total</b>	<b>7</b>		<b>0</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>0</b>
<b>Alcohol/MIP</b>														
Alcohol/MIP	5		3	2	0	0	1	4	0	0	0	0	4	1
<b>Total</b>	<b>5</b>		<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>
<b>Marijuana Offenses</b>														
Marijuana Offenses	5		0	5	0	0	1	4	0	0	0	0	4	1
<b>Total</b>	<b>5</b>		<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>
<b>Motor Vehicle</b>														
Motor Vehicle	2		0	2	0	0	2	0	0	0	0	0	2	0
<b>Total</b>	<b>2</b>		<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>
<b>Tobacco</b>														

Crime Group	Total		Gender			Age @ Referral			Race/Ethnicity					
			Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White
<b>2018 Referrals Reported by Date Referral Received</b>														
<b><u>Non-Criminal</u></b>														
<b>Tobacco</b>														
Tobacco	9		1	8	0	0	5	4	0	0	4	0	0	5
<b>Total</b>	<b>9</b>		<b>1</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b><u>Non-Criminal Other</u></b>														
Non-Criminal Other	3		1	2	0	1	2	0	0	0	0	0	2	1
<b>Total</b>	<b>3</b>		<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b><u>Total Non-Criminal</u></b>	<b>31</b>		<b>5</b>	<b>26</b>	<b>0</b>	<b>2</b>	<b>14</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>17</b>	<b>8</b>
<b>%</b>		<b>0.2%</b>	<b>16.1%</b>	<b>83.9</b>	<b>0.0</b>	<b>6.5</b>	<b>45.2</b>	<b>48.4</b>	<b>0.0</b>	<b>0.0</b>	<b>19.4</b>	<b>0.0</b>	<b>54.8</b>	<b>25.8</b>
<b><u>Dependency Status Offe</u></b>														
<b>Dependency Status Offense</b>														
Runaway	35		1	34	0	0	1	34	0	0	2	0	1	32
<b>Total</b>	<b>35</b>		<b>1</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>32</b>
<b><u>Total Dependency Status Offense</u></b>	<b>35</b>		<b>1</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>32</b>
<b>%</b>		<b>0.2%</b>	<b>2.9%</b>	<b>97.1</b>	<b>0.0</b>	<b>0.0</b>	<b>2.9</b>	<b>97.1</b>	<b>0.0</b>	<b>0.0</b>	<b>5.7</b>	<b>0.0</b>	<b>2.9</b>	<b>91.4</b>
<b>Total Referrals for Morrow</b>	<b>133</b>		<b>20</b>	<b>113</b>	<b>0</b>	<b>12</b>	<b>56</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>52</b>	<b>66</b>
<b>%</b>			<b>15.0%</b>	<b>85.0</b>	<b>0.0</b>	<b>9.0</b>	<b>42.1</b>	<b>48.9</b>	<b>0.0</b>	<b>0.0</b>	<b>11.3</b>	<b>0.0</b>	<b>39.1</b>	<b>49.6</b>
<b>Unduplicated Count of Youth</b>	<b>74</b>													

Crime Group	Total		Gender			Age @ Referral			Race/Ethnicity					
		% of Grand Total	Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White
<b>2018 Referrals Reported by Date Referral Received</b>														

**ORS Type Code by ORS Class Code for Morrow County**

	A	B	C	D	U	Status	Total Referrals
<b>Felony</b>	3	4	13	0	0	0	<b>20</b>
<b>Misdemeanor</b>	25	15	7	0	0	0	<b>47</b>
<b>Violation</b>	1	19	0	9	2	0	<b>31</b>
<b>Dependency Status</b>	0	0	0	0	0	35	<b>35</b>
<b>Total Referrals</b>	<b>29</b>	<b>38</b>	<b>20</b>	<b>9</b>	<b>2</b>	<b>35</b>	<b>133</b>

**ORS Chapter by ORS Type Code for Morrow County**

	Felony	Misdemeanor	Violation	Dependency Status	Total Referrals
<b>Person</b>	9	11	0	0	<b>20</b>
<b>Property</b>	7	15	0	0	<b>22</b>
<b>Public Order</b>	1	15	0	0	<b>16</b>
<b>Substance/Alcohol</b>	1	0	7	0	<b>8</b>
<b>Criminal Other</b>	2	5	0	0	<b>7</b>
<b>Alcohol/MIP</b>	0	0	5	0	<b>5</b>
<b>Marijuana Offenses</b>	0	1	5	0	<b>6</b>
<b>Motor Vehicle</b>	0	0	2	0	<b>2</b>
<b>Tobacco</b>	0	0	9	0	<b>9</b>
<b>Non-Criminal Other</b>	0	0	3	0	<b>3</b>
<b>Dependency Status Offense</b>	0	0	0	35	<b>35</b>
<b>Total Referrals</b>	<b>20</b>	<b>47</b>	<b>31</b>	<b>35</b>	<b>133</b>

