

# MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, February 3, 2021 at 9:00 a.m.

Bartholomew Building Upper Conference Room

110 N. Court St., Heppner, Oregon

**Zoom Meeting Information on Page 2**

## AMENDED

1. **Call to Order and Pledge of Allegiance - 9:00 a.m.**
2. **City/Citizen Comments:** Individuals may address the Board on topics not on the agenda
3. **Open Agenda:** The Board may introduce subjects not on the agenda
4. **Consent Calendar**
  - a. Approve Accounts Payable and Payroll Payables
  - b. Minutes: November 18<sup>th</sup> & 25<sup>th</sup>
5. **Business Items**
  - a. Discussion on topics involving the City of Irrigon (Sheriff Ken Matlack)
  - b. Review Reclassification Request (Lindsay Grogan, Human Resources Manager)
  - c. Request for Proposals, Building Loan Services Recommendation (Darrell Green, Administrator)
  - d. Draft Memorandum of Understanding with Morrow County School Districts regarding the Wheatridge Project Strategic Investment Program Agreement (Richard Tovey, County Counsel)
  - e. Emergency Operations Center Update
  - f. Building Project Update
6. **Department Reports**
  - a. Administrator's Monthly Report (Darrell Green)
  - b. Sheriff's Office Monthly Report (Administrative Lieutenant Melissa Ross)
  - ~~c. Finance Office Quarterly Report (Kate Knop)~~
  - d. Assessment & Tax Quarterly Report (Mike Gorman)
  - e. Surveyor's Quarterly Report (Matt Kenny)
  - f. Public Health Department Quarterly Report (Nazario Rivera)
7. **Correspondence**
8. **Commissioner Reports**
9. **Signing of 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 can also be found 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 Lutcher 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.

### **Zoom Meeting Information**

Join Zoom Meeting:

<https://zoom.us/j/5416762546>

**PASSWORD: 97836**

Meeting ID: 541-676-2546

Zoom Call-In Numbers for Audio Only Using Meeting ID 541-676-2546#:

- 1-346-248-7799
- 1-669-900-6833
- 1-312-626-6799
- 1-929-436-2866
- 1-253-215-8782
- 1-301-715-8592

**Morrow County Board of Commissioners Meeting Minutes  
November 18, 2020  
Bartholomew Building, Upper Conference Room  
Heppner, Oregon**

**Present In-Person**

Chair Melissa Lindsay, Darrell J. Green, Kate Knop, Roberta Lutchter, Richard Tovey, Gregg Zody

**Present Via Zoom**

Commissioner Don Russell, Glen Diehl, Mike Gorman, Lindsay Grogan, Gayle Gutierrez, Christy Kenny, Justin Nelson, Sandi Pointer, Linda Skendzel, Heidi Turrell. Non-Staff: Torrie Griggs, Erika Lasater, Lisa Mittelsdorf, David Sykes

**Call to Order, Pledge of Allegiance & Roll Call:** 1:04 p.m.

**City & Citizen Comments:** None

**Open Agenda:** No items

**Consent Calendar**

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

1. *Accounts Payable and Payroll Payables*

*Commissioner Doherty seconded. Unanimous approval.*

**Public Hearing – Supplemental Budget Resolution No. R-2020-24**

Chair Lindsay opened the Public Hearing at 1:06 p.m. and called for abstentions or conflicts of interest. Hearing none, she called for the Staff Report.

Finance Director Kate Knop explained the Resolution would allow for increases of appropriations within the General Fund and would also create the Resiliency Fund. She then provided an overview of the changes to the funds (General, Road, Fair, Safety, and Equity). She summarized by saying the net fiscal impact was an increase in budget appropriations in the amount of \$3,985,733.35 and the revised total appropriations budgeted for fiscal year 2020-21 were \$54,484,92.

Chair Lindsay said it would appear the County spent an additional \$4,000,000. However, to clarify, everything will be covered by income, such as grants (State of Oregon, Tillamook County Creamery Association), money from NextEra Energy for road improvements, or moving County funds from “one pot to another.”

Ms. Knop said Chair Lindsay’s assessment was correct. The County was not spending any unappropriated or contingency dollars to accomplish these goals. She then detailed the history of the funds and said they involved additional revenues to the County and the County had to increase appropriations to spend them.

Chair Lindsay called for proponents to speak; no response. She called for opponents to speak; no response. The hearing was closed at 1:13 p.m. to deliberate to a decision.

*Commissioner Russell moved to approve Supplemental Budget Resolution R-2020-24, as written. Chair Lindsay seconded. Vote – Aye: Chair Lindsay, Commissioner Russell. Absent: Commissioner Doherty. Motion carried.*

### **Business Items**

#### Resolution No. R-2020-25: Creation of the Resiliency Fund

Kate Knop, Finance Director

*Commissioner Russell moved to approve Resolution No. R-2020-25 to Establish the Resiliency Fund. Chair Lindsay seconded. Vote – Aye: Chair Lindsay, Commissioner Russell. Absent – Commissioner Doherty. Motion carried.*

#### Resiliency Grants Update

Gregg Zody, Community Development Director

Mr. Zody said the County received 14 applications for the Tillamook County Creamery Association/Morrow County/Business grant and 44 for the Resiliency Fund Grant. Discussion.

#### **Commissioner Jim Doherty Arrived: 1:22 p.m.**

#### Occupational Safety & Health Administration (OSHA) COVID-19 Temporary Rules

Lindsay Grogan, Human Resources Manager

As no changes or clarification were added since Monday, Ms. Grogan said there was no need for discussion of this item.

#### Columbia River Enterprise Zone III Draft Intergovernmental Agreements

Justin Nelson, County Counsel

Mr. Nelson reviewed the changes requested at last week's Work Session and said he made additional changes outside the guidance from the Board. He said he receive feedback that doing so wasn't the proper approach so he removed those additional changes. He then shared his screen for the audience to see and briefly reviewed the revised document.

Commissioner Russell said he did not want to move forward without sufficient time to review.

*Commissioner Russell moved to table this until next week. Discussion: Chair Lindsay said the changes were being highlighted by Mr. Nelson for the Board to review. Commissioner Russell pressed for additional time to compare the different versions of the IGAs. Commissioner Doherty seconded the motion. Discussion: Chair Lindsay clarified the changes made by County Counsel were not requested by the Board. She went on to apologize for the delay this created. Vote: Unanimous approval.*

Chair Lindsay asked that Mr. Nelson's revisions be reviewed now to save time next week and possibly be closer to a decision. The Commissioners, staff and Port of Morrow representatives proceeded to review and discuss the IGAs, with the understanding the IGAs would be reviewed again next week.

### Electrical Services Award and Contract

Sandi Pointer, Public Works Management Assistant

*Commissioner Doherty moved to accept Wight's Electric, LLC as the Electrical Contractor for a three-year term. Commissioner Russell seconded. Unanimous approval.*

### Plumbing Services Award and Contract

Sandi Pointer

*Commissioner Russell moved to approve the contract with Blue Mountain Plumbing, LLC for a three-year term. Commissioner Doherty seconded. Unanimous approval.*

### Emergency Operations Center Update

The Board and County Counsel discussed the most recent Executive Order No. 20-65 from the Office of the Governor. It was determined some areas did not apply to government entities and the County would not be locking buildings to the public. Various discussions ensued.

### Irrigon Building Update

Darrell Green, Administrator

- Progress has been made toward obtaining the building permit.
- Some options for office chairs were delivered to Irrigon for employees to evaluate.
- Groundbreaking by construction crews will tentatively be mid-late December.

### BOC Meeting Schedule

Chair Lindsay asked that the agenda for next week's meeting (the day before Thanksgiving) be kept as light as possible.

### Waste Connections Bid for Business

Commissioner Russell said last week the Board listened to a request from Waste Connections in Executive Session. They are bidding on a project in the Yakima area to convert a landfill to an industrial park and asked for some price concessions at Finely Buttes Landfill by the County to make the bid more viable for them. He said he conveyed to Waste Connections' Brian Evola that the tippage fee margin be kept the same but the County would consider participating in a downward, proportional trend. Mr. Evola requested up to a 50% maximum of tippage fees. For instance, if the discount was 10%, then it would be 5% to the County and 5% to Waste Connections, said Commissioner Russell.

Commissioner Doherty said he liked Commissioner Russell's proposal, even if it was somewhat different than what was discussed in Executive Session. He suggested he put forth a motion.

*Commissioner Russell moved for the County to participate in a price reduction with Waste Connections to acquire the end-customer talked about in the Yakima area, in a proportional discount, not-to-exceed 50% of the County's tippage fees. Commissioner Doherty seconded. Discussion: Commissioner Doherty said, to be clear, this gives Waste Connections the ability to work through Commissioner Russell. Commissioner Russell replied yes, or the Solid Waste Advisory Committee, of which he was a member. Unanimous approval.*

## **Department Reports**

### Community Development Department Report

The Board reviewed the report and Mr. Zody made himself available for questions.

### Treasurer's Monthly Report

The Board reviewed the written report submitted by Treasurer, Gayle Gutierrez.

## **Correspondence**

- Oregon Department of Energy Notice of a Proposed Order on Request for Amendment 2 of the Carty Generation Station Site Certificate
- Business Oregon list of the distribution of Coronavirus Relief Funds
- News Release from the Office of Governor Kate Brown - \$55 million in financial assistance to businesses impacted by COVID-19 restrictions
- Letter to Governor Brown from multiple elected officials, both at the State and County level, objecting to the continued one-size-fits-all approach to shutting down the State, and asking to re-evaluate the metrics used by the State. The letter also proposed four areas for change.

## **Commissioner Reports**

Provided by each Commissioner.

