

AGENDA

JEFFERSON COUNTY
BOARD OF COMMISSIONERS MEETING
APRIL 24, 2024
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 Flood Insurance - Mandy Gunn, Marsh McLennan Agency.
 - 1.2 County Clerk Annual Update.
 - 1.3 Community Development Department - 3rd Quarter Report.
2. Call to Order/Pledge of Allegiance/Invocation
3. Presentations/Awards
4. Changes to the Agenda (Consideration of Submission of Late Items)
 - 4.1 Letter of Appointment for Dan Comingore to the Jefferson County Fair Board - signed by Commission.
[4.1.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 April 2024 Accounts Payable Paid April 2024 in the amount of \$438,241.95 - signed by Commission.

[6.1.pdf](#)

6.2 April 2024 Accounts Payable Paid April 2024 in the amount of \$20,000.00 - signed by Commission.

[6.2.pdf](#)

6.3 April 2024 Accounts Payable Paid April 2024 in the amount of \$243,862.06 - signed by Commission.

[6.3.pdf](#)

6.4 April 2024 Accounts Payable Paid April 2024 in the amount of \$761.61 - signed by Commission.

[6.4.pdf](#)

6.5 April 2024 Accounts Payable Paid April 2024 in the amount of \$181,102.80 - signed by Commission.

[6.5.pdf](#)

6.6 Certificate of Right to Burial, Certificate No. GB196 - signed by Commission.

[6.6.pdf](#)

6.7 Action Minutes for April 10, 2024 - signed by Commission.

[6.7.pdf](#)

6.8 Compensation Board Meeting Minutes - acknowledged by Commission.

[6.8.pdf](#)

7. Scheduled Appointments, Action Items, and Public Hearings

7.1 9:30 a.m. - Audit Presentation, Solutions CPAs.

7.2 10:30 a.m. - County Treasurer Monthly Financial Report & Investment Committee.

7.3 11:30 a.m. - Executive Session - ORS 192.660(2)(e) - Real Property Transactions.

7.4 11:30 a.m. - Executive Session - ORS 192.660(2)(h) - Advice of Counsel.

8. Action Items

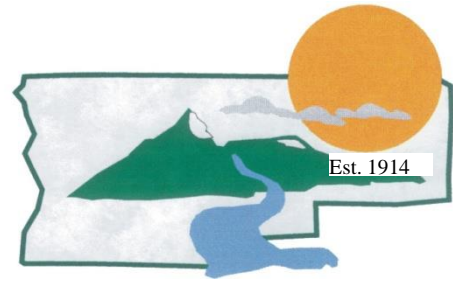
8.1 Salary Order for Duane Hollenbeak Jr., Buildings & Grounds Maintenance Tech II, Grade 15, Step 13 - signed by Commission.

[8.1.pdf](#)

- 8.2 Salary Order for Duane Romane, Public Works Maintenance Worker I, Grade MWI, Step 6 - signed by Commission.
[8.2.pdf](#)
- 8.3 Updated 2023-2025 STOP VAWA Grant Special Conditions - signed by Commission Chair.
[8.3.pdf](#)
- 8.4 Authorization of Out of State Travel for Corina Domingo & Marlene Medina to attend the 19th Annual Conference on Crimes Against Women in Dallas, TX, May 20-23, 2024 - signed by Commission Chair.
[8.4.pdf](#)
- 8.5 Election of De Minimis Indirect Cost Rate - signed by Commission.
[8.5.pdf](#)
- 8.6 Salary Change Order for Clark Linden - signed by Commission.
[8.6.pdf](#)
- 8.7 Salary Change Order and Employment Agreement for Alison Vanek - signed by Commission.
[8.7.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 Mid-Year Carpool Funding.
13. Commission Discussion Items
 - 13.1 Discuss May Meeting for Staffing Requests.
 - 13.2 Non-standard Work Schedules.
14. Announcements/Notification of additional Commission Meetings
15. Executive Session
 - 15.1 11:30 a.m. - Executive Session - ORS 192.660(2)(e) - Real Property Transactions.
 - 15.2 11:30 a.m. - Executive Session - ORS 192.660(2)(h) - Advice of Counsel.
16. Adjourn

JEFFERSON COUNTY BOARD OF COMMISSIONERS

66 S.E. "D" St., Suite A • Madras, Oregon 97741
• Ph: (541) 475-2449 • FAX: (541) 475-4454



April 24, 2024

Dan Comingore
dcomingore@wilburellis.com

RE: Jefferson County Fair Board Position

Dear Dan:

Thank you for your interest in serving on the Jefferson County Fair Board. This letter is to notify you that you have been appointed to a position on the Board. Your term expires December 31, 2026.

We appreciate your willingness to serve and thank you for your commitment to the County and your Community. If you have any questions, please contact us at (541) 475-2449.

Sincerely,

Wayne Fording, Commission Chair

Kelly Simmelink, Commissioner

Mark Wunsch, Commissioner

**April 2024 Accounts Payable
Paid April 2024
Umpqua Bank Issued Checks**

It is hereby ordered that check number **49826** to **49862** be paid totaling **\$438,241.95**

FUND	FUND NAME	AMOUNT ISSUED	VOIDED	TOTAL EXPENSE
101	GENERAL FUND	\$39,809.12		\$39,809.12
202	PUBLIC WORKS	\$7,139.04		\$7,139.04
210	EMERGENCY COMMUNICATIONS	\$78,625.00		\$78,625.00
215	MT. JEFFERSON MEMORIAL PARK	\$119.88		\$119.88
221	NT	\$27,216.00		\$27,216.00
225	COHB-MENTAL HEALTH	\$210,129.58		\$210,129.58
226	PUBLIC LAND CORNER PRES	\$5,446.50		\$5,446.50
239	HEALTH DEPT GRANT FUND	\$13,049.35		\$13,049.35
249	PARK FUND	\$1,233.25		\$1,233.25
254	CJ - ADULT	\$9,193.46		\$9,193.46
265	JAIL	\$21,642.15		\$21,642.15
507	CAR POOL	\$22,491.18		\$22,491.18
508	RV PARK	\$2,147.44		\$2,147.44
TOTAL		\$438,241.95	\$0.00	\$438,241.95

Claims approved and checks dated: 4/5/2024

I, Jeff Rasmussen, hereby attest the above amounts and check numbers are correct.

Jeff Rasmussen, County Administrative Officer

Kelly Simmelink, Commissioner

Wayne Fording, Commissioner

Mark Wunsch, Commissioner

Order Number

Dated

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

[Report]. Date Paid = 04/05/2024

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
3004	ACCTECH SOLUTIONS IN	04/01/2024	5657	Jeffco - Sheriff Office - MS Office/	5,467.00		424
3004	ACCTECH SOLUTIONS IN	04/01/2024	5658	Jeffco - Main - MS Office/VISIO/E	5,050.00		424
3004	ACCTECH SOLUTIONS IN	04/01/2024	5659	Jeffco - Public Health - MS Office	2,324.00		424
3004	ACCTECH SOLUTIONS IN	04/01/2024	5660	Jeffco - Main - Services Master Ag	11,570.00		424
3004	ACCTECH SOLUTIONS IN	04/01/2024	5661	Jeffco - Main - Compliance Serv	2,000.00		424
3004	ACCTECH SOLUTIONS IN	04/01/2024	5662	Jeffco - Main - MS Azure Cloud -	805.00		424
3004	ACCTECH SOLUTIONS IN	04/01/2024	5663	JeffCo - Public Health/Main - 4TB	199.00	303	424
3004	ACCTECH SOLUTIONS IN	04/01/2024	5664	JeffCo - Sheriff's Office - Buffalo T	10,500.00		424
3636	Barajas, Sandra	04/02/2024	4/2/2024	Preneed Plot Reverted back to Ce	15.00		424
3177	BAXTER AUTO PARTS, IN	03/14/2024	7659-55659	Shop Part #10	36.69		424
3177	BAXTER AUTO PARTS, IN	03/19/2024	7659-56047	Shop Part #54	106.56		424
3177	BAXTER AUTO PARTS, IN	03/20/2024	7659-56164	Shop Part #54	94.86		424
3177	BAXTER AUTO PARTS, IN	03/21/2024	7659-56212	Shop Part #54	114.72		424
3177	BAXTER AUTO PARTS, IN	03/22/2024	7659-56343	Shop Part	57.36		424
3177	BAXTER AUTO PARTS, IN	03/28/2024	7659-56696	Shop Supplies	88.63		424
3177	BAXTER AUTO PARTS, IN	03/28/2024	7659-56722	Shop Part #20	36.30		424
3633	Berry, Dallas	04/01/2024	04/01/2024	DMV / CDL Exam & License	200.00		424
6447	BESTCARE TREATMENT	03/12/2024	SUBCAPMAR2	PS Subcap Mar 2024	210,129.58		424
2381	BUENA VIDA COUNSELIN	04/01/2024	SO TXT MARC	Group Fee / Individual Fee	2,850.00		424
7062	CARSON OIL COMPANY I	04/02/2024	IN-0987772	2502 Gallons Unleaded	9,145.26		424
7062	CARSON OIL COMPANY I	04/02/2024	IN-0987772	4499 Gallons Diesel	13,345.92		424
2207	CENTRAL OREGON INTE	04/01/2024	0007724-IN	CORE3 Multiagency Coordination	1,195.73		424
2207	CENTRAL OREGON INTE	04/01/2024	0007724-IN	CORE3 Multiagency Coordination	1,195.72		424
2147	CENTURYLINK	03/25/2024	503-T31-46744	Monthly Charges	135.95		424
512	CROOK COUNTY HEALT	03/29/2024	CJ0224-1	CC NP Aug& Sep 2023	3,971.87	321	424
512	CROOK COUNTY HEALT	03/29/2024	CJ0224-2	CC NP Oct-Dec 2023	7,735.10	321	424
6238	DAY WIRELESS SYSTEM	04/01/2024	INV819631	Recurring Billing-Service Mainten	14,625.00		424
214	DEJARNATT LAND SURV	03/28/2024	3/28/2024	Land Surveys	2,802.50		424
214	DEJARNATT LAND SURV	03/28/2024	3/28/2024	Land Surveys	5,446.50		424
1731	DEPARTMENT OF CORR	03/28/2024	AR029625	Jail Meal's IGA#5392 Feb 2024	14,003.32		424
2545	EBERHARD'S DAIRY PRO	03/26/2024	1600521	1/2 PT 1% Milk - 11 Cases	251.68		424
2545	EBERHARD'S DAIRY PRO	04/02/2024	1601088	1/2 PT 1% Milk - 11 Cases	251.68		424
3618	ERIC KYTOLA CPA	03/31/2024	03312024	Budget - FY2024 Projections and	9,045.00		424
1997	FRONTIER REGIONAL 91	04/01/2024	24-0401	Contract Payment - FY 2023 - 202	64,000.00		424
7886	HIGH DESERT AGGREGA	03/26/2024	179701	9 750 Ton Cold Mix	1,755.00		424
3181	KEITH'S SPORTING GOO	03/21/2024	03212024JCS	(6) - Glock 47 MOS- CBHZ749,75	2,886.00		424
6090	KNIFE RIVER	03/21/2024	3100034	4.26 Ton Hot Mix	276.90		424
2923	KONE	04/01/2024	871332425	Jeff Co Courthouse - Maintenance	1,455.00		424
2364	MANNING, DR. THOMAS	04/01/2024	MAR2024	Jail Med Support Mar2024	1,968.75		424
3634	McKenzie, Kyle	03/27/2024	3/27/2024	DMV / CDL Test & Permit	50.00		424
194	MID OREGON PERSONN	03/30/2024	21819	Reserves - Marine - Caster, Tyler	1,238.49	32	424
3391	MOTOROLA INC	03/14/2024	8281845628	2 Handheld with Software	6,343.46		424
3635	Nguyen, Theresacam	03/19/2024	REIMBURSEM	2nd Interview In person per Count	143.38	322	424
838	OACTC	03/29/2024	2024 DUES	2024 due - Gabriel Soliz - Chief D	25.00		424
1070	OREGON DEPARTMENT	04/02/2024	BCF23-24Q3	Birth certificate fees - Qtr 2 Oct-D	27.00		424
1070	OREGON DEPARTMENT	04/02/2024	BCF23-24Q3	Birth certificate fees - Qtr 3 Jan -	23.00		424
217	OREGON LODGING TAX	04/03/2024	4/3/2024	1.5% State Lodge Tax	306.77		424
217	OREGON LODGING TAX	04/03/2024	4/3/2024	3% City Lodge Tax	613.56		424
217	OREGON LODGING TAX	04/03/2024	4/3/2024	6% County Lodging Tax	1,227.11		424
142	PACIFIC POWER	03/25/2024	25442761-003	electric	911.12		424
142	PACIFIC POWER	03/25/2024	25442761-004	electric	183.59		424
142	PACIFIC POWER	03/25/2024	25468941-001	Power Usage - Feb/Mar	1,708.46		424
142	PACIFIC POWER	03/26/2024	25526761-001	electric	104.88		424
142	PACIFIC POWER	03/26/2024	25530401-001	electric	1,233.25		424