## 00216a - Detention Admission Reasons by Demographics-Current Juris.

Based on Admission Date

Begin Date: 01/01/2018

End Date: 12/31/2018

Admission Reason	Total	%	Sex			Age at Admission				Race/Ethnicity					
			Female	Male	Unknown	12 and Younger	13 - 15	16 - 17	18 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White
<b>2018 Detention Admission Reasons by Demographics</b>															
<b><u>Morrow County - Current Jurisdiction</u></b>															
<b>Pre Adjudicatory</b>															
New Law Violation	7	77.8%	0	7	0	0	6	1	0	0	0	1	0	1	5
Probation Violation	1	11.1%	0	1	0	0	1	0	0	0	0	0	0	0	1
Violation of Conditional Release	1	11.1%	0	1	0	0	1	0	0	0	0	0	0	0	1
<b>Total Pre Adjudicatory</b>	<b>9</b>		<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>7</b>
<b>%</b>			<b>0%</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>88.9</b>	<b>11.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>11.1</b>	<b>0.0</b>	<b>11.1</b>	<b>77.8</b>
<b>Pre Adjudicatory % of County Total</b>	<b>90.0%</b>														
<b>Warrant and Other</b>															
Warrant	1	100.0%	0	1	0	0	0	1	0	0	0	0	0	1	0
<b>Total Warrant and Other</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>%</b>			<b>0%</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Warrant and Other % of County Total</b>	<b>10.0%</b>														
<b>Total Admissions for Morrow</b>															
	10		0	10	0	0	8	2	0	0	0	1	0	2	7
<b>%</b>			<b>0.0%</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>80.0</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0%</b>	<b>0.0</b>	<b>10.0</b>	<b>0.0</b>	<b>20.0</b>	<b>70.0</b>
<b>Morrow % of Statewide Total</b>	<b>0.2%</b>		<b>0.0%</b>	<b>0.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0%</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.1</b>

# 00220a - Detention Length of Stay by Demographics-Current Juris.

Based on Release Date

Begin Date: 01/01/2018

End Date: 12/31/2018

Admission Reason	Total %		Length of Stay		Sex			Age at Admission				Race/Ethnicity					
	Total Admits	% of Admits	Days of Custody	Average LOS	Female	Male	Unknown	<= 12	13 - 15	16 - 17	18+	African Am.	Asian	Hispanic	Native Am.	Other/Unkn.	White
<b>2018 Detention Length of Stay by Demographics</b>																	
<b><u>Morrow - Current Jurisdiction</u></b>																	
<b>Pre Adjudicatory</b>																	
<b>Non-BM11</b>																	
1 - 3 Days	5	50.0%	8		0	5	0	0	5	0	0	0	0	0	0	1	4
4 - 8 Days	3	30.0%	17		0	3	0	0	3	0	0	0	0	0	0	0	3
9 - 30 Days	2	20.0%	38		0	2	0	0	0	2	0	0	0	1	0	0	1
<b>Total Non-BM11</b>	<b>10</b>		<b>63</b>	<b>6.3</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>8</b>
<b>Total Pre Adjudicatory</b>	<b>10</b>		<b>63</b>	<b>6.3</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>8</b>
<b>%</b>					<b>0 %</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>80.0</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>10.0</b>	<b>0.00</b>	<b>10.0</b>	<b>80.0</b>
<b>Pre Adjudicatory % of County Total</b>		<b>90.9%</b>															
<b>Warrant and Other</b>																	
1 - 3 Days	1	100.0%	1		0	1	0	0	0	1	0	0	0	0	0	1	0
<b>Total Warrant and Other</b>	<b>1</b>		<b>1</b>	<b>1.0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>%</b>					<b>0 %</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.00</b>	<b>100.0</b>	<b>0.0</b>
<b>Warrant and Other % of County Total</b>		<b>9.1%</b>															
<b>Total Admissions for Morrow</b>																	
	<b>11</b>		<b>64</b>	<b>5.8</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>8</b>
<b>%</b>					<b>0.0%</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>72.7</b>	<b>27.3</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>9.1</b>	<b>0.0</b>	<b>18.2</b>	<b>72.7</b>
<b>Morrow % of Statewide Total</b>		<b>0.2%</b>															
					<b>0.0%</b>	<b>0.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>

## 00221a - Detention Length of Stay by Admission Reason-Current Juris.

Based on Release Date

Begin Date: 01/01/2018  
End Date: 12/31/2018

Admission Reason	Total	%	Length of Stay					
			1 - 3 Days	4 - 8 Days	9 - 30 Days	31 - 59 Days	60 - 89 Days	90 + Days
<b>2018 Detention Length of Stay by Admission Reason</b>								
<b><u>Morrow County - Current Jurisdiction</u></b>								
<b>Pre Adjudicatory</b>								
New Law Violation	8	80.0%	4	2	2	0	0	0
Probation Violation	1	10.0%	1	0	0	0	0	0
Violation of Conditional Release	1	10.0%	0	1	0	0	0	0
<b>Total Pre Adjudicatory</b>	<b>10</b>		<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
%			<b>50.0%</b>	<b>30.0</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Pre Adjudicatory % of County Total</b>	<b>90.9%</b>							
<b>Warrant and Other</b>								
Warrant	1	100.0%	1	0	0	0	0	0
<b>Total Warrant and Other</b>	<b>1</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
%			<b>100.0%</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Warrant and Other % of County Total</b>	<b>9.1%</b>							
<b>Total Admissions for Morrow</b>								
%	11		6	3	2	0	0	0
			<b>54.5%</b>	<b>27.3</b>	<b>18.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Morrow % of Statewide Total</b>	<b>0.2%</b>		<b>0.1%</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