## **Signing of documents**

**Adjourned:** 2:45 p.m.

**Morrow County Board of Commissioners Meeting Minutes**  
**November 25, 2020**  
**Bartholomew Building Upper Conference Room**  
**Heppner, Oregon**

**Present In-Person**

Chair Melissa Lindsay, Commissioner Don Russell, Commissioner Jim Doherty, Mike Gorman, Kate Knop, Roberta Lutcher, Richard Tovey, Gregg Zody

**Present Via Zoom**

Staff: Bobbi Childers, Lindsay Grogan, Gayle Gutierrez, Eric Imes, Katie Imes, Tamra Mabbott, LeAnn Wright; Non-Staff: Torrie Griggs, Erika Lasater, Lisa Mittelsdorf, David Sykes

**Excused:** Darrell J. Green

**Call to Order, Pledge of Allegiance and Roll Call:** 9:02 a.m.

**City and Citizen Comments:** None

**Open Agenda:** No items

**Consent Calendar**

Chair Lindsay removed the October 7, 2020 minutes.

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

1. *Accounts Payable and Payroll Payables*
2. *Eleventh Amendment to Oregon Health Authority Intergovernmental Agreement #159175 for the Financing of Mental Health, Addiction Treatment, Recovery & Prevention, and Problem Gambling Services; and authorize Chair Lindsay to sign on behalf of the County*
3. *Two Applications for Tax Refund from CoreLogic Tax Service (Refunds Department), due to payment by both CoreLogic and Mid-Columbia Title*
4. *Resolution No. R-2020-26: Authorizing Morrow County Public Works to Apply for an All-Terrain Vehicle Grant from the Oregon Parks and Recreation Department for Operations and Maintenance at the Morrow-Grant County Off-Highway Vehicle Park*

*Commissioner Doherty seconded. Unanimous approval.*

**Business Items**

Minutes – October 7, 2020

Regarding the agenda item, “Public Hearing Cancellation Discussion – Appeal of Morrow County Planning Commission Decision LUD-N-26-20,” Chair Lindsay said it was important to note the hearing was cancelled based on statute and guidance from County Counsel. She asked to add information to that effect, which was agreeable to the other Commissioners.

*Commissioner Russell moved to approve the minutes of October 7, 2020, with the addition highlighted. Commissioner Doherty seconded. Unanimous approval.*

Grant Funds Update

Gregg Zody, Community Development Director

Mr. Zody said the committee met last night to review the 14 Tillamook County Creamery Association Grant applications and approved 12 of them. The decision to eliminate two

applications was based solely on guidance from the State, he explained. The average award amount was \$2,500, also an amount from the State, based on certain criteria.

Discussion took place with the Commissioners about possible criteria for the next round of grant applications.

#### CARES Funds Update

Chair Lindsay said this item was listed on the agenda in the event the contract from the State arrived for signature.

Commissioner Doherty explained each County will receive a base amount of \$500,000, then additional funds based on population, which means \$601,787 for Morrow County.

Chair Lindsay discussed the status of the Oregon Business Development Department/Tillamook County Creamery Association Grant. Commissioner Doherty reported that his research about grants funds awarded to special districts, such as library districts, had very strict criteria as to how the funds could be spent. He commented the Oregon Trail Library District received over \$200,000 and could only justify spending \$3,000-4,000, an experience repeated at other library districts. Perhaps some of those unspent funds were returned to the State and became the source of the current CARES funds, he offered.

#### Columbia River Enterprise Zone III Intergovernmental Agreement

The Commissioners requested changes to the draft agreements before submitting them to the Port of Morrow for review. The item was continued to next week's agenda.

#### Order No. OR-2020-10: An Order Setting Aside a Reserve Account in Anticipation of Property Tax Appeal

Mike Gorman, Assessor/Tax Collector

Mr. Gorman explained RDO-Calbee Foods, LLC, which owns a food processing plant in Boardman, filed a property tax appeal with the Magistrate Division of Oregon Tax Court over the Department of Revenue's appraisal for the 2019-2020 tax year. He requested the creation of a reserve account in the event RDO-Calbee Foods was successful in the Tax Court.

*Commissioner Russell moved to sign Order No. OR-2020-10: In the Matter of Setting Aside from Taxes Collected in the Current Tax Year, an Interest-Bearing Reserve Account in Anticipation of a Property Tax Appeal. Commissioner Doherty seconded. Unanimous approval.*

#### Emergency Operations Center Update

- Chair Lindsay said the messaging to the public continues to be – keep holiday gatherings small, wear a mask, frequent handwashing, and that if cases increase, it will negatively impact the ability of schools and the County to be open. She added, if the new metrics remained in place, schools might not be able to be in-person after the Christmas break if the number of positive cases exceeded 30 in a specified two-week period. She asked that people share the importance of testing because negative tests can help the County's statistical rates. Chair Lindsay met with the Morrow County Health District Administrator, Bob Houser, about COVID testing. He said if someone needed to be



tested, to contact the Health District and arrange a time. She noted this was a change from where things stood earlier with the District.

- Commissioner Doherty commented that anyone who challenges anything about the way testing is done or how data is compiled, gets accused of being a “denier.” Chair Lindsay followed up by saying while the Governor will decide how the vaccines are distributed, she wanted to make sure rural counties receive the same attention as urban counties. She said if Morrow County continued to be the focus for lockdowns, it needed to be the focus for vaccines, as well.

#### Irrigon Building Update

- Commissioner Russell said the building permit should be submitted on December 1<sup>st</sup> and equipment mobilized at the site on December 14<sup>th</sup>. The target move-in date was still October 20, 2021. The bids from subcontractors came in under budget, which was positive news, he said.

#### **Department Reports**

##### Road Department Monthly Report

Assistant Road Master Eric Imes reviewed his report for November. A discussion took place on the County’s cattleguard replacement policy. Public Works Director Matt Scrivner said it was on the agenda for the December 17<sup>th</sup> Road Committee Meeting, which could result in a recommendation to the Board of Commissioners.

#### **Correspondence**

- Email from Deirdre Dooley, Oregon Water Resources Department, to Planning Director Tamra Mabbott, requesting copies of all public comments submitted regarding the Stand Up to Factory Farms Petition for Rule Amendment or Rulemaking (Public Comment Period Re-Opened).
- Oregon Department of Energy Public Notice, Carty Generation Station, Notice of Proposed Order on Request for Amendment 2.

#### **Commissioner Reports**

Reports of activity were provided by each Commissioner.

#### **Signing of documents**

**11:40 a.m.:** As the receipt of the CARES contract from the State was anticipated this morning, Chair Lindsay recessed the meeting until noon.

**11:58 a.m.:** Chair Lindsay said the contract would be scheduled for next week’s BOC Meeting, unless it needed to be returned to the State sooner. In that case, she said a special meeting would be called on Monday.

**Adjourned:** 12:00 p.m.



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)

Presenter at BOC: Sheriff Matlack
Department: Sheriff's Office
Short Title of Agenda Item:
(No acronyms please)

Phone Number (Ext): 5101
Requested Agenda Date: Feb 3, 2021

Discussion on topics involving City of Irrigon

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

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: Sheriff Ken Matlack 1/25/21 Department Director
Required for all BOC meetings
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):**

Would like to have discussions regarding several topics involving the City of Irrigon, including Law Enforcement Services and the city approved, formation of the Irrigon Municipal Court.

**2. FISCAL IMPACT:**

None for discussion

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

Discuss the issues with regards to City of Irrigon

Attach additional background documentation as needed.



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

(For BOC Use)  
 Item #  
 5b

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

Presenter at BOC: Lindsay Grogan  
 Department: Human Resources  
 Short Title of Agenda Item:

Phone Number (Ext): 5620  
 Requested Agenda Date: 2/3/2021

(No acronyms please)      **Reclassification Request Review**


**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 checked="" type="checkbox"/> Discussion & Action |
| Estimated Time:   | Estimated Time: <b>10 minutes</b>                       |
| <input type="checkbox"/> Document Recording Required                      | <input type="checkbox"/> Purchase Pre-Authorization     |
| <input type="checkbox"/> Contract/Agreement                               | <input type="checkbox"/> 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:

_____	DATE	Department Director	Required for all BOC meetings
	2/1/21	Administrator	Required for all BOC meetings
_____	DATE	County Counsel	*Required for all legal documents
_____	DATE	Finance Office	*Required for all contracts; other items as appropriate.
Lindsay Grogan	1/28/2021	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):**

Review of the reclassification request from the Finance Department for concurrence.  
Please see attached documentation.

**2. FISCAL IMPACT:**

Increased personnel costs by \$2,744.36.

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

Motion to approve the Reclassification Request as suggested by the HR Manager.

Attach additional background documentation as needed.



## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Manager  
lgrogan@co.morrow.or.us

DATE: 2/3/2021

TO: Morrow County Board of Commissioners

FROM: Lindsay Grogan, Human Resource Manager

RE: Reclassification

There is one reclassification request for your consideration this fiscal year.

As a refresher, the Morrow County Personnel Policies Classification Review and Process is as follows:

***Reclassification:*** A reclassification shall include the application and a redlined and updated job description. The reclassification application may only be submitted by the department head or the employee in the position (submitter). In order to have a position considered for reclassification, the department head or the submitter must deliver the completed application to the human resources office before November 1 for consideration for the next fiscal year starting July 1. The human resources director will review the application for completeness and conformity to standards and inform the submitter that the reclassification request will be processed.

***Step 1*** In order to establish an appropriate pay range, the human resources director will evaluate the application and job description for placement on the pay range scale based on the JOBMEAS™ method.

***Step 1-A*** Upon completion of step 1, a written notice of decision will be prepared. The results will be presented to the submitter, his/her department head, or the department director, and the county administrator. The submitter will be instructed that if they are unsatisfied with the decision, they may pursue an appeal to the appeal committee within seven calendar days. If no request is received within seven calendar days human resources will take the findings to the Board of Commissioners for consent. If the Commissioners do not approve of the findings of the human resources director they may request a review by the appeal committee.

***Step 2*** If the submitter or the commissioners requests an appeal, human resources will have 45 days from the date of the request to complete the appeal process.



## HUMAN RESOURCES

P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

Lindsay Grogan  
Manager  
lgrogan@co.morrow.or.us

I am presenting this evaluation for the Board of Commissioners approval/concurrence, as per section 6.4 Classification Review and Process in the Personnel Policies. The Board of Commissioners recommendation will be reviewed with the employee and department. Any continued review or appeal will follow section 6.4 outlined in the Personnel Policy Manual.

