

# AGENDA

JEFFERSON COUNTY  
BOARD OF COMMISSIONERS MEETING  
NOVEMBER 8, 2023  
COMMISSION MEETING ROOM  
8:15 AM

*This meeting has the option of attending via teleconference. The meeting is open for onsite attendees. The teleconference allows for listening to the meeting, but will be muted for incoming participation, except during “citizen comments” that will occur at approximately 9:00am.*

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the County Commission to consider additional subjects. Meetings are subject to cancellation without notice. Other than hearings, which are publicly noticed, the time schedule is approximate and may vary for individual agenda items. The Board reserves the right to place a time limit on public testimony on any agenda item. The meeting place is handicapped accessible. Those needing assistance should contact the Commission office two (2) days in advance of the meeting by calling (541) 475-2449.

**All agenda items shall be taken up between scheduled (time specific) appointments, action items, or public hearings when time permits.**

CONFERENCE CALL LINE: (301) 715-8592 MEETING ID: 898 1666 4155 PASSCODE: 2449

<https://us06web.zoom.us/j/89816664155?pwd=RkNKeTM0T1YvWDA3Q2U3QmIwMytGdz09>

1. Administrative Session (8:15) *(The items discussed during Administrative Session are intended to have staff present updates/reports or routine items to the Board. The Second Wednesday of the month is an Elected Official/Department Director Meeting)*
  - 1.1 Elected Official/Department Director Meeting.
2. Call to Order/Pledge of Allegiance/Invocation
3. Presentations/Awards
4. Changes to the Agenda (Consideration of Submission of Late Items)
  - 4.1 Reinstatement and Amendment No. 1 to Grant No. 15675 - signed by Commission Chair.  
[4.1.pdf](#)
  - 4.2 First Addendum to Madras Police Department Subaward Grant Agreement - signed by Commission.  
[4.2.pdf](#)
  - 4.3 Salary Change Order for Benjamin Toops - signed by Commission.  
[4.3.pdf](#)

4.4 Salary Change Order for Jeremy Skeels - signed by Commission.

[4.4.pdf](#)

4.5 Salary Change Order for Mercedes Olivera - signed by Commission.

[4.5.pdf](#)

5. 9:00 A.M. - Citizen Comments

6. Consent Agenda (*The items on the Consent Agenda are considered routine and will all be adopted in one motion unless a Board member or person in the audience requests, before the vote on the motion, to have the item considered separately. If any item is removed from the Consent Agenda, the item will be taken up immediately following the vote on the remaining items*)

6.1 October 2023 Accounts Payable Paid October 2023 in the amount of \$270,870.24 - signed by Commission.

[6.1.pdf](#)

6.2 Certificate of Right to Burial, Certificate No. 2085, 2086, GB188 & GB189 - signed by Commission.

[6.2.pdf](#)

6.3 Action Minutes for November 1, 2023 - signed by Commission.

[6.3.pdf](#)

7. Scheduled Appointments, Action Items, and Public Hearings

7.1 9:30 a.m. - COIC RHC Request.

7.2 10:30 a.m. - HR Answers Equity Report.

7.3 6:00 p.m. - Board of Commissioners & Culver City Council joint meeting at Culver City Hall.

8. Action Items

8.1 Oregon Parks and Recreation Department Local Government Grant Program Agreement - signed by Commission Chair.

[8.1.pdf](#)

8.2 Criminal Justice Commission Specialty Court Grant Program, SCP-23-15 Grant Agreement - signed by Commission Chair.

[8.2.pdf](#)

8.3 Salary Change Order for Kelsey Parsons - signed by Commission.

[8.3.pdf](#)

8.4 Salary Change Order for Gabriel Soliz - signed by Commission.

[8.4.pdf](#)

8.5 Salary Change Order for Lyndsay Hessel - signed by Commission.

[8.5.pdf](#)

8.6 Salary Change Order for Michael Stemwedel - signed by Commission.

[8.6.pdf](#)

8.7 Jefferson County Business Loan Agreement with New Grass, LLC - signed by Commission Chair.

[8.7.pdf](#)

8.8 Statutory Warranty Deed - signed by Commission.

[8.8.pdf](#)

8.9 Resolution In the Matter of Amending Jefferson County Policy and Procedure Manual, Employee Policy 314, Leaves of Absence - signed by Commission.

[8.9.pdf](#)

8.10 Salary Order for Emily Lee, Community Development Department Permit Technician II, Grade 15D, Step 10 - signed by Commission.

[8.10.pdf](#)

9. Elected Official Report(s)/Request(s)

10. Department Heads Report(s)/Request(s)

11. County Counsel Report(s)/Request(s)

12. County Administrative Officer Report(s)/Request(s)

12.1 HR Director Job Description and Request for Waiver of 90-day Waiting Period.

[12.1.pdf](#)

13. Commission Discussion Items

13.1 Continued discussion regarding American Rescue Plan (ARPA) & CARES Act Funding Programs.

13.2 CREA Membership.

[13.2.pdf](#)

14. Announcements/Notification of additional Commission Meetings

15. Executive Session

16. Adjourn