Disposition Group	Total	%	Sex			Age @ Disposition			Race/Ethnicity						
			Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White	
<b>2018</b>															
<b>Dispositions of Youth by Demographics</b>															
<b>Morrow</b>															
<b>Not Petitioned</b>															
<b>Review and Close</b>															
Referred to Another Agency	2		0	2	0	0	0	2	0	0	1	0	0	0	1
Review and Close	8		4	4	0	2	3	3	0	0	1	0	5	2	
Divert and Close	1		0	1	0	0	1	0	0	0	0	0	0	1	
Intake Office Contact and Close	5		2	3	0	0	4	1	0	0	1	0	3	1	
Rejected by District Attorney/Juvenile Department	7		0	7	0	0	3	4	0	0	0	0	3	4	
Alternative Process	3		1	2	0	0	1	2	0	0	1	0	1	1	
<b>Total</b>	<b>26</b>		<b>7</b>	<b>19</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>10</b>	
<b>%</b>		<b>38.8%</b>	<b>26.9%</b>	<b>73.1</b>	<b>0.0</b>	<b>7.7%</b>	<b>46.2</b>	<b>46.2</b>	<b>0.0%</b>	<b>0.0</b>	<b>15.4</b>	<b>0.0</b>	<b>46.2</b>	<b>38.5</b>	
<b>Authorized Diversion or Other Informal Disposition</b>															
Informal Sanction(s)/Supervision	3		1	2	0	0	1	2	0	0	2	0	0	1	
Formal Accountability Agreement	26		6	20	0	6	10	10	0	0	4	0	21	1	
<b>Total</b>	<b>29</b>		<b>7</b>	<b>22</b>	<b>0</b>	<b>6</b>	<b>11</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>21</b>	<b>2</b>	
<b>%</b>		<b>43.3%</b>	<b>24.1%</b>	<b>75.9</b>	<b>0.0</b>	<b>20.7%</b>	<b>37.9</b>	<b>41.4</b>	<b>0.0%</b>	<b>0.0</b>	<b>20.7</b>	<b>0.0</b>	<b>72.4</b>	<b>6.9</b>	
<b>Total Not Petitioned</b>	<b>55</b>		<b>14</b>	<b>41</b>	<b>0</b>	<b>8</b>	<b>23</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>33</b>	<b>12</b>	
<b>%</b>		<b>82.1%</b>	<b>25.5%</b>	<b>74.5</b>	<b>0.0</b>	<b>14.5%</b>	<b>41.8</b>	<b>43.6</b>	<b>0.0%</b>	<b>0.0</b>	<b>18.2</b>	<b>0.0</b>	<b>60.0</b>	<b>21.8</b>	
<b>Petitioned</b>															
<b>Alternative Process</b>															
Plea Bargain or Alternative Process	1		0	1	0	0	0	1	0	0	0	0	1	0	
<b>Total</b>	<b>1</b>		<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	
<b>%</b>		<b>1.5%</b>	<b>0.0%</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0%</b>	<b>0.0</b>	<b>100.0</b>	<b>0.0%</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>100.0</b>	<b>0.0</b>	
<b>Adjudicated Delinquent</b>															
Probation	9		1	8	0	0	7	2	0	0	4	0	1	4	
Probation & OYA Commitment for Community Placement	1		0	1	0	0	1	0	0	0	0	0	0	1	
OYA Commitment for YCF	1		0	1	0	0	0	1	0	0	0	0	0	1	
<b>Total</b>	<b>11</b>		<b>1</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>6</b>	
<b>%</b>		<b>16.4%</b>	<b>9.1%</b>	<b>90.9</b>	<b>0.0</b>	<b>0.0%</b>	<b>72.7</b>	<b>27.3</b>	<b>0.0%</b>	<b>0.0</b>	<b>36.4</b>	<b>0.0</b>	<b>9.1</b>	<b>54.5</b>	
<b>Total Petitioned</b>	<b>12</b>		<b>1</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>6</b>	
<b>%</b>		<b>17.9%</b>	<b>8.3%</b>	<b>91.7</b>	<b>0.0</b>	<b>0.0%</b>	<b>66.7</b>	<b>33.3</b>	<b>0.0%</b>	<b>0.0</b>	<b>33.3</b>	<b>0.0</b>	<b>16.7</b>	<b>50.0</b>	
<b>Total of Youth Dispositions for Morrow</b>	<b>67</b>		<b>15</b>	<b>52</b>	<b>0</b>	<b>8</b>	<b>31</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>35</b>	<b>18</b>	
<b>%</b>		<b>0.6%</b>	<b>22.4%</b>	<b>77.6</b>	<b>0.0</b>	<b>11.9%</b>	<b>46.3</b>	<b>41.8</b>	<b>0.0%</b>	<b>0.0</b>	<b>20.9</b>	<b>0.0</b>	<b>52.2</b>	<b>26.9</b>	