### Staff Accountant Request

The Reclassification Request from the Finance department was deemed complete. The request signifies a few added key responsibilities to the position. These added responsibilities include tasks such as; financial forecasting, preparing the audit process, and maintaining insured and fixed assets.

The Staff Accountant position is currently in the General Employee pay range 13.

The JobMeas™ evaluation system placed the Financial Analyst request at pay range 14. With the added responsibilities and independence associated with the position I would also suggest the position is moved to the non-union scale as a salaried exempt position.

Increasing the pay range from step C range 13 to step C range 14 will result in an increase from approximately \$55,048 per year to \$57,120 per year (FY 2020/2021).

Other position on pay range 14 of the non-union scale include: Parks General Manager of Operations and Payroll & Benefits Administrator.

Based on the JobMeas™ evaluation and the autonomy of this position, I recommend reclassifying the Staff Accountant position to a Financial Analyst position and moving it to pay range 14 as an exempt position on the non-union scale.

If you have any questions please let me know.

*Lindsay Grogan*



P.O. Box 593  
Heppner, Oregon 97836-0412  
(541) 676-5620

## HUMAN RESOURCES

Lindsay Grogan  
Manager  
lgrogan@co.morrow.or.us

### Reclassification Request – Financial Analyst

TO: Finance  
FROM: Lindsay Grogan, Human Resource Manager  
DATE: January 5, 2021  
RE: 2021/2022 Reclassification Summary – Financial Analyst

Thank you for your detailed reclassification application and job description for the Staff Accountant position.

The request for review was studied thoroughly by the Human Resource Manager and Administration.

The Staff Accountant position is currently on Pay Range 13 of the General Employee Wage Scale. The reclassification was requesting a change to a Financial Analyst position.

The Job Description for this position was last updated in May 2018 and the reclassification was requested based on the addition of duties and responsibilities since then.

Based on review of the new responsibilities listed in the modified job description, the JobMeas© evaluation system calculated the Financial Analyst position as a Range 14 of the Non-Union Employee Wage Scale as a salaried exempt position.

The justification is due to the added responsibility of monitoring financial forecasting, contract reporting, assisting with budgets and audit processes, maintaining the County's insured assets, and maintaining the fixed assets balances.

Your application will be presented to the Board of Commissioners for concurrence and approval.

If you are not satisfied with decision you may pursue an appeal to the appeal committee within 7 calendar days, as outlined in the Morrow County Personnel Policies, section 6.4.

Thank you for your application. Please let me know if you have any questions.

A handwritten signature in cursive script that reads "Lindsay Grogan".

Lindsay Grogan, Human Resources

*\*JobMeas© is a tool for evaluation job descriptions for placement on a pay scale. This tool is a product of Jacobsen, Betts, and Company of Seattle, WA. This tool is a mathematically and statistically based spreadsheet that allow for the comparison of duties and skills as job factors.*



**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: Deanne Irving Phone/Ext.: 5312

Years in this position/date assumed this job: Two years. September 17, 2020

Current Job Title: Staff Accountant Present Salary Range: 13C

Requested Job Title: Financial Analyst Requested Salary Range: TBD

Department Finance Department Code: #102

General Ledger Code: #102-102-5-10-1003

Supervisor(s): Kate Knop Title(s): Finance Director

Basis for Reclassification (Rationale):

The responsibilities have increased over the past two years rationalizing the reclassification of the staff accountant position. The position performs additional duties that include: accounts payable review, financial analysis, insurance claim monitoring and fixed asset recording and reconciliation.

Date of Last Reclassification: N/A

## MENTAL REQUIREMENTS

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

To provide accounting, budget, and financial support to every department throughout the county.

Provide detailed analysis of the fiscal impact of contracts, grants, and agreements.

**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)

<b>Date Added or Class Changed</b>		<b>Frequency/ Outside Importance of</b>	
<u>01/2020</u>	1. <u>Financial analysis</u>	<u>D/E</u>	<u>    </u>
<u>10/2019</u>	2. <u>Contract and grant review</u>	<u>W/E</u>	<u>    </u>
<u>01/2020</u>	3. <u>Report development</u>	<u>M/E</u>	<u>    </u>
<u>06/2019</u>	4. <u>Asset reconciliation</u>	<u>M/E</u>	<u>    </u>
<u>10/2019</u>	5. <u>Develop procedures and processes</u>	<u>M/E</u>	<u>    </u>
<u>03/2020</u>	6. <u>Insurance monitoring and claim reporting</u>	<u>M/E</u>	<u>    </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: Excel, formulas & graphs

How Used: Provide thorough analysis and visual representation of data for ease of communication.

Kind of Knowledge: Governmental Accounting (journal entries)

How Used: Used daily to verify and validate county GASB compliance.

Kind of Knowledge: Research ability

How Used: Utilizing all resources to answer and explain analysis and support to internal departments.

Kind of Knowledge: Generally Accepted Accounting Principles (GAAP)

How Used: Oversight of fixed asset acquisition and disposition, journal entries, and financial reporting.

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: Math/Formulas

Understand mathematical formulas and evaluate for accuracy.

Ability: Type/10-Key

Accurate but speed not tested.

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Ability:

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Ability:

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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 computers, Excel, Word, Incode, Adobe, Outlook, adding machine, and copiers.

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

Bachelor's degree.

Driver's license.

### **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 up to 7.5 hours.

Occasional lifting of paper boxes and storage boxes – 50 lbs.

## 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>70</u>   |
| 2. Communicating with peers in within the organization<br>Outside of your group   | <u>20</u>   |
| 3. Communicating with peers inside and outside the<br>Organization representing a variety authority levels  | <u>5</u>    |
| 4. Continuous interaction with a highly diverse set of<br>Individuals, boards, agencies, and general public,<br>Both in and outside the organization. | <u>5</u>    |
| TOTAL   | <b>100%</b> |

- 
- |   |             |
|---|-------------|
| A. Ordinary Conversation skills to exchange routine<br>information and maintain harmony among work<br>associates.   | <u>60</u>   |
| B. Providing well developed verbal skills to present and<br>Exchange technical or complex information with<br>Individuals or small groups.                        | <u>20</u>   |
| C. Highly developed verbal skills required to communicate<br>Technical concepts or ideas to large groups. Skilled at<br>Influencing the behavior of others.       | <u>5</u>    |
| D. Strategy to develop relationships in difficult situations.<br>Convincing others and persuading them to decision or<br>Action in both small and large settings. | <u>15</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 <sup>†</sup>	1	2	3	4	5

(overtime/weekends/excessive travel)

**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
<b>Setting at Computer</b>	
<b>Walking</b>	
<b>Standing</b>	
<b>Working outside in freezing temps</b>	
<b>Working outside in temps over 90 deg.</b>	

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## 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?

Routine journal entries, compiling standard quarterly report information. Review AP claims, assess impacts, verify compliance and contracts and procurement awards.

**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?

Infractions made to contracts, or agreements. Adjustments to general ledger that impact or exceed budget appropriations. Fiscal analysis that is shared to other directors and/or elected officials.



## 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?

Self-assessment of general ledger. Analytical research projects by Finance Director and County Administrator.

Who reviews your work?

Self-review and Finance Director.

How often is your work reviewed?

Daily, weekly, and as needed.

## 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).*

<b>Reference Title</b>	<b>Reason</b>
<b>GAAFR</b>	<b>Recommendation by professional organization</b>
<b>GAAP</b>	<b>Accepted accounting procedures</b>
<b>ORS/OAR</b>	<b>State laws</b>
<b>GASB</b>	<b>Government accounting standards and best practices</b>

## ADDITIONAL INFORMATION

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

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## 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:** 10/30/2020

**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.)*

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SIGNATURE OF SUPERVISOR Kate Knopf DATE 1/28/2021

**DEPARTMENT HEAD COMMENTS:**

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SIGNATURE OF DEPARTMENT HEAD \_\_\_\_\_ DATE \_\_\_\_\_

**HUMAN RESOURCES JOB DESCRIPTION JOB MEASUREMENT FINDINGS**

The proposed job description was measured as a range 14 with the JobMeas tool. This position would be classified as a salaried exempt position on the non union scale due to the autonomy of the position.

The Finance Director was omitted from the approval process due to the conflict of interest.

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SIGNATURE OF HR DIRECTOR Lindsay Hogan DATE 1/28/2021

**REVIEW PANEL COMMENTS:**

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

**FINAL NOTES**

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DATED \_\_\_\_\_

## JOB DESCRIPTION

**Date Prepared:** ~~May 28, 2018~~October 30, 2020

**Position Title:** ~~Staff Accountant~~Financial Analyst

**Department:** \_\_\_\_\_—Finance

**Supervisor:** \_\_\_\_\_—Finance Director

**Position Overview:** ~~The Staff Accountant, under the supervision of the Finance Director, is responsible for researching, interpreting, and understanding government accounting and regulations, audit policies, and contract requirements.~~

The Financial Analyst performs a variety of accounting, budgeting, and financial reporting and analysis functions. Processes accounting transactions and accounts payable review. Reconciles and balances various accounts and performs other related functions as required. Performs financial analysis concerning financial forecasts, budget development, monthly, and annual variance analysis as well as financial reporting as required.

**Supervision Received:** Under direction of the Finance Director, performs highly responsible and complex duties involved in the financial reporting, analyzing, and auditing of financial transactions for the county. Work performance is reviewed primarily through results attained.

**Working Environment:** The tasks and responsibilities are carried out in the Finance Department office in the Morrow County Bartholomew Building as well as occasionally at other county locations. Position has frequent quarterly and annual-deadline pressures and is responsible for financial analysis, general ledger reconciliations, and contract reporting, and internal controls.