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
142	PACIFIC POWER	03/26/2024	42301373-002	electric	1,044.77		424
142	PACIFIC POWER	03/25/2024	61796355-001	electric	343.21		424
2054	PAMPLIN MEDIA GROUP	03/21/2024	320703	Notice of Budget Committee Meeti	70.01		424
2054	PAMPLIN MEDIA GROUP	03/21/2024	320706	Notice of Budget Committe Meetin	70.01		424
8012	PETERSON MACHINERY	03/29/2024	SW290092270	Generator Maint - GGKD - Sheriff	1,085.00		424
3638	Primary Arms LLC	02/28/2024	INV-595561	16 - Rifles with Sights/Sings	9,883.75		424
1133	RYDER ELECTION SERVI	03/30/2024	29802	Ballot Inserts - Quantity - 18,000	825.00		424
3608	SCARAMUZZO, MELISSA	04/01/2024	#2024-04	Power DMS Consult Mar24	1,000.00	349	424
100	SWIFT STEEL CO INC	03/05/2024	1056888	Shop part #1	742.00		424
100	SWIFT STEEL CO INC	03/18/2024	1057675	Shop part #1	804.53		424
100	SWIFT STEEL CO INC	03/22/2024	1058128	Shop part #1	804.53		424
3637	Talbott, Brandon	04/04/2024	2024-0404	Reimburse K9 Life Vest	29.99		424
241	WARD, JENNIE	03/29/2024	552	Janitorial Services for March 2024	262.50		424
Grand Totals:					438,241.95		

Dated: _____

Finance Director: _____

Kelly Simmelink: _____

Wayne Fording: _____

Mark Wunsch: _____

County Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

[Report] Date Paid = 04/05/2024

April 2024 Accounts Payable
Paid April 2024
Umpqua Bank Issued Checks

It is hereby ordered that check number 49863 be paid totaling \$20,000.00

FUND	FUND NAME	AMOUNT ISSUED	VOIDED	TOTAL EXPENSE
240	AMERICAN RESCUE FUND	\$20,000.00		\$20,000.00
TOTAL		\$20,000.00	\$0.00	\$20,000.00

Claims approved and checks dated: 4/5/2024

I, Jeff Rasmussen, hereby attest the above amounts and check numbers are correct.

Jeff Rasmussen, County Administrative Officer

Kelly Simmelink, Commissioner

Wayne Fording, Commissioner

Mark Wunsch, Commissioner

Order Number

Dated

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Only paid invoices included
[Report] Date Paid = 04/05/2024
Vendor Vendor number = 3458

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
3458	ROCKN EZ RESCUE RAN	04/05/2024	4/5/2024	Kennel Budget - April 2024 - Pay	20,000.00		424
Grand Totals:					<u>20,000.00</u>		

Dated: _____

Finance Director: _____

Kelly Simmelink: _____

Wayne Fording: _____

Mark Wunsch: _____

County Administrator: _____

April 2024 Accounts Payable
Paid April 2024
Umpqua Bank Issued Checks

It is hereby ordered that check number 49864 to 49883 be paid totaling \$234,862.06

FUND	FUND NAME	AMOUNT ISSUED	VOIDED	TOTAL EXPENSE
101	GENERAL FUND	\$70,673.79		\$70,673.79
202	PUBLIC WORKS	\$4,636.28		\$4,636.28
218	FAIR	\$54.85		\$54.85
219	VICTIM'S ASSISTANCE	\$6,915.00		\$6,915.00
222	TRANSIENT OCCUPANCY	\$126,474.76		\$126,474.76
240	AMERICAN RESCUE FUND	\$12,975.00		\$12,975.00
249	PARK FUND	\$276.02		\$276.02
250	ECONOMIC DEVELOPMENT	\$10,000.00		\$10,000.00
254	CJ - ADULT	\$914.00		\$914.00
265	JAIL	\$251.68		\$251.68
504	CDD - ONSITE AND ENGINEERING	\$1,500.00		\$1,500.00
505	CDD - BUILDING	\$190.68		\$190.68
TOTAL		\$234,862.06	\$0.00	\$234,862.06

Claims approved and checks dated: 4/12/2024

I, Jeff Rasmussen, hereby attest the above amounts and check numbers are correct.

Jeff Rasmussen, County Administrative Officer

Kelly Simmelink, Commissioner

Wayne Fording, Commissioner

Mark Wunsch, Commissioner

Order Number

Dated

Report Criteria

Detail report.
Invoices with totals above \$0 included.
Only paid invoices included.
[Report]. Date Paid = 04/12/2024

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
3004	ACCTECH SOLUTIONS IN	04/01/2024	5665	JeffCo - Probation - 3 Dell Dockin	914.00		424
1804	ALLISON, SCOTT	04/04/2024	332581	Contracted Cleaning Svc - Gener	5,824.00		424
1804	ALLISON, SCOTT	04/04/2024	332581	Contracted Cleaning Svc - Sr Cen	1,200.00		424
1804	ALLISON, SCOTT	04/04/2024	332581	Less Equip Lease - General	50.00-		424
1804	ALLISON, SCOTT	04/04/2024	332581	Less equip lease - Sr Center	50.00-		424
1804	ALLISON, SCOTT	04/04/2024	332581	Contracted Cleaning Svc - Goods	1,461.00		424
1804	ALLISON, SCOTT	04/04/2024	332581	Contracted Cleaning - BG	37.50		424
1804	ALLISON, SCOTT	04/04/2024	332581	Contracted Cleaning - FG	37.50		424
9	CASCADE NATURAL GAS	04/08/2024	02058200003M	March Gas Usage - Tire Shop	86.98		424
9	CASCADE NATURAL GAS	04/08/2024	12058200002M	March Gas Usage - Paint Shop	36.13		424
9	CASCADE NATURAL GAS	04/08/2024	22058200001M	March Gas Usage - Weld Shop	14.01		424
9	CASCADE NATURAL GAS	04/08/2024	32058200000M	March Gas Usage - PW	42.74		424
77	CITY OF MADRAS	01/19/2024	11364	Motel Tax Revenue October - Dec	126,474.76		424
677	DEPARTMENT OF ENVIR	04/10/2024	010924DEQ-2	March 2024 Surcharge	1,500.00		424
287	DISTRICT ATTORNEY TR	01/30/2024	1/30/2024	Reimburse for check refund : #28	80.00		424
287	DISTRICT ATTORNEY TR	01/30/2024	1/30/2024	Reimburse for check issued : #28	40.00		424
2545	EBERHARD'S DAIRY PRO	04/09/2024	1601792	1/2 PT 1% Milk - 11 Cases	251.68		424
2451	ECONOMIC DEVELOPME	03/17/2024	12155	Platinum Level Membership Dues	10,000.00		424
3639	Jordan, Jeffrey Ladd	04/11/2024	04112024	Annual Stockpile Lease	250.00		424
131	MADRAS MEDICAL GRO	04/01/2024	26866C14009	CDL Physical Ortiz	96.00		424
194	MID OREGON PERSONN	02/23/2024	21528	Jared Holliday - 13hrs - Week wor	336.44		424
194	MID OREGON PERSONN	02/23/2024	21528	Kaarin Forester - 29.10hrs - Week	1,882.77		424
194	MID OREGON PERSONN	02/23/2024	21528	Mekaela Walters - 37 hrs @ 75% -	1,545.95	39	424
194	MID OREGON PERSONN	02/23/2024	21528	Mekaela Walters - 25% - Week w	515.32	39	424
194	MID OREGON PERSONN	02/23/2024	21666	Jared Holliday - 22hrs - Week wor	569.36		424
194	MID OREGON PERSONN	02/23/2024	21666	Kaarin Forester - 29.90 hrs - Wee	1,934.53		424
194	MID OREGON PERSONN	02/23/2024	21666	Danielle M Martell - 10hrs - Week	582.30		424
194	MID OREGON PERSONN	02/23/2024	21666	Mekaela Walters - 37hrs - 75% -	1,545.95	39	424
194	MID OREGON PERSONN	02/23/2024	21666	Mekaela Walters - 25% - Week w	515.32	39	424
194	MID OREGON PERSONN	03/25/2024	21773	Jared Holliday - 14hrs - Week wor	362.32		424
194	MID OREGON PERSONN	03/25/2024	21773	Kaarin Forester - 20hrs - Week wo	1,294.00		424
194	MID OREGON PERSONN	03/25/2024	21773	Mekaela Walters - 37 hrs @ 75% -	3,823.10	39	424
194	MID OREGON PERSONN	03/25/2024	21773	Mekaela Walters - 25% - Week w	1,274.37	39	424
194	MID OREGON PERSONN	03/25/2024	21773	David Perlow - 84hrs - Week work	4,679.64	39	424
194	MID OREGON PERSONN	03/29/2024	21818	Casey, Marsha K - week worked 3	190.68		424
194	MID OREGON PERSONN	04/10/2024	21888	Chirukuri, Jesse - Week worked 3/	3,104.40		424
194	MID OREGON PERSONN	04/10/2024	21890	Locke, Jessica - Week worked 3/3	185.94		424
194	MID OREGON PERSONN	04/10/2024	21895	General labor - Retherford & Smit	3,115.31		424
1956	OREGON STATE SHERIF	04/08/2024	SS176821	Basalt Central Oregon LLC vs Joh	330.00		424
2298	OREGON STATE UNIVER	04/09/2024	6549	#3rd Qtr State of RD to "Conduct	38,344.75		424
142	PACIFIC POWER	04/01/2024	25754331-004	electric	17.35		424
142	PACIFIC POWER	04/01/2024	61796355-004	electric	276.02		424
2361	PALIN, CONNIE	04/10/2024	4/1/2024	Reimbursement for Witness fees	80.68		424
1133	RYDER ELECTION SERVI	04/05/2024	29716P	May 21, 2024 Election Programmi	3,100.00		424
61	SIERRA SPRINGS	04/03/2024	21569702 0403	Sierra Springs 5G Purified Water	73.43		424
3228	STRATEGIC NETWORKS	01/03/2024	159	Project : Broadband Next Steps fo	12,975.00		424
376	TEC EQUIPMENT INC	03/04/2024	113485P3	Shop parts	227.98		424
376	TEC EQUIPMENT INC	03/06/2024	113498P3	Shop parts #24	501.89		424
376	TEC EQUIPMENT INC	03/21/2024	113648P3	Shop parts #30	265.24		424
517	USPS	04/09/2024	PERMIT #146/	Bulk Postage fee for the Primary	2,965.72		424

Grand Totals:

234,862.06

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
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Dated: _____

Finance Director: _____

Kelly Simmeink: _____

Wayne Fording: _____

Mark Wunsch: _____

County Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

[Report] Date Paid = 04/12/2024

**April 2024 Accounts Payable
Paid April 2024
Umpqua Bank Issued Checks**

It is hereby ordered that check number 49884 be paid totaling \$761.61

FUND	FUND NAME	AMOUNT ISSUED	VOIDED	TOTAL EXPENSE
101	GENERAL FUND	\$761.61		\$761.61
TOTAL		\$761.61	\$0.00	\$761.61

Claims approved and checks dated: 4/15/2024

I, Jeff Rasmussen, hereby attest the above amounts and check numbers are correct.