Offense Group	Total	Sex			Age @ Disposition			Race/Ethnicity					
		Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White
<b>2018</b>													
<b>Dispositions of Referrals by</b>													
<b>Morrow</b>													
<b><u>Criminal</u></b>													
<b><i>Person</i></b>													
Assault	7	3	4	0	2	3	2	0	0	1	0	4	2
Sex Offense	3	0	3	0	0	2	1	0	0	0	0	1	2
<b>Total</b>	<b>10</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>4</b>
%		<b>30.0%</b>	<b>70.0</b>	<b>0.0</b>	<b>20.0</b>	<b>50.0</b>	<b>30.0</b>	<b>0.0</b>	<b>0.0</b>	<b>10.0</b>	<b>0.0</b>	<b>50.0</b>	<b>40.0</b>
<b><i>Property</i></b>													
Arson	1	0	1	0	0	1	0	0	0	0	0	0	1
Burglary	2	0	2	0	0	2	0	0	0	0	0	0	2
Criminal Mischief	8	0	8	0	0	6	2	0	0	2	0	1	5
Criminal Trespass	2	0	2	0	0	1	1	0	0	0	0	1	1
Theft	15	2	13	0	5	7	3	0	0	2	0	5	8
<b>Total</b>	<b>28</b>	<b>2</b>	<b>26</b>	<b>0</b>	<b>5</b>	<b>17</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>17</b>
%		<b>7.1%</b>	<b>92.9</b>	<b>0.0</b>	<b>17.9</b>	<b>60.7</b>	<b>21.4</b>	<b>0.0</b>	<b>0.0</b>	<b>14.3</b>	<b>0.0</b>	<b>25.0</b>	<b>60.7</b>
<b><i>Public Order</i></b>													
Disorderly Conduct	13	6	7	0	2	9	2	0	0	2	0	9	2
Harassment	11	0	11	0	0	8	3	0	0	1	0	2	8
Weapons	1	0	1	0	0	1	0	0	0	0	0	0	1
<b>Total</b>	<b>25</b>	<b>6</b>	<b>19</b>	<b>0</b>	<b>2</b>	<b>18</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>11</b>
%		<b>24.0%</b>	<b>76.0</b>	<b>0.0</b>	<b>8.0</b>	<b>72.0</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0</b>	<b>12.0</b>	<b>0.0</b>	<b>44.0</b>	<b>44.0</b>
<b><i>Criminal Other</i></b>													
Criminal Other	3	0	3	0	0	1	2	0	0	1	0	1	1
<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>
%		<b>0.0%</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>33.3</b>	<b>66.7</b>	<b>0.0</b>	<b>0.0</b>	<b>33.3</b>	<b>0.0</b>	<b>33.3</b>	<b>33.3</b>
<b>Total Criminal</b>	<b>66</b>	<b>11</b>	<b>55</b>	<b>0</b>	<b>9</b>	<b>41</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>24</b>	<b>33</b>
%	<b>0.4%</b>	<b>16.7%</b>	<b>83.3</b>	<b>0.0</b>	<b>13.6</b>	<b>62.1</b>	<b>24.2</b>	<b>0.0</b>	<b>0.0</b>	<b>13.6</b>	<b>0.0</b>	<b>36.4</b>	<b>50.0</b>
<b><u>Non-Criminal</u></b>													
<b><i>Substance/Alcohol</i></b>													



Offense Group	Total	Sex			Age @ Disposition			Race/Ethnicity					
		Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White
<b>2018</b>													
<b>Dispositions of Referrals by</b>													
<b><u>Non-Criminal</u></b>													
<b><i>Substance/Alcohol</i></b>													
Substance/Alcohol	5	0	5	0	1	2	2	0	0	1	0	4	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>
%		0.0%	100.0	0.0	20.0	40.0	40.0	0.0	0.0	20.0	0.0	80.0	0.0
<b><i>Alcohol/MIP</i></b>													
Alcohol/MIP	4	3	1	0	0	1	3	0	0	0	0	4	0
<b>Total</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>
%		75.0%	25.0	0.0	0.0	25.0	75.0	0.0	0.0	0.0	0.0	100.0	0.0
<b><i>Marijuana Offenses</i></b>													
Marijuana Offenses	6	3	3	0	0	1	5	0	0	1	0	2	3
<b>Total</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>3</b>
%		50.0%	50.0	0.0	0.0	16.7	83.3	0.0	0.0	16.7	0.0	33.3	50.0
<b><i>Motor Vehicle</i></b>													
Motor Vehicle	1	0	1	0	0	0	1	0	0	0	0	1	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
%		0.0%	100.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	100.0	0.0
<b><i>Tobacco</i></b>													
Tobacco	8	1	7	0	0	3	5	0	0	3	0	2	3
<b>Total</b>	<b>8</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>3</b>
%		12.5%	87.5	0.0	0.0	37.5	62.5	0.0	0.0	37.5	0.0	25.0	37.5
<b><i>Non-Criminal Other</i></b>													
Non-Criminal Other	3	1	2	0	1	2	0	0	0	0	0	2	1
<b>Total</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>
%		33.3%	66.7	0.0	33.3	66.7	0.0	0.0	0.0	0.0	0.0	66.7	33.3
<b><i>Total Non-Criminal</i></b>													
<b>Total Non-Criminal</b>	<b>27</b>	<b>8</b>	<b>19</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>15</b>	<b>7</b>
%	0.1%	29.6%	70.4	0.0	7.4	33.3	59.3	0.0	0.0	18.5	0.0	55.6	25.9
<b><u>Dependency Status Offense</u></b>													