### Qualifications:

1. Education: ~~—b~~Bachelor's Degree in ~~A~~accounting, finance, economics, business administration, or related field is required.
  2. Experience: ~~—T~~two to four years' progressively responsible technical accounting experience preferably in government or non-profit environment, in governmental accounting.
  3. Interpersonal skills: strong written and oral communication skills are important to be able to explain financial data and reporting.
  4. Problem-solving skills: research and resolve complex problems.
- ~~3. Equipment used — Computer, copier, 10-key, phones, and car~~  
~~4. Knowledge and skill to implement accepted public accounting principles and practices.~~  
~~5. Skill and ability in learning and utilizing a variety of software programs.~~

~~FI - Staff Accountant May 2018~~Financial Analyst October 2020



6. Ability to learn, apply and develop procedures, systems and processes of the Morrow County Finance Department.
7. Skill in organizing work in order to meet deadlines.
8. Ability to exercise independent judgment.
9. Ability to read and understand financial statements of different types, including problem solving and analytical skills.
10. Ability to learn functions of all other County departments.
11. Ability to learn and apply a variety of codes, rules and regulations for required reports to different agencies.
12. Skill in effectively using oral and written communication in the performance of duties and responsibilities.
13. Ability to learn and implement county procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

### Essential Job Functions:

#### 1. Physical:

- a. 1. Ability to lift up to 50 pounds boxes of records.
- b. 2. Ability to safely operate an automobile.
- c. 3. Ability frequent keyboard and ten-key use to keyboard frequently to constantly.
- d. 4. Ability to sit for extended periods of time.

#### Mental:

#### 2.

- 1.a. Able to handle stressful situations including: frequent deadline pressures, prioritizing projects, and assisting internal and external customers.
- 2.b. Ability to perform math computations, implement lateral thinking, the ability to analyze scenarios, and draw conclusions.
- 3.c. Ability to read and comprehend complex rules, regulations and technical manuals.
- 4.d. Ability to work independently with little or no supervision.
5. Ability to read, write and comprehend English in order to read rules and regulations and complete reports.
6. Regular and predictable attendance.

### Job Duties:

#### 1. A. General Ledger

- a. Responsible for maintaining the General Ledger. Prepare routine journal entries. Classify, code, and enter financial transactions.
- b. Review and reconcile bank accounts for the county.



- c. Assist with planning, implementation, and monitoring of the county's financial forecasting.
- d. Assist Finance Director with compiling and preparing annual budget. Enter budget into financial system. Review budget to actual reports and make recommendations for corrections.
- e. Assist the Finance Director in preparation of the annual independent and single audit process.
- f. Review monthly budget to actual reports and make recommendations for revisions/corrections.
- 1) ~~Prepares internal revenue & expenditure reports by gathering and analyzing information from the general ledger system and from departments.~~
- 2)g. Analyzes information and options by developing spreadsheet reports; verifying information.
- 3) ~~Prepares general ledger entries by maintaining records and files; reconciling accounts~~
- 4) ~~Prepares and reviews payments by: reviewing weekly claims; assigning account numbers; requesting disbursements; and reconciling accounts.~~
- 5) ~~Reconciles all fees, dues or funds of any description, or any account to which the county is entitled, and verifies they are deposited with the county treasurer.~~
- 6)h. Answers accounting and financial questions by researching and interpreting data.
- 7)i. Assists Finance Director in establishing and maintaining sound internal control procedures.
- 8)j. Protects county's value by maintaining information confidentiality.
- k. Updates job knowledge by participating in educational opportunities; reading professional-publications; maintaining personal networks; participating in professional organizations.

## 2. Grants & Contracts

- a. Examines accounting and reporting for all grants, contracts, and agreements.
- b. Assists Department Directors, grant and project managers, and other staff in planning, applying, budgeting, implementation, compliance and reporting for contracts, grants, and other projects
- 9) —

### B. Grants & Contracts Activities

~~Examines accounting and reporting for all grants, contracts, and agreements.~~

- 1) — ~~Assists Department Directors, grant and project managers, and other staff in planning, applying, budgeting, implementation, compliance and reporting for contracts, grants, and other projects.~~

3. C. Insurance

- a. Assist and monitor insurance claim activity.
- b. Responsible for maintaining and reconciling insured assets.

4. Fixed Assets

- a. Responsible for recording cost of the county's newly added fixed assets, tracking existing ones, and accounting for disposed fixed assets.
- b. Process and balance annual depreciation and fixed asset balances.

Budget Support Activities

- 1) Various year-end adjustment entries including: accruals, etc.
- 2) Assist with draft budget document; attend Budget Committee hearings.

D. Audit Activities

- 1) Assist auditors by answering questions, locating documents, explaining transactions, and referring to other departments.



# 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	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 specialty; 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	Physical Effort												
	DE	1	2	3	4	5	6	7	8	9	10	11	12
	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	Sedentary - minimal movement										
		A2											
		A3	Some speed or timing, learn in 4 wks										
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

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											
1. The important job contacts are with peers in immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.			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.			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.			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.		

Level of Human Relations Skill	DE	1	2	3	4	5	6	7	8	9	10	11	12
		A1											
A. Job requires ordinary conversational skills and courtesy to exchange routine information, provide routine assistance, and/or help maintain harmony among work associates.	A2												
	A3												
	B1												
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.	B2												
	B3												
	C1												
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.	C2												
	C3												
	D1												
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.	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	2	3	4	5	6	7	8	9	10	11	12
Performance Environment	A	A1 Quiet office											
	B	B1 Changes on intermittent basis, need to update skills											
	C	C1 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.											
	D	D1 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.											



## 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

- |  |   |   |  |   |
|--|---|---|--|---|
| <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 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.</p> <p>Industry Standard:</p> |
|--|---|---|--|---|

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.		Contributor outside team, support services, independently serves internal/ external customers			
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 #

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

Presenter at BOC:
Department:
Short Title of Agenda Item:
(No acronyms please)

Phone Number (Ext):
Requested Agenda Date:

This Item Involves: (Check all that apply for this meeting.)
List of checkboxes for various agenda items: Order or Resolution, Ordinance/Public Hearing, Appointments, etc.

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:

Department Director Required for all BOC meetings
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

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):

2. FISCAL IMPACT:

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

Attach additional background documentation as needed.

**Morrow County  
Loan Financing - Request for Proposal #2020-1**

Firm: **Bank of Eastern Oregon**

**Commerce Bank**

Recommendation: **Construction to Permanent Term Loan**

**Bond**

Amount:	<b>\$6.2 million</b>			<b>\$6.9 million</b>			<b>\$6.9 million</b>		
Type:	<b>Construction Loan</b>			<b>Construction Loan</b>			<b>Bond</b>		
	Non-revolving line of credit	Non-revolving line of credit	Non-revolving line of credit	Non-revolving line of credit	Non-revolving line of credit	Non-revolving line of credit			
	.75% of final loan amount	.75% of final loan amount	.75% of final loan amount	.75% of final loan amount	.75% of final loan amount	.75% of final loan amount			
Loan/Admin. fee:	\$ 46,500	\$ 46,500	\$ 46,500	\$ 51,750	\$ 51,750	\$ 51,750	\$ 27,000	\$ 27,000	\$ 27,000
Term:	12 months (flexible)	12 months (flexible)	12 months (flexible)	12 months (flexible)	12 months (flexible)	12 months (flexible)			
Payment:	Interest only on outstanding balance	Interest only on outstanding balance	Interest only on outstanding balance	Interest only on outstanding balance	Interest only on outstanding balance	Interest only on outstanding balance			
Prepayment penalty:	None	None	None	None	None	None			
Collateral:	Full faith and credit.	Full faith and credit.	Full faith and credit.	Full faith and credit.	Full faith and credit.	Full faith and credit.	Full faith and credit.	Full faith and credit.	Full faith and credit.
	<b>Permanent Term Loan</b>			<b>Permanent Term Loan</b>					
Term:	<b>15 years</b>	<b>10 years</b>	<b>7 years</b>	<b>15 years</b>	<b>10 years</b>	<b>7 years</b>	<b>15 years</b>	<b>10 years</b>	<b>7 years</b>
Rate:	3.5% Fixed	2.95% Fixed	2.75% Fixed	3.5% Fixed	2.95% Fixed	2.75% Fixed	1.62%	1.45%	1.29%
<b>Total Interest:</b>	<b>\$1,799,594.20</b>	<b>\$987,287.80</b>	<b>\$642,630.62</b>	<b>\$2,002,774.20</b>	<b>\$1,098,755.80</b>	<b>\$715,186.76</b>	<b>\$948,712.50</b>	<b>\$584,060.00</b>	<b>\$381,904.50</b>
<b>Annual Payment</b>	<b>\$533,306.28</b>	<b>\$718,728.78</b>	<b>\$977,518.66</b>	<b>\$593,518.28</b>	<b>\$799,875.58</b>	<b>\$1,087,883.68</b>	<b>\$523,247.50</b>	<b>\$748,406.00</b>	<b>\$1,040,272.07</b>
Payment:	Semi-annual principal & interest	Semi-annual principal & interest	Semi-annual principal & interest	Semi-annual principal & interest	Semi-annual principal & interest	Semi-annual principal & interest	Semi-annual principal & interest	Semi-annual principal & interest	Semi-annual principal & interest
Prepayment Penalty:	None	None	None	None	None	None	None	None	None
	.25% of final loan amount	.25% of final loan amount	.25% of final loan amount	.25% of final loan amount	.25% of final loan amount	.25% of final loan amount	None	None	None
Loan/Admin. Fee:	\$ 15,500	\$ 15,500	\$ 15,500	\$ 17,250	\$ 17,250	\$ 17,250	\$ 2,900	\$ 2,900	\$ 2,900
Total Interest & Fees	\$ 1,861,594.20	\$ 1,049,287.80	\$ 704,630.62	\$ 2,071,774.20	\$ 1,167,755.80	\$ 784,186.76	\$ 978,612.50	\$ 613,960.00	\$ 411,804.50
Total Loan, Interest, & Fees	\$ 8,061,594.20	\$ 7,249,287.80	\$ 6,904,630.62	\$ 8,271,774.20	\$ 7,367,755.80	\$ 6,984,186.76	\$ 7,178,612.50	\$ 6,813,960.00	\$ 6,611,804.50
<i>Savings</i>							\$ (1,093,161.70)	\$ (553,795.80)	\$ (372,382.26)

**REQUEST FOR PROPOSAL (RFP) -  
CONSTRUCTION-TO-PERMANENT LOAN FINANCING**

REQUEST FOR PROPOSAL

TO SERVE AS  
**Financing Lender**

Request Number 2020-1

**Single Point of Contact**  
Darrell J. Green, County Administrator  
Morrow County  
110 North Court Street  
Heppner, OR 97836

DEADLINE FOR SUBMISSION: January 22, 2021 3 PM Pacific Time

## **I. INTRODUCTION**

Morrow County is requesting proposals from Banking firms interested in providing financing services to the County, in order to select a lender to provide a commercial construction and permanent loan for the purpose of construction and long-term financing of our North Morrow County Government Center in Irrigon, Oregon. Morrow County expects to select one banking firm to act as construction-perm lender and servicer.