Jeff Rasmussen, County Administrative Officer

Kelly Simmelink, Commissioner

Wayne Fording, Commissioner

Mark Wunsch, Commissioner

Order Number

Dated

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Only paid invoices included.
[Report] Date Paid = 04/15/2024

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
2502	THE MASTER'S TOUCH, L	02/16/2024	E89990	Estimated Postage - 2nd Trimeste	761.61		424
Grand Totals:					761.61		

Dated: _____

Finance Director: _____

Kelly Simmelink: _____

Wayne Fording: _____

Mark Wunsch: _____

County Administrator: _____

**April 2024 Accounts Payable
Paid April 2024
Umpqua Bank Issued Checks**

It is hereby ordered that check number **49885 - 49915** be paid totaling **\$181,102.80**

FUND	FUND NAME	AMOUNT ISSUED	VOIDED	TOTAL EXPENSE
101	GENERAL FUND	\$50,630.65		\$50,630.65
202	PUBLIC WORKS	\$12,564.17		\$12,564.17
203	FED STATE & CO ROAD CONST	\$6,215.00		\$6,215.00
218	FAIR	\$2,429.38		\$2,429.38
219	VICTIM'S ASSISTANCE	\$15,826.65		\$15,826.65
221	NT	\$867.37		\$867.37
230	RURAL DOMESTIC VIOLENCE	\$104.76		\$104.76
239	HEALTH DEPT GRANT FUND	\$44,703.51		\$44,703.51
244	MENTAL HEALTH - A&D	\$2,352.00		\$2,352.00
245	VETERANS PROGRAM	\$150.00		\$150.00
249	PARK FUND	\$431.89		\$431.89
250	ECONOMIC DEVELOPMENT	\$1,750.00		\$1,750.00
254	CJ - ADULT	\$349.20		\$349.20
265	JAIL	\$15,770.47		\$15,770.47
507	CAR POOL	\$24,478.95		\$24,478.95
508	RV PARK	\$2,478.80		\$2,478.80
TOTAL		\$181,102.80	\$0.00	\$181,102.80

Claims approved and checks dated:

4/19/2024

I, Jeff Rasmussen, hereby attest the above amounts and check numbers are correct.

Jeff Rasmussen, County Administrative Officer

Kelly Simmelink, Commissioner

Wayne Fording, Commissioner

Mark Wunsch, Commissioner

Order Number

Dated

Report Criteria:

Detail report
Invoices with totals above \$0 included.
Only paid invoices included.
[Report] Date Paid = 04/19/2024

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
90199	AMERICAN FIDELITY AD	04/15/2024	69640	124 - Time & Eligibility Svc (\$0.85)	105.40		424
2666	ANDERSON PERRY & AS	04/15/2024	77107	Bear Ridge Replacement	6,215.00		424
2666	ANDERSON PERRY & AS	04/15/2024	77108	Bridge Masterplan	4,195.00		424
2666	ANDERSON PERRY & AS	04/15/2024	77109	Contract Services Pony Butte	6,833.35		424
2267	BC MECHANICAL LLC	04/05/2024	10447	Madras Senior Center: Walk in Co	7,224.00		424
2267	BC MECHANICAL LLC	04/09/2024	10550	Inspected Cooler/Labor/Freight/Tr	1,847.35		424
6447	BESTCARE TREATMENT	04/16/2024	2145APR-DEC	2145 M-055-19 Apr-Dec2023	2,352.00		424
7062	CARSON OIL COMPANY I	04/16/2024	IN-0993352	3002 Gallons Unleaded	11,029.55		424
7062	CARSON OIL COMPANY I	04/16/2024	IN-0993352	4507 Gallons Diesel	13,449.40		424
9	CASCADE NATURAL GAS	04/08/2024	06168200001	Monthly Gas Charges - Jeffco Fair	260.52		424
9	CASCADE NATURAL GAS	04/08/2024	13982476882	Monthly Gas charges - Jeffco Mai	418.63		424
9	CASCADE NATURAL GAS	04/08/2024	55948200005	Monthly Gas charges - Jeffco Ann	274.90		424
9	CASCADE NATURAL GAS	04/08/2024	56158200008	Monthly Gas Charges - Jeffco Ann	65.98		424
9	CASCADE NATURAL GAS	04/08/2024	57889816443	Monthly Gas Charges	253.89		424
9	CASCADE NATURAL GAS	04/08/2024	59893464640	Monthly Gas Charges - Jeffco Go	104.65		424
9	CASCADE NATURAL GAS	04/08/2024	65168200007	Monthly Gas Charges - Jeffco RV	300.32		424
9	CASCADE NATURAL GAS	04/08/2024	65948200004	Monthly Gas Charges - Jeffco Mai	211.90		424
9	CASCADE NATURAL GAS	04/08/2024	71506376855	Monthly Gas Charges - Jeffco Co	360.04		424
9	CASCADE NATURAL GAS	04/08/2024	75168200006	Monthly Gas Charges	486.07		424
9	CASCADE NATURAL GAS	04/08/2024	85168200005	Monthly Gas Charges - Jeffco DA	73.71		424
9	CASCADE NATURAL GAS	04/08/2024	92778056561	Monthly Gas Charges - Jeffco Mai	180.94		424
9	CASCADE NATURAL GAS	04/08/2024	95168200004	Monthly Gas Charges - Jeffco Fair	56.01		424
3641	Christopher F Wilson PSY	04/01/2024	3/15/2024	Speaker Fee - Trauma Training #1	7,000.00	61	424
3201	COLLIER, NICHOLAS RYA	04/02/2024	02-23478	Essential Oil-Based Aroma Diffuse	140.00	303	424
512	CROOK COUNTY HEALT	04/09/2024	CJ0124-3	EH CC Jan-Mar 2024	7,184.01		424
512	CROOK COUNTY HEALT	04/09/2024	CJ0224-3	CC NP Jan-Mar 2024	7,954.36	321	424
3292	CROOKED RIVER RANC	04/05/2024	235704	Clean Panorama Park - Apr 2024	431.89		424
3235	ELEVEN DIGITS INC	04/15/2024	6360	Services - Clean Health Departme	2,392.00		424
2811	ENVIRONMENTAL CONT	02/29/2024	20240369	Slow data retrieval on Compass	1,635.00		424
3640	Global Grant Services	04/10/2024	7798510	March Invoice - Grant Manageme	1,750.00		424
7886	HIGH DESERT AGGREGA	04/09/2024	179773	6.28 Ton Hot Mix	370.52		424
2579	HR ANSWERS, INC.	04/03/2024	INV-103072	Project :HRA-179; HRA-65	1,401.29		424
4362	KIDS CENTER	03/31/2024	J-032724	Accessment to Medical assessme	5,125.00	58	424
3621	KING OFFICE EQUIPMEN	03/13/2024	28300	Lesro Lenox LW 1102 Guest Chair	696.00		424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - Public Health	221.82		424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - Public Health	1,256.98		424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - Public Works	976.30		424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - JCSO to JC	668.16		424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - JCSO to JC	668.16		424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - JC Courthous	384.12		424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - JC Courthous	349.20		424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - JC Courthous	139.68		424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - JC Courthous	139.68		424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - JC Courthous	52.38	20	424
2445	LS NETWORKS	04/01/2024	INVC5779	Network Transport - JC Courthous	52.38	19	424
2445	LS NETWORKS	04/01/2024	INVC5779	Internet Transport Service - JC An	867.37		424
131	MADRAS MEDICAL GRO	04/09/2024	1245	Medical Examiner Fee - Gary Pla	625.00		424
3450	MCCULLOUGH, KIMBERL	04/13/2024	04-2024	4-H Presentation Contest Judge	165.71		424
3642	Meyer, Erin Ann	04/17/2024	4/17/2024	Wltness Fees - Mileage / Grand J	46.40		424
194	MID OREGON PERSONN	03/25/2024	21772	Jail Medical Pers - K.Simmelink 3/	4,600.17		424
194	MID OREGON PERSONN	03/25/2024	21772	Jail Medical Pers - M.Drew 3/1-3/	551.76		424
194	MID OREGON PERSONN	03/25/2024	21774	PH Pers - A.Wheeler, WIC RD3/1-	662.56	320	424
194	MID OREGON PERSONN	03/25/2024	21774	PH Pers - H.Bicart, IMM/Covid19	1,749.15	349	424
194	MID OREGON PERSONN	03/25/2024	21774	PH Pers - M.Castellanos, PH Inter	309.96	349	424

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
194	MID OREGON PERSONN	03/25/2024	21774	PH Pers - O.Titus, PH Intern 3/1-3	1,842.52	349	424
194	MID OREGON PERSONN	03/25/2024	21774	PH Pers - B.Munkh-Ochir, PH Dat	4,057.84	349	424
194	MID OREGON PERSONN	03/25/2024	21774	PH Pers - M.Quinn, FNP RH 3/1-3	3,465.44	349	424
194	MID OREGON PERSONN	04/10/2024	21889	Hollenbeak, Duane - Week worke	1,723.46		424
194	MID OREGON PERSONN	04/10/2024	21891	Jail Medical Pers - K.Simmelink 3/	5,903.14		424
194	MID OREGON PERSONN	04/10/2024	21891	Jail Medical Pers -K.Skeels 3/16-3	232.96		424
194	MID OREGON PERSONN	04/10/2024	21892	Jeffco DA Office - Jared Holliday -	854.04		424
194	MID OREGON PERSONN	04/10/2024	21892	Jeffco DA Office - Kaarin Forester	304.09		424
194	MID OREGON PERSONN	04/10/2024	21892	Jeffco DA Office - Mekaela Walter	3,561.97	39	424
194	MID OREGON PERSONN	04/10/2024	21892	Jeffco DA Office - Mekaela Walter	1,187.33	39	424
194	MID OREGON PERSONN	04/10/2024	21892	Jeffco DA Office - David Perlow -	4,317.53	39	424
194	MID OREGON PERSONN	04/10/2024	21893	PH Pers - A.Wheeler, WIC RD3/1	414.10	320	424
194	MID OREGON PERSONN	04/10/2024	21893	PH Pers - V.Fang YAC, PH Intern	298.48	323	424
194	MID OREGON PERSONN	04/10/2024	21893	PH Pers - M.Castellanos, PH Inter	608.44	349	424
194	MID OREGON PERSONN	04/10/2024	21893	PH Pers - O.Titus, PH Intern 3/16-	1,377.60	349	424
194	MID OREGON PERSONN	04/10/2024	21893	PH Pers - B.Munkh-Ochir, PH Dat	4,202.80	349	424
194	MID OREGON PERSONN	04/10/2024	21893	PH Pers - M.Quinn, FNP RH 3/16-	3,398.15	349	424
194	MID OREGON PERSONN	04/10/2024	21893	PH Pers - K.Skeels 3/16-3/31/202	195.16	349	424
1916	MOSAIC MEDICAL	04/05/2024	INV0699	SBHC Base & MH Apr 2024	11,922.91	339	424
2027	OCHIN INC	04/15/2024	63123	March 2024 Svc	806.98	303	424
800	OCTVSOA	04/16/2024	4/16/2024	OCTVSOA's 2024 Annual dues -	150.00		424
1070	OREGON DEPARTMENT	04/16/2024	FALLQ2023	MAC FALL 2023 - Match Payment	10,854.05	330	424
3169	PACIFIC OFFICE AUTOM	03/19/2024	107930	15A3929 Meter - 2/19-3/19/2024	40.08	303	424
142	PACIFIC POWER	04/04/2024	25442761-007	electric	3,598.59		424
142	PACIFIC POWER	04/08/2024	25754331-002	electric	12.38		424
142	PACIFIC POWER	04/08/2024	25754331-003	electric	1,374.98		424
142	PACIFIC POWER	04/08/2024	25754331-006	electric	1,478.48		424
142	PACIFIC POWER	04/04/2024	61796355-005	electric	194.35		424
142	PACIFIC POWER	04/04/2024	61796355-006	electric	100.45		424
142	PACIFIC POWER	04/04/2024	61796355-007	electric	425.60		424
142	PACIFIC POWER	04/03/2024	98611064-0018	electric	3,814.28		424
2881	SG GALVAN INC	04/08/2024	EHREFINV143	SG Galvan - Mazatlan - Duplicate	630.00		424
81016	TUCKER, KIMBERLEE	04/15/2024	4/15/2024	RV Park Host - APRil 24	700.00		424
3414	WILSON, TYLER	04/15/2024	4/15/2024	Tie Rod Cylinder reimbursement-	189.00		424