Offense Group	Total	Sex			Age @ Disposition			Race/Ethnicity						
		Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White	
<b>2018</b>														
<b>Dispositions of Referrals by</b>														
<b><u>Dependency Status Offense</u></b>														
<b>Dependency Status Offense</b>														
Runaway	35	1	34	0	0	1	34	0	0	2	0	1	32	
<b>Total</b>	<b>35</b>	<b>1</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>32</b>	
<b>%</b>		<b>2.9%</b>	<b>97.1</b>	<b>0.0</b>	<b>0.0</b>	<b>2.9</b>	<b>97.1</b>	<b>0.0</b>	<b>0.0</b>	<b>5.7</b>	<b>0.0</b>	<b>2.9</b>	<b>91.4</b>	
<b>Total Dependency Status Offense</b>	<b>35</b>	<b>1</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>32</b>	
<b>%</b>	<b>0.2%</b>	<b>2.9%</b>	<b>97.1</b>	<b>0.0</b>	<b>0.0</b>	<b>2.9</b>	<b>97.1</b>	<b>0.0</b>	<b>0.0</b>	<b>5.7</b>	<b>0.0</b>	<b>2.9</b>	<b>91.4</b>	
<b>Total Referral Dispositions for Morrow</b>	<b>128</b>	<b>20</b>	<b>108</b>	<b>0</b>	<b>11</b>	<b>51</b>	<b>66</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>40</b>	<b>72</b>	
<b>%</b>		<b>15.6%</b>	<b>84.4</b>	<b>0.0</b>	<b>8.6</b>	<b>39.8</b>	<b>51.6</b>	<b>0.0</b>	<b>0.0</b>	<b>12.5</b>	<b>0.0</b>	<b>31.3</b>	<b>56.3</b>	
<b>Unduplicated Count of Youth</b>	<b>70</b>													

Offense Group	Total	Sex			Age @ Disposition			Race/Ethnicity					Not Petitioned													
													Review and Close							Authorized Diversion or Other Informal Dispositions						
		Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White	No Jurisdiction	Referred to Another Agency	Review & Close	Warning	Divert & Close	Intake Office Contact & close	Rejected by DA/Juv. Dept.	Alternative Process	Diversion Supervision	Diversion - Youth Court	Diversion - Traffic / Municipal Court	Informal Sanction(s)/Supervision	FAA
<b>2018 Dispositions of Referrals by Offense Category</b>																										
<b>Morrow Criminal</b>																										
<i>Person</i>																										
Assault	7	3	4	0	2	3	2	0	0	1	0	4	2	0	0	0	0	0	1	2	1	0	0	0	0	2
Sex Offense	3	0	3	0	0	2	1	0	0	0	0	1	2	0	0	0	0	0	0	1	2	0	0	0	0	0
<b>Total</b>	<b>10</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>%</b>		<b>30.0%</b>	<b>70.0</b>	<b>0.0</b>	<b>20.0</b>	<b>50.0</b>	<b>30.0</b>	<b>0.0</b>	<b>0.0</b>	<b>10.0</b>	<b>0.0</b>	<b>50.0</b>	<b>40.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>10.0</b>	<b>30.0</b>	<b>30.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>20.0</b>
<i>Property</i>																										
Arson	1	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0
Burglary	2	0	2	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	1	1	0	0	0	0	0
Criminal Mischief	8	0	8	0	0	6	2	0	0	2	0	1	5	0	0	0	0	0	0	0	2	0	0	0	0	0
Criminal Trespass	2	0	2	0	0	1	1	0	0	0	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0
Theft	15	2	13	0	5	7	3	0	0	2	0	5	8	0	0	1	0	0	0	2	1	0	0	0	0	7
<b>Total</b>	<b>28</b>	<b>2</b>	<b>26</b>	<b>0</b>	<b>5</b>	<b>17</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>%</b>		<b>7.1%</b>	<b>92.9</b>	<b>0.0</b>	<b>17.9</b>	<b>60.7</b>	<b>21.4</b>	<b>0.0</b>	<b>0.0</b>	<b>14.3</b>	<b>0.0</b>	<b>25.0</b>	<b>60.7</b>	<b>0.0</b>	<b>0.0</b>	<b>3.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>10.7</b>	<b>21.4</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>25.0</b>
<i>Public Order</i>																										
Disorderly Conduct	13	6	7	0	2	9	2	0	0	2	0	9	2	0	0	1	0	0	2	1	0	0	0	0	0	8
Harassment	11	0	11	0	0	8	3	0	0	1	0	2	8	0	0	0	0	0	2	4	0	0	0	0	0	1
Weapons	1	0	1	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>25</b>	<b>6</b>	<b>19</b>	<b>0</b>	<b>2</b>	<b>18</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>%</b>		<b>24.0%</b>	<b>76.0</b>	<b>0.0</b>	<b>8.0</b>	<b>72.0</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0</b>	<b>12.0</b>	<b>0.0</b>	<b>44.0</b>	<b>44.0</b>	<b>0.0</b>	<b>0.0</b>	<b>4.0</b>	<b>0.0</b>	<b>0.0</b>	<b>16.0</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>36.0</b>
<i>Criminal Other</i>																										
Criminal Other	3	0	3	0	0	1	2	0	0	1	0	1	1	0	3	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>%</b>		<b>0 %</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>33.3</b>	<b>66.7</b>	<b>0.0</b>	<b>0.0</b>	<b>33.3</b>	<b>0.0</b>	<b>33.3</b>	<b>33.3</b>	<b>0.0</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Criminal</b>	<b>66</b>	<b>11</b>	<b>55</b>	<b>0</b>	<b>9</b>	<b>41</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>24</b>	<b>33</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>11</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>%</b>	<b>0.4%</b>	<b>16.7%</b>	<b>83.3</b>	<b>0</b>	<b>13.6</b>	<b>62.1</b>	<b>24.2</b>	<b>0</b>	<b>0</b>	<b>13.6</b>	<b>0</b>	<b>36.4</b>	<b>50.0</b>	<b>0.0</b>	<b>4.5</b>	<b>3.0</b>	<b>0.0</b>	<b>0.0</b>	<b>7.6</b>	<b>16.7</b>	<b>13.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>27.3</b>
<b>Non-Criminal</b>																										