The Request and attachments are published on the Morrow County website: <https://www.co.morrow.or.us/rfps>. Request documents will not be mailed to you. Morrow County may modify this Request by publishing a written Addenda to the Morrow County website. You are solely responsible for checking the website to determine whether or not any Addenda have been issued. All published Addenda are hereby incorporated into this Request by reference.

## **II. BACKGROUND**

Morrow County is constructing the North Morrow County Government Center in Irrigon, Oregon to consolidate services which are currently located in Boardman and Irrigon. The office spaces will include: the County Commissioners, Administration, Sheriff, District Attorney, Justice Court, Parole and Probation, Juvenile, Veterans Services, Clerk, and Planning.

On September 11, 2020, Morrow County issued a Notice to Proceed with Phase 2 of construction and design. The estimated square footage will be 13,262, with the Guaranteed Maximum Price (GMP) of \$6.85 million.

The banking firm selected through this RFP process should be prepared to cooperate fully with Morrow County throughout the loan process.

Morrow County is proud to offer equal opportunity in contract, agreement solicitation and award. Morrow County does not discriminate because of age, race, color, sex, religious creed, national origin, marital status, sexual orientation, or disability. Furthermore, Morrow County encourages and desires that firms doing or seeking to do business with the County have an equal opportunity program with demonstrated results.

Morrow County encourages all written contracts or agreements with the County to incorporate a reference that affirms compliance with applicable non-discrimination, affirmative action and contract compliance laws.

This RFP is a solicitation of firms to provide professional services with respect to borrowing programs to fund the construction and long-term financing (Construction-Perm) of the North Morrow County Government Center.

## **III. SCHEDULE OF EVENTS**

The selection schedule is as follows:

Morrow County Issues Request for Proposal	January 6, 2021
Proposal Due Date	January 20, 2021 3:00 p.m. Pacific Time
Notification of Requested Presentations/Interviews (if necessary)	January, 25 2021

Oral Presentations and Interviews in [Heppner, Oregon]

January 28, 2021

Notice of Intent to Award

February 4, 2021  
(Approximately)

End of Protest

February 11, 2021

#### **IV. PROTESTS**

All protests must be made in writing in accordance with OAR 170-002-0300.

##### **All protests must:**

- Be delivered by email to the Single Point of Contact, or hand-delivered to the Single Point of Contact's address during business hours: 8 a.m. to 5 p.m., Monday through Friday (closed from 12:00-1:00 p.m.).
- Include a reference to Request number 2020-1.
- Include your name and contact information.
- Be submitted by your authorized representative.
- State the reason for the protest, including:
  - o The grounds that demonstrate how this Request process is contrary to law; and
  - o Evidence or documentation that supports the grounds of your protest.
- State your proposed changes to the Request provisions or other relief sought.

**Request Protest:** A protest to this Request must be received by 12:00 p.m. Pacific Time, not less than seven (7) calendar days prior to the Request Closing Date.

**Award Protest:** A protest of the Contract award must be received by 12:00 p.m. Pacific Time, not less than seven (7) calendar days after the Notice of Intent to Award is issued.

**Morrow County Response to Protest:** Morrow County will respond to all protests within a reasonable time and will issue a written decision to the Proposer who submitted the protest. Morrow County will not consider any protest that is submitted after the deadline, or does not include the required information.

#### **V. SCOPE OF FINANCINGS**

The acceptance of the Loan is subject to authorization by the Morrow County Board of Commissioners following review by a selection committee. Morrow County makes no representation or warranty of any nature that any firm selected pursuant to this RFP will participate in any minimum or maximum number of financings, or in financings that involve any minimum or maximum dollar amounts.

## **VI. WORK STATEMENT**

The Banking firms for the Loans are expected to:

- A. Assist in making recommendations on all aspects of the proposed financings, including but not limited to the following:
- Advise and assist Morrow County in formulating and executing a debt financing plan that best accomplishes the purpose of the financing needs at the most favorable terms, interest and ongoing costs terms for the County.
  - Assist Morrow County in preparing documentation required for financing.
  - Advise Morrow County as to Lien structure, security type and loan terms (i.e., fixed rate, variable rate, etc.).
  - Advise of all restrictions, terms and covenants to be included in the financing documents.
  - Cash flow modeling of debt service requirements.
  - The need for reserve funds and similar provisions.
  - Advise as to any Credit enhancements available.
  - Advise as to potential issues to meet goals.
  - Advise as to details of refinancing or conversion of construction financing into long-term options as provided, including but not limited to any costs.
  - Provide management details of construction loan and assist with management of construction draw process for timely payments to Construction building team and contractors.
  - Structure a loan product to meet the interim construction line of credit needs to build the proposed building with a long-term loan fully amortizing financing option at construction completion.
- B. Cooperate with the Morrow County staff and other cooperative organizations, financial advisors, Secretary of State Audits Division and other officials as necessary.
- C. Participate in communicating programs and offering features to Morrow County Board of Commissioners, Administrative staff and Finance.
- D. Participate in the drafting of documents as applicable to all financing provided.
- E. Provide technical assistance to agency in responding to inquiries.

## **VII. PROPOSAL**

If your firm is interested in being considered as a financing lender for Morrow County, please respond to the specific requests for information as set forth in this RFP.

The County does not expect that proposals will require reserve account requirements or minimum balances in proposers bank accounts, as a condition of the Term Loan. If there are such conditions, they must be detailed in the response.

The County does not anticipate the proposal will include any; acceleration or interest rate adjustments other than detailed for construction line of credit loan modified or refinanced to

long-term permanent financing, prepayment penalties or any additional cross collateral or cross default considerations.

The County anticipates all funds on deposit accounts (i.e., construction draws) to be under FDIC insured deposit accounts.

***Submission Deadline***

Proposals must be to Morrow County's office at 110 N. Court Street by 3:00 pm, **Prevailing Pacific Time, January 22, 2021.** ***An electronically delivered proposal in Adobe Acrobat PDF is the strongly preferred format and is acceptable in lieu of any paper copy requirement identified below; however, Morrow County is not responsible for any response errors resulting from electronic transmission. [3] paper copies of the Proposal are to be provided to the Single Point of Contact:***

Darrell J. Green, County Administrator  
Morrow County Oregon  
110 North Court Street  
Heppner, OR 97836  
(541) 676-2529

In addition, provide one (1) electronic PDF copy to: dgreen@co.morrow.or.us

**VIII. EVALUATION PROCESS**

A selection committee will evaluate the proposals received by the submission deadline and make recommendations to the Board of County Commissioners. The first phase of the evaluation will consist of the RFP written response review to identify those Banking firms considered to be finalists for the Loan. These firms may be invited to make presentations to and be interviewed by the selection committee on January 28, 2021. All respondents will be notified the week of January 25, 2021 of their interview selection status. If your firm is selected to make a presentation and be interviewed, **please limit the participants to only those who will have direct responsibility for the structuring, underwriting, and servicing the loan.**

Based on the RFP evaluation ratings, potential oral presentation and interview, the selection committee expects to identify the banking firm(s) considered to be the most qualified for the lending opportunity. If discussions with the proposed lending/banking institution are unsuccessful, the next highest rated firm(s) will be contacted for possible financing responsibilities. Respondents selected as potential managers will be notified by February 1, 2021, or as soon thereafter as possible.

Proposals will be evaluated based on the cost and the compliance with the responses to specifics outlined in the ***Information to Be Included in Proposals*** section of this RFP, including structure and terms of the construction as outlined, and Morrow County reserves the right to:

- (i) Reject any and all proposals that do not comply with all prescribed procedures and proposal requirements, or upon determining that it is in the public interest to do so.
- (ii) Engage the services of more than one firm.



- (iii) Waive any requirements set forth herein.
- (iv) Modify the terms of the proposal process.
- (v) Cancel this RFP process entirely.

#### **IX. INFORMATION TO BE INCLUDED IN PROPOSAL**

All questions must be answered. The proposal must have text no smaller than 12-point type, single space lining, and margins no less than .75 inch. Please answer each question independently from other questions and answers. Each answer page must bear the name of the responding firm at the top of the page and identify the question being responded to. Appendices are allowed, however, the review and scoring of any Appendix is not required, but may or may not be used, by any Selection Committee member. Proposals not meeting requirements may be disqualified.

Proposal information is subject to Oregon Public Record Law (ORS 192.501 to 192.502). A proposal is subject to public inspection unless part or the entire proposal meets an exemption from disclosure as defined in ORS 192.501 or 192.502. Morrow County's procurement policies state that proposals are not open for public inspection until the procurement process has been completed. The most common exemption in proposals is for trade secrets. According to ORS 192.501(2), Trade Secrets may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to certain individuals within an organization and which is used in a business it conducts, having actual or potential commercial value, and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.

Please mark any sections of your proposal that you feel meet an exception in ORS 192.501 or 192.502, and include the specific exemption that you believe it meets. If Morrow County receives a public record request for proposal information, after the procurement process is complete, we will work with the proposer whose information is being requested and Morrow County's attorney to determine what information may be exempt from required disclosure under Oregon Public Record Law.

1. A "Letter of Transmittal" indicating the RFP contact person, their telephone, and e-mail address at your firm to whom Morrow County's office will communicate all selection information with regards to this RFP.
2. A Summary of Qualifications as described below and includes the following information:
  - a. Identify those individuals to be assigned and each individual's role
  - b. Describe the direct experience of the individuals identified above. Please focus and limit your responses to the individuals identified above.
  - c. Describe the experience of your firm with processing, underwriting, construction draw systems and servicing construction and long-term financing.