Grand Totals:

181,102.80

Dated: _____

Finance Director: _____

Kelly Simmelink: _____

Wayne Fording: _____

Mark Wunsch: _____

County Administrator: _____

Vendor Number	Vendor Name	Invoice Date	Invoice Number	Description	Net Invoice Amount	GL Activity Number	GL Period
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Report Criteria:

- Detail report.
 - Invoices with totals above \$0 included.
 - Only paid invoices included.
 - [Report] Date Paid = 04/19/2024
-

Certificate No. GB196

Certificate of Right to Burial

Jefferson County
430 SW Fairgrounds Road
Madras OR 97741

Jason & Sheila Nelson
4797 SW Smith Lane
Culver OR 97734

This is to certify that Jason & Sheila Nelson, has paid the sum of \$ 642.00, which payment includes perpetual care and entitles them and their heirs to the exclusive rights and burial in:

Block 5

Lot 13 Grave 4

at Gray Butte Jefferson County, State of Oregon, according and subject to the limitations, restrictions and conditions of the Rules and Regulations of the cemetery, either now in force or hereafter enacted.

This certificate is a receipt acknowledging payment in full for the right of burial in the aforementioned space only. It does not constitute ownership, title or deed of real property. This certificate is not assignable and is void if held by any other than the person herein named or their heirs at law.

DATED on April 09, 2024

JEFFERSON COUNTY COMMISSION:

Commission Chair

Commissioner

Commissioner

Before Me: _____

Notary Public of Oregon
County of Jefferson
My Commission Expires: _____

Official Stamp:

ACTION MINUTES

JEFFERSON COUNTY BOARD OF COMMISSIONERS MEETING April 10, 2024

1) Administrative Session (8:15)

1.1 8:15 a.m. Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

Executive Session began at 8:24 a.m. and ended at 9:00 a.m.

2) Call to Order/Pledge of Allegiance/Invocation

3) Presentations/Awards

4) Changes to the Agenda (Consideration of Submission of Late Items)

4.1 Entertainment Contract between Jefferson County and Antonio Hendren, DBA Antonio Sombrero for the 2024 Jefferson County Fair - signed by Commission Chair.

Kelly Simmelink made a motion to approve the Entertainment Contract between Jefferson County and Antonio Hendren, DBA Antonio Sombrero for the 2024 Jefferson County Fair. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

4.2 Salary Order for Vickie Stemwedel, Bilingual Crime Victim Advocate, Grade 14/C, Step 8 - signed by Commission.

Mark Wunsch made a motion to approve the Salary Order for Vickie Stemwedel, Bilingual Crime Victim Advocate, Grade 14/C, Step 8. Seconded by Kelly Simmelink. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

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

Shawn Stanfill & Leonard Hellwig provided comments.

6) Consent Agenda

6.1 March 2024 Credit Card Payable Paid March 2024 in the amount of \$120,083.16 - signed by Commission.

6.2 Certificate of Right to Burial, Certificate No. GB195 - signed by Commission.

6.3 Action Minutes for April 3, 2024 - signed by Commission.

Kelly Simmelink made a motion to approve the Consent Agenda, Items 6.1 through 6.3. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

7) Scheduled Appointments, Action Items, and Public Hearings

7.1 9:30 a.m. - Madras Sanitary & Crooked River Sanitary - Garbage Rate Increase Discussion.

7.2 11:00 a.m. - Broadband Grant Program Discussion.

Kelly Simmelink made a motion to approve the Chair or County Administrative Officer to sign any letters of support or application submittal requirements. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8) Action Items

8.1 Order In the Matter of the Appointment of Weed Inspector for the Jefferson County Weed Control District - signed by Commission.

Kelly Simmelink made a motion to approve the Order In the Matter of the Appointment of Weed Inspector for the Jefferson County Weed Control District. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.2 Capital Request to Purchase Jaw Crusher and Conveyors for Public Works - signed by Commission.

Kelly Simmelink made a motion to approve the Capital Request to Purchase Jaw Crusher and Conveyors for Public Works. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

8.3 OVW FY 2024 Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Program Grant - signed by Commission.

Kelly Simmelink made a motion to approve the OVW FY 2024 Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Program Grant. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

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

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

10.1 Request for waiver of 90 days for Public Works Mechanic

Kelly Simmelink made a motion to approve the Request for Waiver of 90 days for Public Works Mechanic. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 10) Department Heads Report(s)/Request(s)
- 11) County Counsel Report(s)/Request(s)
- 12) County Administrative Officer Report(s)/Request(s)

Kelly Simmelink made a motion to approve allocating \$250,000.00 to the 23-25 FY STIF plan and the other \$250,000.00 to the 25-27 FY. Seconded by Mark Wunsch. The motion CARRIED. (Ayes - Kelly Simmelink, Wayne Fording, Mark Wunsch; Nays None)

- 13) Commission Discussion Items
 - 13.1 Planning Priorities.
- 14) Announcements/Notification of additional Commission Meetings
- 15) Executive Session

15.1 8:15 a.m. Executive Session - ORS 192.660(2)(a) - Employment of Public Officers, Employees and Agents.

See Item 1.1.

- 16) Adjourn

Meeting adjourned at 11:49 a.m.

Wayne Fording, Commission Chair

Kelly Simmelink, Commissioner

Mark Wunsch, Commissioner

Attest

Date Signed

**Compensation Board Meeting
April 11, 2024 (County Administration Meeting Room)**

Attendees: Roy Hyder, Mike Seibold, Mike Weber, Mark Wunsch, Kate Zemke, Ray Soliz, Lyndsay Hessel, and Jeff Rasmussen. *Tena Jackson Absent.*

1. Meeting called to order at 11:30 am

2. Election of Chair for CY 2024

Motion by Mike Weber to elect Mike Seibold as Chair, Roy Hyder, second.
Vote: 3-0, unanimous

3. Public Comment: None.

- Mike Seibold inquired regarding the County's policy on offering salary increases to employees who give notice.

4. Report from County Staff

Jeff provided an update on the compensation board memo. The second paragraph recommends a 7% cost-of-living adjustment.

5. Report(s), Request(s), and Comment(s) from Elected Officials

- Assessor – Ray Soliz
 - Shared information regarding urban renewal and general information on the work done out of the Assessor's office.
- Clerk – Kate Z
 - Shared information regarding Clerk's office statistical information.

6. Reports(s), Request(s), and Comment(s) from Compensation Board Members

- Mike Weber inquired regarding building permit numbers and District Attorney's Office staffing.
- Mike Seibold inquired about recruitment for Finance Director.

7. Additional public comment (optional)

- None

8. Adoption of Recommendation

- Mike Seibold moves, seconded by Roy Hyder to approve the elected official wage increase by 7.00% as indicated on Attachment “B” that includes an additional 6.95% salary increase for OPSRP elected officials since the County no longer pays the required PERS contribution to the Individual Account Program (IAP). And, the Treasurer’s total compensation be maintained as an hourly stipend, and that the hourly stipend amount is the only benefit given to the County Treasurer; and, that the total amount of hours allowed for the Treasurer is limited to a maximum of 200 hours per fiscal year, with a maximum of 20 hours in any one-month period.
However, in the event the County Finance Director is appointed or elected as the County Treasurer, a two salary-grade increase from the Finance Director’s current salary matrix placement is an acceptable alternative compensation upon approval of the Board of County Commissioners, in which case, the step increase shall be the Treasurer’s only compensation.
- Approved 3-0

9. Adjournment at 12:07 pm.

Submitted by Jeff Rasmussen

BEFORE THE BOARD OF THE COUNTY COMMISSIONERS
FOR THE COUNTY OF JEFFERSON

IN THE MATTER OF SETTING THE
COMPENSATION OF AN EMPLOYEE

}
}

SALARY ORDER NO. _____

WHEREAS, a department Director has informed the Board of Commissioners of the need to employ an individual and set the compensation of said employee within that Department, and

WHEREAS, pursuant to ORS 204.116, the Board of Commissioners sets salaries and authorizes the employment of personnel.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the following person be employed by Jefferson County, and the Board of Commissioners incorporate with this Order the particular details relevant to the employment of this person as set forth below:

Employee Name: Duane Hollenbeak Jr. Offer Date: 4/18/2024 Start Date: 5/1/2024
Position: Maintenance Tech II Department: Buildings and Grounds Grade: 15 Step: 13
Wages: Per Hour: \$25.75 Per Month: \$4,480.50 Annual: \$53,764.48 Hours per Week: 40
Leave Benefits (hours per month): Vacation: 8 Sick: 8 Admin: 0 Wage Matrix: (A/B) B
Probation Period: 9 months Benefits Group: SW Residency Required: (Yes/No) No

Other Benefits or conditions not stated above:

After full six months of employment, employee pays PERS IAP Contribution currently at 6%. Offer contingent on receiving GED within 1 year and preemployment physical. Employee will be scheduled to work weekends when needed.

This position IS or IS NOT exempt from overtime and/or compensatory time-off (pick one). A management or supervisory position is exempt from overtime and may be required to work more hours than specified as a condition of employment and will not be compensated for those extra hours.

I, Duane Hollenbeak Jr. accept the above tentative job offer terms and conditions of employment. I understand that this offer of employment constitutes the entire employment offer made by Jefferson County and that this job offer is not final until the Board of Commissioners approves this order. In accepting the offer of employment, I certify my understanding that employment will be on an at-will basis.

Employee Signature: Duane Hollenbeak Jr. Date: 4-18-24

APPROVED, ADOPTED, AND ORDERED this _____ day of _____, _____

ATTEST:

BOARD OF COMMISSIONERS

Department Director: [Signature] Commissioner, Chair: _____

Finance Director: _____ Commissioner: _____

County Administrative Officer: _____ Commissioner: _____

PERS ENROLLMENT DATES: QUALIFYING _____ START _____

GL BUDGET LINE ITEM: _____ - 510 - _____ ANNIVERSARY DATE: _____

Jefferson County

Position Description

Position: Maintenance Tech II	FLSA: Non-exempt
Department: Buildings & Grounds	Salary Grade: Grade 15/D
Classification: Service Workers	Status: Full Time

Summary

Performs a variety of tasks associated with the operations and maintenance of Jefferson County buildings, grounds, and parks.

Distinguishing Characteristics

This position works under the direct supervision of the Director, Buildings and Grounds and may obtain work assignments or direction from the Maintenance Tech III.

Essential Duties and Responsibilities

- Oversees the operation of the mechanical and electrical systems of County Buildings.
- Calls for necessary technical assistance when required and provides repair cost estimates to supervisor.
- Builds, repairs and maintains office furniture and equipment.
- Inspects, maintains and repairs mechanical equipment, heating, ventilating and electrical systems; maintains replacement parts inventory and requisitions when necessary.
- Performs a variety of carpentry work in remodeling buildings and facilities.
- Maintenance of Park and Cemetery facilities.
- Operation and repair of large irrigation systems, including pumps.
- Operation of dump trucks, backhoes, tractors and mowers.
- Demonstrated ability in stick and MIG welding.
- Demonstrated ability to read and understand blueprints.
- Repair of pneumatic actuator systems.
- Repair locks and makes keys.
- Supervise/train inmate work crew at various county properties.
- Maintains records on all maintenance and repair activities.
- Regular attendance is an essential function of the position.
- Workweek may vary, requiring being on-call at times.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Knowledge of the principles, practices, materials and methods of building and grounds operation. Knowledge of a physical plant operation and equipment. Basic knowledge of electricity and HVAC. Computer literate.