Offense Group	Total	Sex			Age @ Disposition			Race/Ethnicity					Not Petitioned													
													Review and Close							Authorized Diversion or Other Informal Dispositions						
		Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White	No Jurisdiction	Referred to Another Agency	Review & Close	Warning	Divert & Close	Intake Office Contact & close	Rejected by DA/Juv. Dept.	Alternative Process	Diversion Supervision	Diversion - Youth Court	Diversion - Traffic / Municipal Court	Informal Sanction(s)/Supervision	FAA
<b>2018 Dispositions of Referrals by Offense Category</b>																										
<b>Morrow Non-Criminal</b>																										
<b>Substance/Alcohol</b>																										
Substance/Alcohol	5	0	5	0	1	2	2	0	0	1	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	5
<b>Total</b>	5	0	5	0	1	2	2	0	0	1	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	5
<b>%</b>		0%	100.0	0.0	20.0	40.0	40.0	0.0	0.0	20.0	0.0	80.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0
<b>Alcohol/MIP</b>																										
Alcohol/MIP	4	3	1	0	0	1	3	0	0	0	0	4	0	0	0	3	0	0	0	0	0	0	0	0	0	1
<b>Total</b>	4	3	1	0	0	1	3	0	0	0	0	4	0	0	0	3	0	0	0	0	0	0	0	0	0	1
<b>%</b>		75.0%	25.0	0.0	0.0	25.0	75.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	75.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	25.0
<b>Marijuana Offenses</b>																										
Marijuana Offenses	6	3	3	0	0	1	5	0	0	1	0	2	3	0	0	0	0	0	0	0	3	0	0	0	0	3
<b>Total</b>	6	3	3	0	0	1	5	0	0	1	0	2	3	0	0	0	0	0	0	0	3	0	0	0	0	3
<b>%</b>		50.0%	50.0	0.0	0.0	16.7	83.3	0.0	0.0	16.7	0.0	33.3	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	50.0
<b>Motor Vehicle</b>																										
Motor Vehicle	1	0	1	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
<b>Total</b>	1	0	1	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
<b>%</b>		0%	100.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Tobacco</b>																										
Tobacco	8	1	7	0	0	3	5	0	0	3	0	2	3	0	0	0	0	1	1	0	2	0	0	0	3	1
<b>Total</b>	8	1	7	0	0	3	5	0	0	3	0	2	3	0	0	0	0	1	1	0	2	0	0	0	3	1
<b>%</b>		12.5%	87.5	0.0	0.0	37.5	62.5	0.0	0.0	37.5	0.0	25.0	37.5	0.0	0.0	0.0	0.0	12.5	12.5	0.0	25.0	0.0	0.0	0.0	37.5	12.5
<b>Non-Criminal Other</b>																										
Non-Criminal Other	3	1	2	0	1	2	0	0	0	0	0	2	1	0	0	1	0	0	0	1	0	0	0	0	0	1
<b>Total</b>	3	1	2	0	1	2	0	0	0	0	0	2	1	0	0	1	0	0	0	1	0	0	0	0	0	1
<b>%</b>		33.3%	66.7	0.0	33.3	66.7	0	0.0	0.0	0.0	0.0	66.7	33.3	0.0	0.0	33.3	0.0	0.0	0.0	33.3	0.0	0.0	0.0	0.0	0.0	33.3
<b>Total Non-Criminal</b>	27	8	19	0	2	9	16	0	0	5	0	15	7	0	0	4	0	1	1	2	5	0	0	0	3	11