3. Provide your firm's views regarding the following aspects of the proposed financings:
  - a. Describe your firm's approach to commercial construction to perm financing. Include specific comments and recommendations.
  - b. Discuss pricing differences between the proposed programs if more than one included.
  - c. Discuss your firm's construction draw process and requirements.
  - b. Discuss your products transition from Construction Line of Credit to Long-term financing (i.e., modification, refinance or other).
4. Provide a Financing Structure of Fees and Costs for each component for a proposed \$6.2-\$6.9 million financing construction - long term perm package. Assume a typical one-year construction phase, with long-term 7-, 10- and 15-year long term permanent terms mortgage with full amortization schedules.

The County requirements in establishing the Term Loan Program:

- a. Possible range \$6.2 to \$6.9 million.
- b. Rate, Fixed rate bank qualified loan for a 7-, 10- and 15-year long-term option.
- c. Repayment, fully amortized loan with a semi-annual principal and interest loan payment without early payoff prepayment or make whole penalties.
- d. Prepayment, the County requests that the interest rate be proposed on the basis of full early payoff without penalty.

The County requirements in establishing the Construction loan:

- a. Possible range \$6.2-\$6.9 million line of credit with construction completion phased draws.
- b. Minimum 12-month construction loan term with extension opportunities.
- c. Initial term on a construction fixed rate loan, interest only payments on outstanding balance only.
- d. Terms of interest only payments on outstanding balances to be detailed.

Fees and Expenses - Describe all fees and expenses which the County will be responsible to pay the proposing lender, if selected. The amounts stated in the proposal shall represent the maximum amounts payable to the Proposing lender by the County. All fees and expenses in excess of those stated in the proposal shall be the sole responsibility of the proposing lender and will not be paid or reimbursed by the County. Fees and expenses should include all costs associated with financing including outside service providers including but not limited to escrow and title, foundation surveys, inspections and lien recording.

Provide a list of all conditions, terms restrictions, requirements other than those specified in this RFP, which should be include in your commitment to provide the Construction AND the term loan, such as any changes in interest rate, extension and modification fees, acceleration, failure to close or default.

Provide a list of all upfront documentation required for lender to make an underwriting decision/commitment to lend.

Provide detail of construction loan draw process, documentation required, timelines to meet payment/draw requests upon County requests and conditions or requirements to making draws (i.e., inspections, surveys, title guarantees, etc.)

5. Provide a statement of assurance that your firm is not currently in violation of any regulator agency rules, or, if in violation, an explanation as to why the violation does not have a material adverse effect on your ability to perform under the proposed contract.
6. Identify the name or names of any person or firm, including attorneys, lobbyists and public relations professionals compensated to promote the selection of your firm, and any plan or arrangements to share tasks, responsibilities and/or fees earned, and the method used to calculate the fees to be earned.
7. Include any other information that you consider appropriate and which will be helpful in Morrow County's choice of selecting a lending institution for a Construction-Perm loan.

**X. ADDITIONAL INFORMATION**

For additional information regarding this RFP, please limit your contact to the Single Point of Contact. If you send questions to any other employee, your proposal may be rejected.



**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)

Presenter at BOC: Richard Tovey  
 Department: County Counsel  
 Short Title of Agenda Item:

Phone Number (Ext): 5626  
 Requested Agenda Date: 2-3-2021

(No acronyms please)

**Draft Memorandum of Understanding with County School Districts  
 regarding the Wheatridge Project Strategic Investment Program**

**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 checked="" type="checkbox"/> Discussion & Action |
| Estimated Time:   | Estimated Time: <b>15 minutes</b>                       |
| <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:

Contractor/Entity Address:

Effective Dates – From:

Through:

Total Contract Amount:

Budget Line:

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

Reviewed By:

_____	Department Director	Required for all BOC meetings
<i>[Signature]</i>	_____	
DATE	Administrator	Required for all BOC meetings
_____	_____	
DATE	County Counsel	*Required for all legal documents
Richard Tovey	2/1/2021	
DATE	_____	
_____	Finance Office	*Required for all contracts; other items as appropriate.
_____	_____	
DATE	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):**

Counsel was assigned to work with Beth O'Hanlon with InterMountain ESD to create an intergovernmental agreement reflecting discussions from the work session held January 20, 2021 with the Morrow County BoC and Morrow County School District and the Ione School District that involve payments from the Wheatridge Project Strategic Investment Program agreement to the school districts for STEM and Art and Music programs. Beth O'Hanlon has provided a draft intergovernmental agreement that counsel has reviewed. The draft intergovernmental agreement is being provided to the board for review and discussion of the terms to include but not limited to issues regarding:

- Terms for termination of the agreement
- Potential for the school districts to roll funds over from year to year
- Reporting requirements
- Timing of the distribution of funds each year
- How the funds will be paid

## **2. FISCAL IMPACT:**

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

Attach additional background documentation as needed.

**INTERGOVERNMENTAL AGREEMENT**

**For**

**STEAM and STEM Education**

**THIS INTERGOVERNMENTAL AGREEMENT**, made and entered into this \_\_\_\_\_ of February 2021, by and between **MORROW COUNTY**, hereinafter called “**COUNTY**” and **MORROW COUNTY SCHOOL DISTRICT # 1 & IONE SCHOOL DISTRICT**, hereinafter called “**DISTRICTS**”.

**RECITALS**

**WHEREAS**, by the authority granted in ORS 190.010, units of local government may enter into agreements with other units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform; and

**WHEREAS**, the County and Districts met to discuss and are in agreement the importance of Science, Technology, Engineering, Art and Music to the students in Morrow County to create a vibrant culture and productive workforce; and

**WHEREAS**, the Districts and County are willing to provide resources to create the STEAM and STEM programs, as long as resources allow.

**NOW, THEREFORE**, in consideration of the mutual covenants of the parties, each to the other giving, the parties do hereby agree as follows:

1. The Districts have agreed to create and implement STEAM and STEM instruction for students in Morrow County. The program will be allocated as 60% STEM instruction with 40% allocated to Art and Music. Funding will be awarded per attached Exhibit A.
2. The County agrees pay a minimum of \$1,000,000.00 to support the Districts’ STEAM and STEM instruction. Payment will be made to the Districts before December 31, 2021.

**DURATION** of this agreement will be July 1, 2021 through June 30, 2022 ?????

**COUNTY** will pay the Districts before December 31st of each school year. Report on progress?

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement on this day and year first above written.

\_\_\_\_\_  
**XXX, County Commissioner  
Morrow County**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dirk Dirksen, Superintendent  
Morrow County SD #1**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Rollie Marshall, Superintendent  
Ione School District**

\_\_\_\_\_  
**Date**





## Administration

P.O. Box 788 • Heppner OR 97836  
(541) 676-2529 Fax (541) 676-5619

Darrell Green  
County Administrator  
dgreen@co.morrow.or.us

**TO:** Board of Commissioners  
**FROM:** Darrell Green, County Administrator  
**DATE:** January 29, 2021  
**RE:** Administrator Monthly Report for January 2021

Below are the highlights for the month of January.

1. North County Government Building update:
  - a) We received our Building Permit. Construction has started with establishing the grade and preparing the foundation.
  - b) We resubmitted our RFP for loan services to finance the Irrigon building and anticipate awarding this on February 4, 2021.
2. The Morrow County Government Command Center Team meets weekly to discuss what action(s) the county should take in the event COVID-19 levels off/subsides or if it gets worse. Our focus in January has been on administering vaccine.
3. I have continued to participate on multiple weekly conference and Zoom calls with OHA and local public health entities to stay current on information on COVID 19.
4. At our Director's meeting on January 12<sup>th</sup>, we talked about Ergonomic approaches where Lindsay also walked us through some stretching exercises, Kate gave us updates on the Budget and Forecast and a Q&A session on COVID-19. Our next meeting is March 9, 2021.
5. The Leadership TEAM met to discuss our past work on Morrow County Values. We are working towards narrowing the County Values to three or four with a brief statement describing the Value.
6. Other projects or activities;
  - a) Courthouse Space Analysis
  - b) Sheriff Station 2
  - c) Long Range Planning
  - d) Retirement Plan implementation

Sincerely,

Darrell J Green





## Morrow County Sheriff's Office - Monthly Stats 2021

Incident	Jan	Feb	Mar	April	May	June
Alarms	4					
Animal Complaint	23					
Agency Assist	34					
Assaults	2					
Burglary	5					
CHL	32					
Citizen Assist	23					
Civil Service	38					
County Code Calls	17					
Heppner area	0					
Irrigon area	9					
Bdmn area	8					
lone/Lex area	0					
Death Investigation	0					
Disturbance	6					
Dog	51					
Driving Complaints	64					
Drunk/Impaired Driver	1					
EMS	8					
Hit & Run	5					
Juvenile Complaints	23					
Motor Vehicle Crashes	7					
RV Code	0					
Suicidal	1					
Suspicious Activity	36					
Theft	6					
Trespass	5					
Traffic Stops - Cite	36					
<b>Total Traffic Stops</b>	<b>146</b>					
UUMV-Stolen vehicle	4					
Welfare Check	12					
<b>Totals</b>	<b>589</b>					
Other Misc. Incidents	586					
<b>Total # of Incidents</b>	<b>1175</b>					
Felony Arrests	16					
<b>Total # of Arrests</b>	<b>43</b>					