▪ **Abilities**

Ability to repair and maintain a variety of mechanical, HVAC, and electrical fixtures. Ability to judge the value of new and obsolete equipment. Ability to read blue prints and other related documents. Ability to maintain cooperative relations with department officials, employees and the public. Demonstrated ability to understand and carry out oral and written instructions in English.

▪ **Physical Abilities**

Ability to stand, walk, stoop, bend, kneel, crawl or climb ladders, and to lift, push, pull or carry more than 50 lbs when necessary. Ability to use rapid finger, hand and arm movement on occasion. Ability to be in close/limited areas or spaces. Must be able to work in adverse weather conditions. Position requires post offer physical capacity test based on the job description.

▪ **Education and Experience**

High School Diploma or equivalent.

▪ **Licenses and Certificates**

A valid Oregon driver's license and an acceptable driving record. Must possess or obtain within one year a Chemical Applicators License. Must pass a Criminal Background Check.

▪ **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials. Must be able to work outside of the normal workweek as necessary.

▪ **Probation Requirement**

All positions are based on the successful completion of a nine-month probationary period.

Modified on: December, 8, 2022

Duane Hokenbeak
Employee Signature

4-19-2024
Date Signed

[Signature]
Supervisor Signature

4/19/2024
Date Signed

BEFORE THE BOARD OF THE COUNTY COMMISSIONERS
FOR THE COUNTY OF JEFFERSON

IN THE MATTER OF SETTING THE }
COMPENSATION OF AN EMPLOYEE } SALARY ORDER NO. _____

WHEREAS, a department Director has informed the Board of Commissioners of the need to employ an individual and set the compensation of said employee within that Department, and

WHEREAS, pursuant to ORS 204.116, the Board of Commissioners sets salaries and authorizes the employment of personnel.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the following person be employed by Jefferson County, and the Board of Commissioners incorporate with this Order the particular details relevant to the employment of this person as set forth below:

Employee Name: Duane Romane Offer Date: 4/16/24 Start Date: TBD
Position: Maintenance Worker I Department: Public Works Grade: MWI Step: 6
Wages: Per Hour: \$25.21 Per Month: \$4,386.54 Annual: \$52,624.83 Hours per Week: 40
Leave Benefits (hours per month): Vacation: 8 Sick: 8 Admin: 0 Wage Matrix: (A/B) B
Probation Period: 9 months Benefits Group: PW Residency Required: (Yes/No) No

Other Benefits or conditions not stated above:

Employee pays 6% PERS after 6 month waiting period . Contingent on completion of background check, drug screening, and physical.

This position IS or IS NOT exempt from overtime and/or compensatory time-off (pick one). A management or supervisory position is exempt from overtime and may be required to work more hours than specified as a condition of employment and will not be compensated for those extra hours.
I, Duane Romane, accept the above tentative job offer terms and conditions of employment. I understand that this offer of employment constitutes the entire employment offer made by Jefferson County and that this job offer is not final until the Board of Commissioners approves this order. In accepting the offer of employment, I certify my understanding that employment will be on an at-will basis.
Employee Signature: [Signature] Date: 4/16/24

APPROVED, ADOPTED, AND ORDERED this _____ day of _____,

ATTEST: BOARD OF COMMISSIONERS
Department Director: [Signature] Commissioner, Chair: _____
Finance Director: _____ Commissioner: _____
County Administrative Officer: _____ Commissioner: _____

PERS ENROLLMENT DATES: QUALIFYING _____ START _____
GL BUDGET LINE ITEM: 202 - 101 - 510 - 1007 - ANNIVERSARY DATE: _____

Jefferson County**Position Description**

Position: Maintenance Worker I, or MW I	FLSA: Non-exempt
Department: Public Works	Salary Grade: MWI
Bargaining Unit: Public Works	Status: Full Time

Summary

Under supervision performs a variety of semi-skilled and skilled labor in the construction, maintenance, and repair of county roads, bridges, culverts and other related structures including rock crusher. Will operate a variety of construction and light vehicle equipment.

Distinguishing Characteristics

Works under the general supervision of the Public Works Director or Public Works Supervisor, and may report for daily work assignments to a MW III, or MW IV-Team Leader. Supervising other staff is not a normal responsibility of this class. The MW I represents the first and entry-level into this career ladder. Maintenance I will be qualified to participate with Maintenance II in any skill area, however, will concentrate on general labor and use of hand tools and lighter duty equipment.

Essential Duties and Responsibilities

- Perform heavy manual labor, digging ditches, asphalt patching and paving, chip sealing, asphalt crack sealing, concrete placement, cleaning and installing culverts, cutting and burning brush and trees, spraying weeds, removing obstacles from roadway and adjacent areas, hand loading and unloading all types of materials into trucks.
- Work and perform duties at the rock crusher under supervision.
- All duties will be performed with appropriate PPE and safety requirements met
- Complete routine manual work preparing and installing traffic signs, repairing guard rails, fences, sign posts, and mailboxes.
- Control traffic manually through and around construction and maintenance projects.
- Operate a variety of medium to large equipment including dump trucks also includes plowing snow in inclement weather
- Regular attendance is an essential function of this position.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications**Knowledge and Skills**

Knowledge of operation and maintenance requirements of trucks and less complex power driven equipment. Familiar with materials, methods, practices and equipment used in road, bridge and culvert maintenance. Understanding of traffic laws and rules involved in light vehicle, truck and equipment operations including traffic control operations.

Abilities

Ability to understand, interpret and apply pertinent laws, codes and regulations. Understand and follow oral and written instructions. Perform a variety of semi-skilled and skilled construction, maintenance and repair work. Perform heavy manual labor for extended periods in adverse weather conditions. Operate a variety of vehicular and stationary mechanical equipment. Perform minor maintenance on assigned equipment. Learn the geography and road system of the county. Follow established safe work rules and practices.

Establish and maintain cooperative working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Work effectively in emergency and stressful situations.

Physical Abilities

Physical strength and ability to sufficiently perform work to the class, sufficient manual dexterity to develop skill in the use and care of the tools, equipment and materials employed at work. Ability to pass a post offer physical capacity test, and be able to lift a minimum of 50 pounds. Must take and pass a drug and alcohol test prior to employment, follow all Federal Drug and Alcohol Testing requirements, and submit to any and all random drug and alcohol tests. Must be able to perform manual and equipment operation work for extended periods under adverse conditions.

Education and Experience

High school graduation or equivalent required. Experience in the operation of dump, platform or other types of light trucks, asphalt patching truck, air compressor, power brooms, static/vibratory rollers, wheel loaders, three axle trucks with trailers, backhoes and related equipment preferred.

Licenses and Certificates

Must have a valid Oregon Driver's License with an acceptable driving record. Must have or be able to obtain: a First-Aid Card, a Certified Flagger's Card, & a valid Oregon Class A Commercial Driver's License (CDL) with Tanker endorsement within nine months of employment.

Working Conditions

Work is performed indoors and outdoors under adverse weather conditions where some safety considerations exist from physical labor and handling of light-to-medium weight, yet awkward materials. May be called in to work outside normal business hours any day of the week based on the emergent needs of the County.

Probationary Requirement

This position is based on the successful completion of a nine-month probationary period.

Modified on: April 2019



 Employee Signature



 Supervisor Signature

4/16/24

 Date Signed

4/17/24

 Date Signed

AGENDA ITEM COVERSHEET

<input type="checkbox"/> Admin. Session	<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Hearing
<input checked="" type="checkbox"/> Action Item	<input type="checkbox"/> Report/Request	<input type="checkbox"/> Other/Announcements

Agenda Item Title (Do not put in all-caps):
 Updated 2023-2025 STOP VAWA Grant Special Conditions

Department: District Attorney's Office **Date Submitted:** April 8, 2024
Contact Person: Rodney Chiddix **Phone:** 541-475-4452 x 4110
Effective Dates of Contract/Grant/ Proposal: Jan 1, 2023 - Dec 31, 2025
Amount of Contract/Grant/Proposal: \$397,562 **Requested Agenda Date:** April 24, 2024

Reviewed By: (Signature and Date Required) **Director/Elected Official:** _____
 Finance Director: _____
 County Counsel: _____
 CAO: _____

AGENDA ITEM BRIEF DESCRIPTION:
 Updated 2023-2025 STOP VAWA Grant Special Conditions

BACKGROUND/SUMMARY STATEMENT:
 The 2023-2025 STOP VAWA Grant is a three year competitive grant award which the commissioners signed on January 25, 2023. As part of the VAWA Reauthorization Act of 2022 (March 2022), changes were made to the Special Conditions (EXHIBIT G of the original signed award) which create additional requirements for grant recipients. The biggest change is the addition of item 34 titled "Prosecution Certifications". The acceptance of this update is required for grant recipients for continued grant compliance.

RECOMMENDATION: (i.e., Discussion, Discussion/Action, Introduction, Presentation, or Information)
 Discussion/Action

REQUESTED ACTION: (Exact action requested of Commissioners in the form of a motion)
 Sign 2023 STOP VAWA Special Conditions

ATTACHMENTS: 2023 STOP VAWA Special Conditions

POST ACTION INSTRUCTIONS: (Fully executed originals will be retained for the official record)
 Provide the original or a color scanned copy of the 2023 STOP VAWA Special Conditions to Rodney Chiddix for submission to CVSSD. Sign all applicable documents. Must submit to CVSSD by April 26th.

2023 STOP VAWA SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the Subrecipient that relates to conduct during the period of performance also is a material requirement of this award.

By signing and accepting this award on behalf of the Subrecipient, the authorized official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized official, all assurances or certifications submitted by or on behalf of the Subrecipient that relate to conduct during the period of performance.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Oregon Department of Justice, Crime Victim and Survivor Services Division ("CVSSD") taking appropriate action with respect to the Subrecipient and the award. Among other things, CVSSD may withhold award funds, disallow costs, or suspend or terminate the award. CVSSD also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements and DOJ Grants Financial Guide

The Subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance. The Subrecipient also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and for three years after submission of the final Financial Report or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.337. (2 C.F.R. 200.333, 200.336)

3. Requirement to report potentially duplicative funding

If the Subrecipient currently has other active awards of federal funds, or if the Subrecipient receives any other award of federal funds during the period of performance for this award, the Subrecipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the Subrecipient must promptly notify the awarding agency (CVSSD or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the awarding agency, must seek a budget-modification or change-of-project-scope grant award modification (GAM) or grant amendment to eliminate any inappropriate duplication of funding.

4. Requirements related to System for Award Management and unique entity identifiers

The Subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM.

The Subrecipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the Subrecipient) the unique entity identifier required for SAM registration.

The details of the Subrecipient's obligations related to SAM and to unique entity identifiers are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Requirements related to System for Award Management (SAM) and unique entity identifiers), and are incorporated by reference here.

5. Requirement to report actual or imminent breach of personally identifiable information (PII)

The Subrecipient (and any subrecipient at any tier) must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it (or a subrecipient), 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.1) within the scope of a CVSSD grant-funded program or activity, or 2) uses or operates a Federal information system. The Subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to a CVSSD Fund Coordinator no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

6. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OVW authority to terminate award)

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients, subrecipient ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the Subrecipient or of any subrecipient.

The details of the Subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OVW web site at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Prohibited conduct by Grantees and subrecipients related to trafficking in persons (including reporting requirements and CVSSD authority to terminate award)), and are incorporated by reference here.

7. Determinations of suitability to interact with participating minors

This condition applies to this award if it is indicated in the application for the award (as approved by CVSSD) (or in the application for any subaward at any tier), the CVSSD funding announcement (Request for Application), or an associated federal statute – that the purpose of some or all of the activities to be carried out under the award (whether by the Subrecipient or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The Subrecipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

8. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears on the OVW website at <https://www.justice.gov/ovw/conference-planning>.