Offense Group	Total	Sex			Age @ Disposition			Race/Ethnicity						Not Petitioned												
														Review and Close							Authorized Diversion or Other Informal Dispositions					
		Females	Males	Unknown	12 and Younger	13 - 15	16 and Older	African American	Asian	Hispanic	Native American	Other/Unknown	White	No Jurisdiction	Referred to Another Agency	Review & Close	Warning	Divert & Close	Intake Office Contact & close	Rejected by DA/Juv. Dept.	Alternative Process	Diversion Supervision	Diversion - Youth Court	Diversion - Traffic / Municipal Court	Informal Sanction(s)/Supervision	FAA
<b>2018 Dispositions of Referrals by Offense Category</b>																										
Morrow %	0.1%	29.6%	70.4	0	7.4	33.3	59.3	0	0	18.5	0	55.6	25.9	0.0	0.0	14.8	0.0	3.7	3.7	7.4	18.5	0.0	0.0	0.0	11.1	40.7
<b>Dependency Status Offense</b>																										
Runaway	35	1	34	0	0	1	34	0	0	2	0	1	32	0	6	29	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	35	1	34	0	0	1	34	0	0	2	0	1	32	0	6	29	0	0	0	0	0	0	0	0	0	0
%		2.9%	97.1	0.0	0.0	2.9	97.1	0.0	0.0	5.7	0.0	2.9	91.4	0.0	17.1	82.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total Dependency Status Offense</b>	35	1	34	0	0	1	34	0	0	2	0	1	32	0	6	29	0	0	0	0	0	0	0	0	0	0
%	0.2%	2.9%	97.1	0	0	2.9	97.1	0	0	5.7	0	2.9	91.4	0.0	17.1	82.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total Referral Disposition for Morrow</b>	128	20	108	0	11	51	66	0	0	16	0	40	72	0	9	35	0	1	6	13	14	0	0	0	3	29
%	0.7	15.6%	84.4	0.0	8.6	39.8	51.6	0.0	0.0	12.5	0.0	31.3	56.3	0.0	7.0	27.3	0.0	0.8	4.7	10.2	10.9	0.0	0.0	0.0	2.3	22.7
<b>Unduplicated Count of Youth</b>	70																									



## MORROW COUNTY SHERIFF

325 Willow View Drive :- P.O. Box 159  
 Heppner, OR 97836  
 Phone: (541)676-5317  
 Fax: (541)676-5577

Kenneth W. Matlack, Sheriff  
 John A. Bowles, Undersheriff

### MEMORANDUM

#### Morrow County Sheriff's Office

**Date: 04-01-2019**

**To: Morrow County Court**

**From: John A. Bowles, Undersheriff**

**Re: 3rd. Quarter Emergency Management Report (Jan-Mar)**

#### Recent activities regarding Morrow County Emergency Management.

1. I have been sending out Emergency Management Notifications to all County Staff and posting to Facebook (weather, accidents, alerts, warnings, traffic, and preparedness).
2. Ham Radio Net Check every Sunday
3. **Jan 04/ 2019**, Search and Rescue five people stuck in the snow on Western Route.
4. **Jan 07/ 2019**, Ham Radio Maintenance.
5. **Jan 14/ 2019**, Finalize training for Community Bank.
6. **Jan 14/ 2019**, Search and Rescue event at i-84 MP 175. Male in the snow.
7. **Jan 15/ 2019**, Morrow County LEPC Meeting.
8. **Jan 15/ 2019**, Community Bank in Heppner, Training Alarms, Active Shooter/ Threat.
9. **Jan 22/ 2019**, Planning for future exercises.
10. **Jan 23/ 2019**, Finalize 2018-2019 EMPG with BOC.
11. **Jan 23/ 2019**, Working with Chad Hawkins (State Fire Marshal Office) exercises.
12. **Jan 23/ 2019**, Emergency Management Planning with the City of Heppner.
13. **Jan 24/ 2019**, Search and Rescue two people stuck in the snow on Shaw Grade.
14. **Jan 28/ 2019**, Search and Rescue 5 people stuck in the snow on the 2103 Road.
15. **Feb 04-Mar 12 2019**, Snow/Hazardous weather event.
16. **Feb 10/ 2019**, Completed 2019 Active Shooter/Active Threat Training power point. Been working on this for a couple months. Working on a Solo Deputy Active Shooter Response training.
17. **Feb 11/ 2019**, EMPG RFR billing.
  - Jan-\$3,119.00
  - Feb-\$3,917.00
  - Mar-\$2,622.00
18. **Feb 19/ 2019**, 2019 CGS(Columbia Generating Station) Exercise
19. **Feb 19/ 2019**, Wolf Depredation Meeting at the Bartholomew Building.
20. **Feb 28/ 2019**, Meeting at the Forest Service. Repeater on Madison Butte discussion.
21. **Mar 11/ 2019**, Willow Creek Rd, male and female stuck in the snow.
22. **Mar 12/ 2019**, Active Shooter/Active Threat Presentation at Directors Meeting.
23. **Mar 14/ 2019**, Active Shooter/Active Threat Presentation at Public Health.