## Morrow County Sheriff's Office - Monthly Stats 2020

Incident	July	August	Sept	October	Nov	Dec
Alarms	9	6	8	5	9	4
Animal Complaint	39	25	37	37	26	15
Agency Assist	21	20	22	19	14	15
Assaults	8	0	9	2	3	3
Burglary	3	0	2	3	4	2
CHL	35	30	39	44	34	18
Citizen Assist	20	15	14	11	12	11
Civil Service	43	68	95	102	70	32
County Code Calls	24	30	33	35	14	11
Heppner area	0	0	1	0	0	1
Irrigon area	11	8	21	15	8	3
Bdmn area	11	22	10	20	17	4
lone/Lex area	2	0	1	0	0	3
Death Investigation	0	1	0	5	2	3
Disturbance	13	15	16	8	9	18
Dog	78	82	65	62	49	41
Driving Complaints	102	93	86	153	81	72
Drunk/Impaired Driver	4	1	8	2	2	2
EMS	13	22	9	20	8	13
Hit & Run	4	4	2	3	0	5
Juvenile Complaints	9	6	29	27	17	20
Motor Vehicle Crashes	6	1	4	7	14	12
RV Code	1	1	0	0	0	0
Suicidal	6	4	2	1	2	4
Suspicious Activity	41	38	43	37	37	29
Theft	15	15	11	15	11	13
Trespass	9	14	7	6	9	6
Traffic Stops - Cite	75	73	42	72	46	40
<b>Total Traffic Stops</b>	<b>219</b>	<b>150</b>	<b>150</b>	<b>212</b>	<b>196</b>	<b>116</b>
UUMV-Stolen vehicle	3	1	5	0	3	1
Welfare Check	17	17	17	18	13	13
<b>Totals</b>	<b>817</b>	<b>805</b>	<b>755</b>	<b>906</b>	<b>710</b>	<b>530</b>
<b>Other Misc. Incidents</b>	<b>881</b>	<b>637</b>	<b>936</b>	<b>588</b>	<b>501</b>	<b>463</b>
<b>Total # of Incidents</b>	<b>1698</b>	<b>1442</b>	<b>1691</b>	<b>1494</b>	<b>1211</b>	<b>982</b>
Felony Arrests	16	15	20	11	14	18
<b>Total # of Arrests</b>	<b>37</b>	<b>33</b>	<b>43</b>	<b>32</b>	<b>28</b>	<b>30</b>



## Morrow County Sheriff's Office - Monthly Stats 2020

Incident	Jan	Feb	Mar	April	May	June
Alarms	8	8	6	3	8	12
Animal Complaint	14	23	13	29	31	20
Agency Assist	17	10	10	20	1	24
Assaults	4	1	5	1	13	5
Burglary	4	8	0	2	2	4
CHL	29	11	17	13	18	4
Citizen Assist	18	16	10	17	18	19
Civil Service	69	54	56	16	28	52
County Code Calls	44	34	31	23	16	11
Heppner area	3	1	2	0	2	1
Irrigon area	23	27	15	9	8	4
Bdmn area	17	5	16	13	6	6
lone/Lex area	0	1	1	1	0	0
Death Investigation	1	0	1	0	1	0
Disturbance	9	10	23	16	12	17
Dog	52	50	52	39	64	49
Driving Complaints	102	124	150	95	82	101
Drunk/Impaired Driver	4	1	4	3	1	1
EMS	15	14	16	12	19	23
Hit & Run	4	3	4	2	2	0
Juvenile Complaints	12	30	17	4	21	11
Motor Vehicle Crashes	24	7	7	4	4	6
RV Code	0	0	0	0	0	0
Suicidal	6	6	1	4	4	5
Suspicious Activity	49	33	25	38	42	41
Theft	15	10	11	7	15	13
Trespass	13	10	6	17	9	7
Traffic Stops - Cite	63	49	64	41	112	90
<b>Total Traffic Stops</b>	<b>201</b>	<b>197</b>	<b>228</b>	<b>105</b>	<b>240</b>	<b>212</b>
UUMV-Stolen vehicle	1	0	1	2	2	3
Welfare Check	12	12	14	11	14	12
<b>Totals</b>	<b>790</b>	<b>721</b>	<b>772</b>	<b>483</b>	<b>779</b>	<b>742</b>
Other Misc. Incidents	594	622	624	729	739	821
<b>Total # of Incidents</b>	<b>1384</b>	<b>1343</b>	<b>1396</b>	<b>1212</b>	<b>1518</b>	<b>1563</b>
Felony Arrests	25	19	12	7	12	11
<b>Total # of Arrests</b>	<b>50</b>	<b>36</b>	<b>30</b>	<b>24</b>	<b>28</b>	<b>29</b>



P.O. Box 247 • Heppner, Oregon 97836  
 (541) 676-5607 FAX: (541) 676-5610

## ASSESSMENT & TAXATION

**MIKE GORMAN**  
 Assessor/Tax Collector

### Assessment & Tax Department Report for February 3, 2021

1. Tax Office
  - A. \$1,543,170 of the 2019-20 taxes left to Collect as of 1-29-21 (About 95 % Collected and \$450,000 better than last year).
  - B. First Trimester notices were sent on January 20 and are due February 15.
  - C. As you know, Jaylene Papineau was elected Morrow County Treasurer and started her term January 4. Jaylene had been an Assessment and Tax Clerk in my department since August of 2017, and was an excellent member of our team. Bobbie Ingraham filled Jaylene's vacancy on December 21 and is working out very well and we are pleased with her so far.
2. Appraisal staff
  - A. The Appraisal Staff has been conducting limited field work so far this winter. They have been working on some smaller assessment issues due to the conversion to our current assessment software. They are also preparing for numerous farm use disqualifications and revaluations of the land under the Wheatridge and Orchard Winds Projects.
  - B. Value Appeals
    - a. For the fourth year in a row, we have no local Board of Property Tax Appeals. The RDO/Calbee Foods Magistrate Appeal has been settled and you will see an application for refund on next week's agenda. Pacific Ethanol has filed an appeal with the Magistrate Division of Tax Court for their 2020-21 value. County Counsel is assisting with that.
3. 2021 Legislative Session
  - A. This is a year for the long Legislative Session and I am on the Assessor's Association's Legislative Committee and we are meeting weekly by phone to discuss legislation dealing with assessment and tax. I will keep you informed of any other concerning legislation.
4. Partitions and Subdivisions
  - A. So far this year, I have signed four Partition Plats and have 5 more currently in review and am expecting at least that many more in the works for the near future. We have been seeing a lot of new to the area surveyors performing these which has increased review time. County Surveyor, Matt Kenny, Planning Director, Tamra Mabbott and myself met earlier this month to talk about creating some sort of document or outline we would provide the applicant and/or their surveyor laying out complete process and requirements for partitions

and subdivisions. When we get this document completed we want to approach all of the cities to get them on board as well.

5. COVID-19

- A. Although COVID-19 is still an extreme concern for all of us, I appreciate the Courthouse remaining open. I feel strongly this a huge service to the County residents, although I do have concerns on Circuit Court days. Working from home would be a challenge for my department as we all have desktop workstations, only personal phones, not all of my employees have adequate Wi-Fi and being able to connect to the network is a challenge. Also, not all of our records are digital and we still use hard copies and files.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Mike Gorman", written in a cursive style.

Mike Gorman  
Morrow County Assessor/Tax Collector



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## Morrow County Surveyor Quarterly Report

To: Morrow County Board of Commissioners

From: Matt Kenny, Morrow County Surveyor

Date: Wednesday, February 03, 2021

Re: County Surveyor Quarterly Report

### THANK YOU

I want to start by saying thank you to Darrell and the commission. Everyone has been so welcoming and helpful in my first month as County Surveyor. Also, A special thanks to Matt Scrivner and Tony Clement for allowing the new guy to invade their space. I am very grateful for the assistance of everyone in the Public Works Department.

### REVIEWS AND RECORDINGS

It has been a very busy start to 2021. So far, I have received 2 record surveys, 3 property line adjustments, and 5 partition plats. This is in addition to one subdivision and one partition still pending from 2020. I have heard from multiple local surveyors that there is plenty more to come, they are busy in Morrow County. The planning commission also just approved a number of land division requests by the Port of Morrow yet to hit my desk. We are starting the year on a pace that would more than double the recording rate of previous quarters in 2020.

### INTERDEPARTMENTAL WORK

I have been working with Mike, Tamra, and Stephanie in the revision of the Morrow County Subdivision Ordinance. I provided comments on items I thought could be adjusted and also recommended all comments provided by Steve Haddock (former County Surveyor) be considered. Our group conversations have been very productive and I am excited to be a part of the process moving forward.

As a group, we also discussed working on a one stop fee schedule exhibit for landowners and/or professionals needing an overview of the total costs associated with subdividing, partitioning, property line adjustments and surveys. This is something they provided in Umatilla County that I feel was very helpful. It would outline each departments process and fees. This has been specifically requested by local surveyors and I have volunteered to begin putting something together.

### PUBLIC WORKS

I have been working closely with Public Works on a variety of projects, providing right-of-way research and surveying services. Most recently with the improvements to Kilkenny corner. I have a running to-do list that I will continue to work on once reviews slow down.

I have also been meeting with landowners regarding a series of old public roads to be vacated in the vicinity of Morter Lane. With this, I will be investigating questions surrounding Morter Lane itself. I am

happy to facilitate these processes and look forward to assisting landowners navigate processes outlined in ORS 368.

#### ONGOING OLD BUSINESS

I continue to work with information provided by Steve Haddock regarding the Irrigon sewer line project that destroyed many survey monuments. The Irrigon City Manager reached out in early January, expressing their interest in replacing 4 monuments; however, investigation indicates there are many more that have been destroyed. Early information requests from the City have been denied and cooperation appears limited. I foresee this being something the County Surveyor will have to accomplish alone. As of now I am waiting to get through all outstanding reviews before digging in to research this project in detail.

#### OUTREACH AND EDUCATION

I have been making plans to reach out to all of the Cities in Morrow County with the goal of helping them become aware of the provisions in ORS 209 regarding preservation of survey markers. It's my hope that early outreach will educate the Cities on the requirements and help with implementing plans moving forward. Starting the conversation now should help facilitate discussion to revise processes, code, and/or contract document standards so that the public is protected.

Heppner City Manager Kraig Cutsforth and I have had a very productive conversation regarding the upcoming street improvement project throughout Heppner. He would like to see the monumentation preserved and recognizes the importance of this to the citizens of Heppner. At some point in the near future I plan to begin discussion with the Cities surveyor/engineer on developing a plan to get data collected pre-construction. I have also expressed the willingness to help as the County Surveyor. This is something we plan to bring to the board very shortly for consideration.

These projects also provide an excellent opportunity to measure old historical corners that may have long been covered by street improvements. I would be excited to help the Cities recover, measure, and record the data necessary to perpetuate these monument locations.