9. OVW Training Guiding Principles

The Subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovw/resources-and-faqs-grantees#Discretionary>.

10. Effect of failure to address audit issues

The Subrecipient understands and agrees that the awarding agency (CVSSD or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the awarding agency) the Subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of CVSSD awards.

11. Potential imposition of additional requirements

The Subrecipient agrees to comply with any additional requirements that may be imposed by the awarding agency (CVSSD or OVW, as appropriate) during the period of performance for this award, if the Subrecipient is designated as "high-risk" for purposes of the DOJ high-risk Subrecipient list.

12. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

13. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities.

14. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

15. Restrictions on "lobbying" and policy development

In general, as a matter of federal law, federal funds may not be used by the Subrecipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, in order to avoid violation of 18 U.S.C. § 1913. The Subrecipient, or any subrecipient ("subgrantee") may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 U.S.C. § 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Another federal law generally prohibits federal funds awarded by CVSSD from being used by the Subrecipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. § 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient would or might fall within the scope of these prohibitions, the Subrecipient is to contact CVSSD for guidance, and may not proceed without the express prior written approval of CVSSD.

16. Compliance with general appropriations-law restrictions on the use of federal funds for this fiscal year

The Subrecipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at <https://www.justice.gov/ovw/award-conditions> (Award Condition: General appropriations-law restrictions on use of federal award funds), and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a Subrecipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the Subrecipient is to contact CVSSD for guidance, and may not proceed without the express prior written approval of CVSSD.

17. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The Subrecipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grant Reporting, 950 Pennsylvania Ave., NW, Washington,

DC 20530; (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202)616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.

18. Restrictions and certifications regarding non-disclosure agreements and related matters

No Subrecipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the Subrecipient

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the Subrecipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both—

a. it represents that—

(1) it has determined that no other entity that the Subrecipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subgrantee, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

19. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The Subrecipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Subrecipient is to contact the awarding agency (CVSSD or OVW, as appropriate) for guidance.

20. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages Subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

21. Availability of general terms and conditions on OVW website

The Subrecipient agrees to follow the applicable set of general terms and conditions that are available at <https://www.justice.gov/ovw/award-conditions>. These do not supersede any specific conditions in this award document.

22. Compliance with statutory and regulatory requirements

The Subrecipient agrees to comply with all relevant statutory and regulatory requirements, which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, the Violence Against Women Act Reauthorization Act of 2022, P.L. 117-103, the Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. §§ 10101 et seq., and OVW's implementing regulations at 28 C.F.R. Part 90.

23. VAWA 2013 nondiscrimination condition

The Subrecipient acknowledges that 34 U.S.C. § 12291(b)(13) prohibits Subrecipients of OVW awards from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Subrecipients may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of the program, so long as the Subrecipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. The Subrecipient agrees that it will comply with this provision. The Subrecipient also agrees to ensure that any subrecipients ("subgrantees") at any tier will comply with this provision.

24. Misuse of award funds

The Subrecipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

25. Limitation on use of funds to approved activities

The Subrecipient agrees that grant funds will be used only for the purposes described in the Subrecipient's approved application, unless CVSSD determines that any of these activities are out of scope or unallowable. The Subrecipient must not undertake any work or activities that are not described in the grant application, award documents, or approved budget, and must not use staff, equipment, or other goods or services paid for with grant funds for such work or activities, without prior written approval, via Grant Amendment, from CVSSD.

26. Non-supplantation

The Subrecipient agrees that grant funds will be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.

27. Confidentiality and information sharing

The Subrecipient agrees to comply with the provisions of 34 U.S.C. § 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. The Subrecipient also agrees to comply with the regulations implementing this provision at 28 CFR 90.4(b) and "Frequently Asked Questions (FAQs) on the VAWA Confidentiality Provision (34 U.S.C. §12291(b)(2))" on the OVW website at <https://www.justice.gov/ovw/resources-and-faq-grantees>. The Subrecipient also agrees to ensure that all subrecipients ("subgrantees") at any tier meet these requirements.

28. Activities that compromise victim safety and recovery or undermine offender accountability

The Subrecipient agrees that grant funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving CVSSD-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation under which the approved application was submitted.

29. Policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence

The Subrecipient, and any subrecipient at any tier, must have a policy, or issue a policy within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. The details of this requirement are posted on the OVW web site at <https://justice.gov/ovw/award-conditions> (Award Condition: Policy for response to workplace-

related sexual misconduct, domestic violence, and dating violence), and are incorporated by reference here.

30. Subrecipient product monitoring

The Subrecipient agrees to monitor subrecipients to ensure that materials and products (written, visual, or sound) developed with CVSSD grant program funding fall within the scope of the grant program and do not compromise victim safety.

31. Publication disclaimer

The Subrecipient agrees that all materials and publications (written, web-based, audio-visual, or any other format) resulting from award activities shall contain the following statement: "This project was supported by Subgrant No. _____ awarded by the Oregon Department of Justice, Crime Victim and Survivor Services Division for the Office on Violence Against Women, U.S. Department of Justice's STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice."

32. Limitation on use of funds for awareness and public education

The recipient agrees that no more than 5 percent of its award may be used to conduct public awareness or community education campaigns or related activities to broadly address domestic violence, dating violence, sexual assault, or stalking. Grant funds may be used without limit to support, inform, and provide outreach about available services.

33. Requirements for subrecipients providing legal assistance

The subrecipient agrees that the legal assistance eligibility requirement, as set forth below, are a continuing obligation of the part of the subrecipient. The legal assistance eligibility requirements are: (1) any person providing legal assistance through a program funded under this grant program (A)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney, (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative, (iii) in Veterans' Administration claims, is an accredited representative, or (iv) is any person who functions as an attorney or lay advocate in tribal court; and (B)(i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i) and (II) has completed or will complete training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide; (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, local, or culturally specific domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials; (3) any person or organization providing legal assistance through this grant program has informed and will continue to inform state, local, territorial, or tribal domestic violence, dating violence, stalking, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and (4) the subrecipient's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence, stalking, or child sexual abuse is an issue.

34. **Prosecution Certifications:**

A Subrecipient who is a prosecutor's office agrees and will certify that the office will, during the 3-year period beginning on the date on which the grant is awarded, engage in planning, developing and implementing—

- (1) training developed by experts in the field regarding victim-centered approaches in domestic violence, sexual assault, dating violence, and stalking cases;
- (2) policies that support a victim-centered approach, informed by such training; and
- (3) a protocol outlining alternative practices and procedures for material witness petitions and bench warrants, consistent with best practices, that shall be exhausted before employing material witness petitions and bench warrants to obtain victim-witness testimony in the investigation, prosecution, and trial of a crime related to domestic violence, sexual assault, dating violence, and stalking of the victim in order to prevent further victimization and trauma to the victim.

Certification: I certify that I have read and reviewed the above assurances and links to referenced Award Conditions and certify that the Subrecipient will comply with all provisions of the Violence Against Women Act of 1994 (VAWA), as amended, and all other applicable Federal laws.

Print Name of Authorized Official

Title

Signature of Authorized Official

Date

Print Name of Fiscal Officer

Title

Signature of Fiscal Officer

Date

AGENDA ITEM COVERSHEET

<input type="checkbox"/> Admin. Session	<input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Public Hearing
<input checked="" type="checkbox"/> Action Item	<input type="checkbox"/> Report/Request	<input type="checkbox"/> Other/Announcements

Agenda Item Title (Do not put in all-caps):

Out of State Travel Request

Department: District Attorney's Office **Date Submitted:** 04/09/2024

Contact Person: Rodney Chiddix **Phone:** 541-475-4452 x 4110

Effective Dates of Contract/Grant/ Proposal: _____

Amount of Contract/Grant/Proposal: _____ **Requested Agenda Date:** 04/24/2024

Reviewed By: (Signature and Date Required) **Director/Elected Official:** _____

Finance Director: _____

County Counsel: _____

CAO: _____

AGENDA ITEM BRIEF DESCRIPTION:

Out of State Travel Request to send 3 people to the International Conference on Crimes Against Women in Dallas, Texas on May 20th - 23rd, 2024.

BACKGROUND/SUMMARY STATEMENT:

Grant funds will be used to send the Director of Victim Assistance, a Bilingual Victim Assistant, and a Deputy District Attorney to the Conference on Crimes Against Women in Dallas, Texas on May 20th - 23rd, 2024. This training is not offered in Oregon. CVSSD has approved the use of these funds for this training, and this training was included in the grant application. Training funds are set aside specifically for training Victim Assistants and the Sexual Assault & Domestic Violence Prosecutor on Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

RECOMMENDATION: (i.e., Discussion, Discussion/Action, Introduction, Presentation, or Information)

Discussion/Action

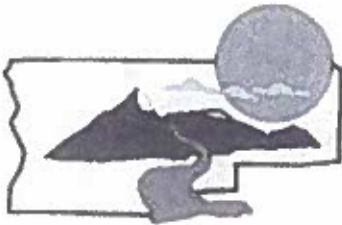
REQUESTED ACTION: (Exact action requested of Commissioners in the form of a motion)

Approve the Out of State Travel Request

ATTACHMENTS: Conference on Crimes Against Women information.

POST ACTION INSTRUCTIONS: (Fully executed originals will be retained for the official record)

Return a copy of the approval to Rodney Chiddix for department records and inform him of the outcome so that he can start making training arrangements.



AUTHORIZATION FOR OUT OF STATE TRAVEL

Employee(s): Marlene Medina, Corina Domingo, + 1 Additional
 Department: Victim Assistance / DA Position(s): Bilingual Victim Assistant & VAP Director
 Name of Conference/Training/Meeting: 19th Annual Conference on Crimes Against Women
 Location of Conference/Training/Meeting: Dallas, Texas

County Funds Grant Funds Other: _____

TRAVEL EXPENSE ESTIMATE (only list expenses that will be expensed to the County Funds or Grant Funds)

Registration Expense:	<u>\$2,025.00</u>	<u>(#675 x 3 people)</u> VAWA/CFA
Lodging Expense:	<u>\$1,968.00</u>	<u>(#164 x 4 nights x 3 people)</u>
Estimated Meal Expense:	<u>\$983.25</u>	<u>(#69 GSA x 4 + 1 Travel @ \$51.75)</u>
Mileage/Air/Rental Expense:	<u>\$1,719.00</u>	<u>(RDM to DFW Round Trip Flight)</u> x 3
Parking/Taxi Expense:	<u>\$323.46</u>	<u>(Uber from DFW to Hotel + Back)</u> x 3
Other:	_____	_____
Total Expense:	<u>\$7,018.71</u>	

Is Conference/Workshop required by a grant or employee licensing? Yes No

Date of Conference: 05/20/2024 through 05/23/2024

Total Time Away from Work (work hours): 32

Department Director/Elected Official: SFC Date: 4/8/24

Commission Chair: _____ Date: _____

**19TH ANNUAL
CONFERENCE
ON CRIMES
AGAINST WOMEN
May 20-23, 2024**



****The following workshop descriptions are as of 2/1/2024 and can be printed and used for approval purposes at your organization. Small changes and additions will continue to be made until the conference. To see the most current additions after 2/1/2024, please refer to our agenda page on our website at conferencecaw.org.**

Session Name	Description
<p>"Count Us In!" Engaging Men Through an Intersectional Lens to Help End Violence Against Women</p>	<p>Longstanding data reveals that women are predominantly and persistently victimized by men via gender-based crimes. Additionally, women have also been charged with acting as their own voice, service provider, practitioner, and legislative change agent to combat these offenses. However, as studies have shown, the onus cannot continue to fall solely on the woman, the victim/survivor. There is a critical need for men to join the front lines and hold other men accountable for their actions. A Call to Men (ACTM) has stepped up to the challenge and seeks to build a violence prevention movement that promotes healthy manhood while also addressing male domination, white supremacy, and the intersections of oppression that contribute to gender and racial-based violence. The presenter will address topics of sexism and racism and share ACTM's community organizing framework as well as discuss the foundation of their men's engagement work towards collective liberation.</p>
<p>"Hey Siri, How Do You Increase Accountability & Safety in Stalking Cases?"</p>	<p>As technology rapidly changes and perpetrators of gender-based violence find new ways to exploit these evolving technological advances, law enforcement (LE) often struggles to understand how to comprehensively respond to digital crimes, especially in jurisdictions with limited resources. Agency policies and procedures, and understanding of changing technology, need to continually evolve to keep up. In addition, investigations of online abuse are often lengthy, and it is vital to support victims throughout the process for their own safety. Through partnerships and collaboration, victims can be better prepared for the complexities of these investigations and increase the likelihood of their continued participation. This workshop will highlight the intersections of technology, stalking, and online abuse, focusing on the ways that</p>

[Summary](#) **Fees/Payment** [Group Registration](#)

[Hotel/Travel](#) [FAQs](#) [Contact Us](#)

[Cancellation Policy](#) [W-9](#) [Agenda](#)

Register Now

Already Registered?