24. **Mar 13-31/ 2019**, Flood/Hazard weather event.
25. **Mar 18-22/ 2019**, Oregon Emergency Preparedness Workshop.
26. **Mar 19/ 2019**, Boat Rescue between Boardman and Irrigon, two elderly males.
27. **Mar 24/ 2019**, Flood Event in South County.
28. **Mar 24-31/ 2019**, Monitoring Flood/ Dam conditions and forecasts.

All MCSO staff have completed ICS 100, 200, 700, 800.

Supervisory staff is working on completing ICS 300, 400 and have completed Search and Rescue Training.

Having a trained and informed staff has been a big help when working major incidents. Incidents that involve many agencies and jurisdictions.



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April 5, 2019

Governor Kate Brown

900 Court St NE, Salem, OR 97301

Dear Governor Brown,

As the state's largest safety net and as founding members of many of Oregon's Coordinated Care Organization (CCO), Coos, Clatsop, Clackamas, Lincoln, Multnomah, and Washington Counties are deeply invested in the future of coordinated care in Oregon.

As the Local Mental Health Authority we operate a 24-hour crisis hotline and mobile crisis outreach. As the Local Public Health Authority, we work to prevent disease, enforce public health laws, ensure clean air and water, and address critical issues such as opioids and tobacco use. And as Local Housing Authorities, the counties work with private and non-profit housing developers, health systems, and other supportive housing partners to increase affordable and healthy housing in our communities.

In the Tri-County area Counties leverage and contribute significant funds that benefit the coordinated care model. Together we will invest \$273 million dollars in braided funding to improve the health of our communities in fiscal year 2019.

We feel strongly that having a single CCO in our regions will greatly support our collective goals related to coordinated care. A single CCO for the region will:

- Ensure access to a robust continuum of care for all Medicaid members in the region.
- Reduce administrative burden and allow counties to continue to leverage resources.
- Support community-level continuity of care, in which counties work across sectors to create and manage a system of care that promotes health for all community members.
- Promote continuity of care for Oregon Health Plan members who stay connected to current providers in mental, physical, and dental health.



- Help us meet social determinants of health goals, for instance, by generating the necessary economies of scale in supportive housing efforts.
- Support integration efforts across the continuum of care.

We believe that Counties are integral to Oregon's coordinated care goals. We help people become healthy and stay healthy. We lower costs with our focus on continuity of care, social determinants of health, and health equity. We urge you to do what you can to limit multiple CCOs in our region so that we can continue to bring our best to the CCO model.

Thank you for your attention to our request.

Regards,

CC: Tina Edlund  
Patrick Allan  
Lori Coyner

*For the first time in Eastern Oregon!*

**EVERYTHING VETERAN  
UNDER ONE ROOF.**



**VETERAN BENEFIT  
EXPO19**

**9 A.M. TO 3 P.M.**

**SATURDAY, JULY 27TH**

**PENDLETON CONVENTION CENTER**

**LEARN ABOUT AVAILABLE FEDERAL, STATE AND LOCAL VETERAN BENEFITS INCLUDING  
HEALTH CARE, DISABILITY COMPENSATION, PENSION, BUSINESS, BURIAL, TRANSPORTATION,  
EDUCATION, RECREATION, LONG-TERM CARE, RECORDS, ID'S, HOME LOANS  
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**Save the date - the Veteran Benefit Expo is July 27!**

The Fifth Annual Veteran Benefit Expo, the state's largest veteran resource event, will be held in eastern Oregon for the first time this summer. Join us on Saturday, July 27, from 9 a.m. to 3 p.m. at the Pendleton Convention Center!

The purpose of the event is to provide a one-stop shop for Oregon veterans of all eras and walks of life to learn about and access the full range of their earned benefits. The Expo offers resources from many different benefit areas, including health care, claims assistance, finance, home loans, long-term care, mental health, education, business and recreation.

We're looking for government or nonprofit agencies to participate and we also welcome for-profit companies as part of the Veteran Career Fair. Interested organizations may register online at <https://www.surveymonkey.com/r/orvetexpo19>. There is **no cost** to participate, but space is limited, so please register as soon as possible to reserve your space!

The annual Expo is organized by the Oregon Department of Veterans' Affairs and is hosted in different locations throughout the state. This year's event is being presented in partnership with Oregon Lottery, a longtime supporter of causes important to Oregonians, including public education, the environment and the veteran community.

For more information about the Expo, visit [www.expo.oregondva.com](http://www.expo.oregondva.com). For questions about participating in this event, please contact Tyler Francke at 503-373-2389 or [tyler.francke@state.or.us](mailto:tyler.francke@state.or.us).

[Visit Expo Website](#)

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