#### THE END IS NEAR

The last quarter brought big changes for the Morrow County Surveyor position and Morrow County as a whole. We have acquired a vehicle and all necessary survey equipment and hired a full-time surveyor. I am proud to be a part of this transition and look forward to serving the citizens of Morrow County to the best of my ability. I would also like to add a nod of appreciation to fellow surveyor and mentor Steve Haddock. Thanks Steve for all you did in Morrow County.

Respectfully,

Matt Kenny

County Surveyor



# Health Department

P.O. Box 788 • Heppner OR 97836  
(541) 256-0820

Nazario Rivera  
Public Health Director  
nrivera@co.morrow.or.us

**TO:** Board of Commissioners

**FROM:** Nazario Rivera, Public Health Director

**DATE:** January 29, 2021

**RE:** Morrow County Health Department Quarterly Update

**Below are the highlights for this past quarter:**

**COVID-19**

• **Cases as of 01/28/2021**

Cases for Morrow County	
Boardman	626
Irrigon	296
Heppner	40
Lexington	15
Ione	7
<b>Total</b>	<b>979</b>
Hospitalized	4
Deaths	11
Week 01/24-01/29	13
Week 01/17-01/23	35
Week 01/10-01/16	48
Week 01/03-01-09	45

• **COVID Vaccine Supply**

Lot #	Heppner	Boardman	1/28/2021	First Dose	Booster
025520-2A	151				
0111L20A	48	77	Doses Given	529	27
0411L20A	16	49			
029L20A		122	Current stock	Vials	Vials
1/28/2021	66		Heppner	16	19
<b>Total</b>	<b>281</b>	<b>248</b>	<b>Boardman</b>	<b>3</b>	

- **COVID Vaccine Schedule Provided as an Attachment**
- **COVID Vaccine Sequencing Guide Provided as an Attachment**

We began the process of distributing COVID Vaccine on 12/30/2020. We have set up a coalition that includes Morrow County Health Department, Morrow County Health District, Columbia River Health, and Murrays Pharmacy. We have weekly check ins and discuss plans on vaccine distribution. We have submitted an attestation to the state notifying them we have put forth our best efforts to vaccinate people within phase 1a. In addition, we have worked with the Morrow County School District, Ione School District, and the Intermountain School District. We are now prioritizing elderly individuals that are of age 80 and above. We will than move on to more age groups that include 75+, 70+, and 65+. We will continue to follow any sequencing guidelines provided from the state.



### Staffing

Recent changes:

- Nazario Rivera, Health Department Director
- Elizabeth Schultz, Emergency Response
- Nancy Ortiz, Contact Tracer
- Susie Thompson, Case Investigation & Contact Tracing RN, COVID POD RN

Current Vacancies:

- Home Visiting RN
- Contact Tracer

### EOCCO Updates

An application was submitted through the Morrow County LCAC in regards to funding towards the CARE Program. We are awaiting an official response from the LCAC in regards to funding allocations.

### Electronic Health Record

**Patagonia Electronic Health Record Team: Vickie Turrell, Deb Green, Patricia Ortiz, Nazario Rivera**  
Go Live date is set for 02/01/2020

### School Reopening

**School COVID Team: Ian Murray, Patricia Ortiz, Ana Pineyro, Yvonne Morter, Nazario Rivera**  
Morrow County Health Department has been working closely with Morrow County Schools doing COVID surveillance and monitoring in the student and staff populations. We have had constant communication with Morrow County School District and Lone School District. The schools have communicated their plans to the health department to make sure the plans in place would be able to be supported by the health department. We will continue to engage with our local schools to make sure we can support them as best we can.

### Immunizations

Flu clinics were provided throughout the county and in the schools. Vaccine continues to be available. Our health department staff has been working closely with schools to get students vaccinated as school exclusion quickly approaches on February 17<sup>th</sup>. Due to the pandemic this year's school exclusion will only affect students that access campus. If students are solely doing distance learning they will not be excluded access to the digital platform to access classes.

# January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			12/30/2021		1	2
			Heppner: 1a Prime			
3	4	5	6	7	8	9
		Boardman: 1a Prime	Heppner: 1a Prime	Family Planning		
10	11	12	13	14	15	16
		Boardman: 1a Prime	Heppner: 1a Prime			
17	18	19	20	21	22	23
		Boardman: 1b School Staff Prime	Heppner: 1b School Staff Prime	Family Planning	Boardman: 1b School Staff Prime	
24	25	26	27	28	29	30
		OHA Testing Event (Boardman)	Heppner: 1a Booster 1b 80+ Prime			
31						

<b>February</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	1	2	3	4	5	6
	Boardman: 1b 80+ Prime	Boardman: 1a Booster 1b 80+ Prime	Heppner: 1a Booster 1b 80+ Prime	Family Planning		
7	8	9	10	11	12	13
		Boardman: 1a Booster	Heppner: 1a Booster			
14	15	16	17	18	19	20
		Boardman: 1b School Staff Booster	Heppner: 1b School Staff Booster	Family Planning	Boardman: 1b School Staff Booster	
21	22	23	24	25	26	27
			Heppner: 1b 80+ Booster			
28						

<b>March</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	1	2	3	4	5	6
	Boardman: 1b 80+ Booster	Boardman: 1b 80+ Booster	Heppner: 1b 80+ Booster	Family Planning		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
				Family Planning		
21	22	23	24	25	26	27
28	29	30	31			

<b>Eligibility</b>	<b>Phase</b>	<b>Groups Included</b>	<b>Where/How Vaccine Will Be Given</b>
December 2020	<b>Phase 1A</b>  Group 1	Hospitals, Urgent Care	Hospitals
		Skilled Nursing And Memory Care Facility Health Care Providers And Residents	Federal Contract with Pharmacies
		EMS Providers, Law Enforcement, Fire And 911 Dispatch	EMS Providers
January 2021	<b>Phase 1A</b>  Group 2	Residential Facilities, Congregate Care Sites And Adult Foster Homes, Including Health Care Providers And Residents	Federal Contract with Pharmacies
		Hospice Programs, Mobile Crisis Care And Related Services	Health System Partnership
		Secure Transport	Internal
		Individuals Working In A Correctional Setting	Dept. of Corrections or County
January 2021	<b>Phase 1A</b>  Group 3	Outpatient Settings Serving Specific High-Risk Groups, In-Home Care, Day Treatment Services	Health System Partnership
		SEIU503 Home Healthcare And Personal Support Workers	SEIU503
		Non-Emergency Medical Transport	Internal
January 2021	<b>Phase 1A</b>  Group 4	All Other Outpatient's Health Care Settings	Health System Partnership
		Public Health Workers Who Have Contact With The Public	County
		Health Care Workers In Early Learning Settings	Health System Partnership
		Death Care Workers	Health System Partnership
Jan 19, 2021	<b>Phase 1B</b>  Educators and School Staff	Child Care, Preschool And K-12 Teachers And School District Staff	Health System Partnership
Jan 29, 2021	<b>Phase 1B</b>  Ages 65+	Age 80+, 75+, 70+, 65+	Health System Partnership
TBD	<b>Phase 1B</b>  Frontline Essential Workers	Food and Agricultural Workers	TBD
		Postal Service Workers	TBD
		Manufacturing Workers	TBD
		Grocery Store Workers	TBD
TBD	<b>Phase 1C</b>	Persons ages 16-64 years with high-risk medical conditions	TBD
		Other essential workers	TBD
TBD	<b>Phase 2</b>	General Population	Health Care Providers and Pharmacies
<p>For more information on COVID Vaccines in Morrow County feel free to contact us.  COVID Vaccine phone line: <b>541-676-5649</b>  Email: <a href="mailto:COVIDVaccine@co.morrow.or.us">COVIDVaccine@co.morrow.or.us</a></p>			



**NEWS RELEASE**

**January 26, 2021**

**Media Contact:** [Liz Merah](#), 503-877-8287

**Governor Kate Brown Announces Updates to County Risk Levels**

*Updated risk levels take effect January 29, modified guidance for indoor activities in Extreme Risk counties to also take effect*

(Salem, OR) — Governor Kate Brown today announced updates to county risk levels under the state's public health framework to reduce transmission and protect Oregonians from COVID-19. The framework uses four different risk levels for counties based on COVID-19 spread—Extreme Risk, High Risk, Moderate Risk, and Lower Risk—and assigns health and safety measures for each level.

Effective January 29 through February 11, there will be 25 counties in the Extreme Risk level, two at High Risk, two at Moderate Risk, and seven at Lower Risk. A complete list of counties and their associated risk levels is available [here](#).

"Most of the state remains in the Extreme Risk category," said Governor Brown. "This is an important reminder for all Oregonians to continue to do their part by abiding by the health and safety guidelines in place. Until vaccines are widely available with high participation rates, the surest way to lower our risk and open our businesses and communities is to continue practicing the measures we know are effective in reducing the spread of COVID-19 — wear your mask, keep physical distance from others, avoid gatherings, wash your hands often, and stay home when you are sick."

Governor Brown also announced modifications to the guidance for indoor activities in Extreme Risk counties, which will take effect January 29. These modifications allow for a maximum of six people indoors at facilities over 500 square feet (for all indoor activities except dining) with associated guidance for ongoing social distancing, cleaning protocols, and face coverings. For facilities smaller than 500 square feet, the modified guidance allows for 1:1 customer experiences, such as personal training. The updated guidance for indoor recreation will be posted to [coronavirus.oregon.gov](https://coronavirus.oregon.gov) by January 29.

"The science has shown us that outdoor activities are safer than indoor activities when it comes to the spread of COVID 19, which is why we have clearly delineated guidance between indoor and outdoor activities," said Governor Brown. "We have seen over the last several weeks that Oregonians have largely complied with risk levels to the point that we have not seen a surge in hospitalizations that would have jeopardized hospital capacity. This means we are able to make these adjustments for Extreme Risk counties, which should assist both businesses and Oregonians as we continue to work to stop the spread of COVID-19."

The Oregon Health Authority will examine and publish county data weekly. County risk levels will be reassigned every two weeks. The first week's data will provide a "warning week" to prepare counties for potential risk level changes. The next assignment of risk levels will be announced February 9 and take effect February 11.

Updates to Warning Week data and county risk levels will be posted to [coronavirus.oregon.gov](https://coronavirus.oregon.gov).

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