CONFERENCE REGISTRATION

Early Bird Price (Register until March 1st): \$625.00

Full Price (Register from March 2nd-May 19th): \$675.00

On-Site: \$750.00

Group Rate: Groups of 5 or more automatically get \$25 off per person.

Add-Ons

Preconference Option 1, [Surviving Strangulation](#): \$175.00

Preconference Option 2, [Expert Witness Training](#): \$150.00

Accepted Payment Methods

- We accept credit card throughout the entirety of online registration, which closes on May 18, 2024.
- If you want to pay by check or purchase order, you must register by April 5, 2024. After this date, only credit card is accepted.
- We strongly encourage you to register online ahead of time, but we do accept registrations on site at the conference (credit card only).

Check Policy:

- You must register by April 5, 2024.
- Your check must be postmarked by April 15, 2024 to be valid.

Purchase Order Policy:

- You must register by April 5, 2024.
- Nonrefundable service fee of \$40.00.
- Your PO must be emailed to info@conferencecaw.org by April 15, 2024 to be valid.
- Check payments for PO's must be received by our office no later than 30 days after the conference is over, meaning, your check must be in our hands by June 24, 2024 or you will be charged a late fee of \$100.00 per person.


If we do not receive your check or purchase order by the deadline it will not be valid. You will have to pay in full with credit card by May 18, 2024, or your registration will be cancelled.

Mail checks to:

Choose a ride


Get a ride | **Dallas Fort Worth Int'l Airport** | **Hotel Indigo** | **Pickup now** | **For me**

Recommended




UberX 2.4
 11 mins away • 3:14 PM
 Affordable, everyday rides

\$53.91



Comfort 2.4
 9 mins away • 3:14 PM
 Newer cars with extra legroom

\$69.79



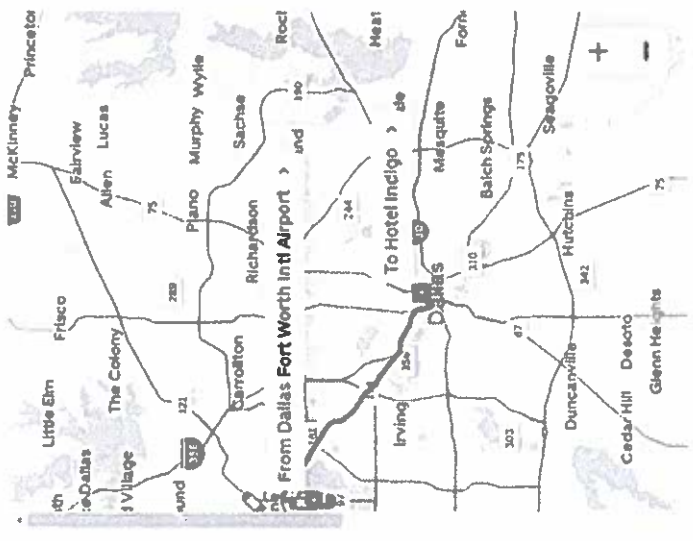
UberXL 2.6
 7 mins away • 3:12 PM
 Affordable rides for groups up to 6

\$77.02

[Request UberX](#) | [Payment: Visa ****8815](#)

Tempo to plum...
Wednesday

2:23 PM
4/7/2024





You're booking with Alaska. Google will securely pass your traveler and payment details to Alaska. Google facilitates your booking, but is not part of the booking contract you have with Alaska. [Learn more](#)

Round trip to Dallas Feb 23 – Mar 2

\$572.20



5:00 AM → 1:03 PM

RDM DFW

1 stop in SEA · 6 hr 3 min · Alaska

Main



3:50 PM → 9:41 PM

DFW RDM

1 stop in PDX · 7 hr 51 min · Alaska

Main



Hide itinerary



Checked bags not included. You can add bags on Alaska. Bag fees



Passenger

Your name should match how it appears on the ID you'll use at the airport

PERSONAL DETAILS



First name

Middle name

Last name

Include if on ID


Gender  

Must match ID

Month  Day Year

Date of birth


CONTACT DETAILS

 Phone number


Email address


Your booking confirmation will be sent here

ADDITIONAL TRAVELER DETAILS (OPTIONAL)

Frequent flyer program 

- Sign up for Alaska Airlines Mileage Plan and start earning miles with this trip. [View program information and terms and conditions.](#)

Known Traveler Number 

Redress Number 

Continue

② Payment

3

Review and book

Total price	\$572.20
Fare	\$486.51
Taxes, fees and charges ⓘ	\$85.69

Change fee warning

Alaska may charge fees for itinerary changes or cancellations. Please visit Alaska's website for more information.

Overbooking warning

Notice: Overbooking of Flights - Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for compensation of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, including failure to comply with the carrier's check-in deadline (which are available upon request from the air carrier), persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and each airline's boarding priorities are available at all airport ticket counters and boarding locations. Some airlines do not apply these consumer protections to travel from some foreign countries, although other consumer protections may be available. Check with your airline or your travel agent.

Baggage liability

For flights within the U.S., federal rules require any limit on an airline's baggage liability to be at least \$3,500 per passenger. For international travel (including domestic portions of international journeys) different liability limitations apply to the loss, delay, or damage to baggage. If the Montreal Convention applies, the limit is 1,288 Special Drawing Rights (approximately \$1,780 per passenger) unless a higher value is declared in advance and additional charges are paid. If the Warsaw Convention applies, the limit is approximately \$9.07 per pound (\$20.00 per kilogram) for checked baggage and \$400 per passenger for unchecked baggage unless a higher value is declared in advance and additional charges are paid. Excess valuation may not be declared on certain types of valuable articles. Airlines may assume no liability for fragile or perishable articles. Check with your airline.

TSA data collection

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or

others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at www.tsa.gov.

Disinsection

Some foreign countries require disinsection of aircraft; a list of those countries can be found on the US Department of Transportation's website.

Hazardous materials

Some everyday products, like aerosol spray starch, can be dangerous when transported on the aircraft in carry-on and/or checked baggage. Changes in temperature or pressure can cause some items to leak, generate toxic fumes or start a fire. Carriage of prohibited items may result in fines or in certain cases imprisonment. Please ensure there are no forbidden hazardous materials in your baggage like:

- Some Lithium batteries (e.g. spares in checked baggage, batteries over a certain size),
- Explosives / Fireworks,
- Strike anywhere matches/ Lighter fluid,
- Compressed gases / Aerosols,
- Oxygen bottles / Liquid oxygen,
- Flammable liquids,
- Pesticides / Poison,
- Corrosive material.

Please see Alaska's detailed hazardous materials policy.

 [Language · English \(United States\)](#)

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Displayed currencies may differ from the currencies used to purchase flights. [Learn more](#)

FY 2024 Per Diem Rates for Texas

Daily lodging rates (excluding taxes) | October 2023 - September 2024

Primary Destination	County	2023 Oct	Nov	Dec	2024 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175	\$175
Austin	Travis	\$184	\$184	\$184	\$184	\$184	\$184	\$170	\$170	\$170	\$170	\$170	\$184
Big Spring	Howard	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136
Dallas	Dallas	\$164	\$164	\$164	\$182	\$182	\$182	\$164	\$164	\$164	\$164	\$164	\$164
Galveston	Galveston	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$107	\$142	\$142	\$107	\$107
Houston	Montgomery / Fort Bend / Harris	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122
Midland / Odessa	Midland / Andrews / Ector / Martin	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183
Pecos	Reeves	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134
Plano	Collin	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122
San Antonio	Bexar	\$143	\$143	\$143	\$143	\$143	\$143	\$143	\$143	\$143	\$143	\$143	\$143
South Padre Island	Cameron	\$108	\$108	\$108	\$108	\$108	\$130	\$130	\$130	\$130	\$130	\$108	\$108



FY 2024 Per Diem Rates for Texas

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Arlington / Fort Worth / Grapevine	Tarrant / City of Grapevine	\$64	\$14	\$16	\$29	\$5	\$48.00
Austin	Travis	\$64	\$14	\$16	\$29	\$5	\$48.00
Big Spring	Howard	\$64	\$14	\$16	\$29	\$5	\$48.00
Dallas	Dallas	\$69	\$16	\$17	\$31	\$5	\$51.75
Galveston	Galveston	\$64	\$14	\$16	\$29	\$5	\$48.00
Houston	Montgomery / Fort Bend / Harris	\$69	\$16	\$17	\$31	\$5	\$51.75
Midland / Odessa	Midland / Andrews / Ector / Martin	\$64	\$14	\$16	\$29	\$5	\$48.00
Pecos	Reeves	\$59	\$13	\$15	\$26	\$5	\$44.25
Plano	Collin	\$64	\$14	\$16	\$29	\$5	\$48.00
San Antonio	Bexar	\$64	\$14	\$16	\$29	\$5	\$48.00

JEFFERSON COUNTY

Board of County Commissioners

66 S.E. "D" St. Suite 'A' • Madras, Oregon 97741 • Ph: (541) 475.2449 • Fax: (541) 475.4454



April 24, 2024

ELECTION OF DE MINIMIS INDIRECT COST RATE

As allowed by 2 CFR Chapter 1, Chapter 2, Part 200.414(f), Jefferson County hereby elects to charge a de minimis indirect cost rate of 10% of modified total direct costs on all Federal and State contracts effective July 1, 2024.

The 10% de minimis rate will be used consistently for all federal awards until such time as the County chooses to negotiate for a rate.

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Wayne Fording, Commission Chair

Kelly Simmelink, Commissioner

Mark Wunsch, Commissioner



U.S. Department of Justice

Office of Justice Programs
Office of the Chief Financial Officer

Washington, D.C. 20531

CERTIFICATION OF DE MINIMIS INDIRECT COST RATE

An award recipient that proposes to use federal grant funds to pay for indirect costs may elect to charge a de minimis rate of up to 10% of its modified total direct costs (MTDC) which may be used indefinitely. (2 CFR § 200.414) In order to charge a de minimis rate of up to 10% of its MTDC, the award recipient must submit this certification form to the Office of Chief Financial Officer, Office of Justice Programs.

I certify that County of Jefferson (name of award recipient)

meets the following eligibility criteria to use the 10 % de minimis indirect cost rate:

1. The award recipient does not have a current Federally-approved indirect cost rate agreement.
2. The award recipient has received less than \$35 million in direct federal funding for the fiscal year requested.
3. The de minimis rate approved will be applied to the MTDC. This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward.
4. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency.
5. The project costs will be consistently charged as either indirect or direct and will not be double charged or inconsistently charged as both.
6. The proper use and application of the de minimis rate is the responsibility of the award recipient. The Office of Justice Programs may perform a financial monitoring review to ensure compliance with 2 CFR Part 200.

SUBMITTED BY:

Signature: _____

Date: _____

Name: Wayne Fording
(Authorized Official Only)

Title: Commission Chair



BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR THE COUNTY OF JEFFERSON

IN THE MATTER OF SETTING THE COMPENSATION OF EMPLOYEES} SALARY ORDER NO. _____

DEPARTMENT: Sheriff EMPLOYEE: Clark Linden

REASON: Move from Patrol to SRO/Marine Deputy; New GL 101-125-510-1044

THE JEFFERSON COUNTY BOARD OF COMMISSIONERS HEREBY ORDERS THE REQUESTED SALARY CHANGE EFFECTIVE: 3/1/2024

SALARY CHANGE

Table with 3 columns: DESCRIPTION, CURRENT, REQUEST. Rows include Hourly Rate, Monthly Wage, Grade, Step, Salary Matrix/PERS class, Benefit Group, and Applicable Benefits/Other Terms.

Approved this _____ day of _____, 20____.

ATTEST

BOARD OF COMMISSIONERS

County Administrative Officer
Department Director/Elected Official

Commission, Chair
Commissioner

Finance Director

Commissioner

Jefferson County

Position Description

Position: School Resource Officer/ Marine Patrol Deputy	FLSA: Non-exempt
Department: Sheriff's Office	Salary Grade: PD
Bargaining Unit: Sheriff's Office	Status: Full Time

Summary

A School and Marine Deputy is a sworn police officer as defined by ORS and the Department of Public Safety Standards and Training. This is a patrol deputy position assigned by the Sheriff to school and marine patrol and is located at Jefferson County school facilities during the school year and in the Marine Division during the marine season.

Distinguishing Characteristics

A School and Marine Deputy works under the direct supervision of the Patrol Sergeant and the Sheriff. Employees serve a twelve (12) month probationary period when first hired and/or when promoted to a new position. Continuation of employment will be dependent on the conduct of the appointee and his/her fitness for the performance of the duties to which assigned, as indicated by the quality of his/her work and by reports and recommendations of his/her supervising officers. If, during that period, the appointee proves unfit, he/she may be dismissed from the service by the Sheriff. This position may be assigned to work out of any of the department's sheriff stations/locations. Deputies must be willing to workday shift, swing shift or graveyard assignments including weekends and holidays. While work is generally routine, it may be performed in stressful situations. Activities are reviewed for adequacy of judgment, compliance with rules and regulations, policy and procedures and achievement of results consistent with goals and objectives. Must be free from the conviction of a crime other than a minor traffic violation. Dishonorable or undesirable discharge from the military is cause for disqualification. Requires comprehensive background check. Must be at least 21 years old. NOTICE: As a condition of employment or continued employment for the Jefferson County Sheriff's Office, applicants and employees must meet and maintain the work performance standards set forth in this Position Description and possess the following skills, certifications, education and other requirements as specified in the Sheriff's Policy and Procedures Manual, the Jefferson County Personnel Policies and Procedures Manual and any other applicable collective bargaining agreement.

Essential Duties and Responsibilities**Marine Patrol (will likely be June to September)**

- Provide law enforcement, boating safety and tourist information on and adjacent to all major waterways in Jefferson County.
- Issue citations, make arrests, and transport arrestees.
- Investigate boating accidents and preserve crime scenes.
- Interview complainants and informants and write reports.
- Perform search and rescue and administer first aid as necessary.
- Launch and retrieve boats, drive vehicles and boats.
- Maintain vehicles, boats and boat trailers, including all safety equipment.
- Place and retrieve navigational and safety equipment on waterways.

School Resource Officer (typically September to June)

- To preserve the public peace; to protect life and property; to prevent crime; to arrest violators of the law and the proper enforcement of all the laws and ordinances and accomplish that end intelligently and effectively.
- Performs security patrols and law enforcement functions at Jefferson County area school campuses and facilities.

- Works an assigned detail using own judgment in deciding course of action, being expected to provide proper initial response to difficult and emergency situations while requesting assistance from regular patrol officers as required and maintaining communication as necessary with on duty supervisor.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances; preserves evidence. Arrests violators as situation may require. Summons ambulances, other law enforcement and other emergency vehicles to assist with injured persons.
- Primary duty is to preserve peace and safety, investigate minor criminal incidents and assist full-time police officers with more serious criminal incidents.
- Prepares required reports and records, which may include officer's daily log. May participate in the investigation of criminal law violations occurring at or around Jefferson County area schools, assists in obtaining evidence and compiling information; testifying in court, and other related activities regarding these crimes.

General Responsibilities

- Train other employees in specific areas of expertise. Familiarize new employees in departmental policies and procedures, the geographical and cultural characteristics of the assigned area, and in general methods to use in various situations.
- To be ready at all times to answer calls, render assistance to the public and obey the orders of his/her supervisors.
- Protect the rights of those persons with whom there is contact, as provided in the Constitution of the United States and the laws of the State of Oregon and the County.
- Accountable for the good order of his/her assigned duty area and shall keep such regular hours as may be prescribed by his/her supervisor.
- Unless otherwise directed, he/she shall be present at his/her assigned duty area, punctually at the specified time and place; properly uniformed and equipped.
- Pay careful attention to dispatches and to orders and instructions issued by his/her supervisor.
- Investigate all traffic accidents that are assigned to him/her and shall initially investigate as assigned or report all crimes that occur in his/her area.
- Interview complainants or informants.
- Appear in Court; must be able to render credible testimony in a court of law, must not have a record of untruthfulness, bias, or commission of crimes.
- Secure names, address and such other information that is necessary to complete required police reports.
- Be thoroughly familiar with the County, including the routes of bus lines, the location of streets, public buildings and points of interest, courts, transportation offices and depots, highways, and boundaries thereof and the County; the boundaries of and location of City, County and State institutions, as will enable him/her to render intelligent and helpful information and assistance.
- He/She shall, while working his/her assigned area, report leaking pipes, gas mains, sewers, streetlights out, power lines down, traffic lights or signs in need of repair.
- Observe anything likely to prove dangerous or a public nuisance or inconvenience to the public; he/she shall remedy it if possible or report it without delay.
- Report, immediately, dangerous condition of streets, sidewalks, or other county property.
- All such conditions shall be called to the attention of the department orally and on a written memo.
- He/she shall not conceal himself, except when so assigned for investigative purposes.
- He/she shall be constantly alert and keep vigilant watch for fires and offenses against persons, property and the public peace.
- He/she shall at all times, when in uniform, keep his/her badge and name plate in sight and give his/her name and identification number in a respectful manner when requested.
- Possess excellent verbal, written and arithmetic skills necessary to effectively and efficiently complete required report writing and deliver accurate testimony in a cogent fashion.
- At all times while on duty, he/she shall have in his/her possession his/her Identification card and his/her valid Oregon driver's license.
- Meet Performance Measures established by the Sheriff.
- Perform other duties as assigned that support the overall objective of the position.

- Possess excellent interpersonal and communicative skills and work within and maintain a cooperative and effective working relationship with other Sheriff Department employees.
- Regular attendance is an essential function of the position.

Qualifications

Knowledge and Skills

Must have a working knowledge of all laws and ordinances in Jefferson County and the State of Oregon relating to criminal acts; a working knowledge of boats, boat safety, engine mechanics and vehicle mechanics; a working knowledge of the proper and safe use of duty weapons. Must possess excellent verbal, written and arithmetic skills. Must have excellent public relations skills.

Abilities

Must be able to use computer workstation to write various reports and letters. Must be able to use a variety of modern electronic equipment, including laptop or portable computers, handheld gps, digital cameras, e-mail and voice mail. Must be familiar with and able to use a variety of specialty software including Sheriff department proprietary report writing software, Microsoft Word, and Microsoft Excel. Must have the ability to develop skill in the use and care of a variety of firearms and related mechanical and electrical equipment; must have the ability to develop skill in the use and care of Sheriff Department Patrol vehicles. Must possess and exercise the ability to meet and deal with the public in an effective and courteous manner. Will be required, on occasion, to attend training and meetings away from normal duty station. Training will require out of town (and County) travel and overnight(s) stays.

Must be able to attend various training and understand and apply various laws and ordinances including boating laws, criminal code, State Park Violations, game code, vehicle code and Jefferson County Ordinances.

Ability to relate and communicate with students, staff and members of the public in an educational environment and demonstrate the necessary tact and restraint within such environments. Ability to respond effectively to a high-stress crisis incident, which may include violence in and around schools.

Physical Abilities

Must be 21 years old.

Requires sufficient hand/eye coordination to operate sheriff equipment, weapons and apparatus, computer keyboard and recognize words and numbers, and other abilities as prescribed by the Board of Public Safety Standards and Training. Visual acuity necessary for performing necessary tasks including normal color discrimination, binocular coordination, peripheral vision. Hearing range within the standards set by the Department of Safety Standards and Training. Requires speech and auditory abilities sufficient to carry on conversations and project voice among large crowds.

Ambulatory ability to walk at work; subdue resistive or combative individual(s); work in a variety of indoor and outdoor environments, including adverse weather conditions, rain, high temperatures, cool temperatures, bright sun, overcast conditions, poor lighting conditions and at night; ability to stand, walk and run on uneven surfaces; sit and/or stand for several hours while driving a boat; drive a Sheriff's vehicle; launch and retrieve a boat; lift and carry at least 80 lbs; ability to swim and must be able to pass OSMB swim standard.

Must be free of any physical, emotional or mental condition that may affect job performance. This position requires a post offer physical capacity test based on this job description.

Education and Experience

Minimum of a High School Diploma (Associate's, bachelor's degree or equivalent Oregon Law Enforcement certification. (Basic, intermediate, or advanced) in criminal justice or similar discipline preferred) and demonstrate considerable reasoning skill.

Licenses and Certificates

A valid Oregon driver's license with an acceptable driving record. Must possess or be able to acquire, within 12 months of initial appointment, a Basic DPSST certification. Must have completed or be able to successfully complete the Marine Academy within one year of the appointment.

Working Conditions


Work is performed indoors and outdoors. Work will be physical in nature and require the ability to walk, climb, run and carry or move inanimate objects up to 60 pounds.

Probationary Conditions

This position is based on the successful completion of a twelve-month probationary period.

Modified on: April 15, 2023



Deputy Signature


Supervisor Signature

4/15/24

Date Signed
4/8/24

Date Signed

BEFORE THE BOARD OF THE COUNTY COMMISSIONERS
FOR THE COUNTY OF JEFFERSON

SALARY CHANGE

IN THE MATTER OF SETTING THE
COMPENSATION OF AN EMPLOYEE

}
} SALARY ORDER NO. _____

Employee Name:

Position Title:

Alison Vanek

CDD Administrative Supervisor

Department: Community Development

Effective Date: April 21, 2024

Reason:

Removal of "interim" (working out of class) from title of CDD Administrative Supervisor. Subject to employment agreement.

DESCRIPTION	CURRENT	REQUEST
Hourly Rate	\$29.13	\$29.71
Monthly Wage	\$5,068.62	5,169.54
Grade	N/A	20(NR)
Step	N/A	7
Salary Matrix/PERS Class	B	B
Benefit Group	SW	
Applicable Benefits & Other Terms	Employment agreement attached. On June 21, 2024 will go to Grade 21, Step 6. New salary anniversary date is July 1st. Will go to Step 7 on June 21, 2025.	

APPROVED, ADOPTED, AND ORDERED this _____ day of _____, _____

ATTEST:

BOARD OF COMMISSIONERS

Department Director: _____

Commissioner, Chair: _____

Finance Director: _____

Commissioner: _____

County Administrative Officer: _____

Commissioner: _____

GL BUDGET LINE ITEM: _____ - 510 - _____ ANNIVERSARY DATE: _____

EMPLOYMENT AGREEMENT

This Agreement is entered into between Jefferson County, a political subdivision of the State of Oregon, by and through the Chair of the Board of County Commissioners, hereinafter "County", and Alison Vanek, hereinafter referred to as "Employee."

Section 1 Employment

For and in consideration of the salary and other benefits provided to Employee as hereafter more particularly described, Employee agrees to appointment as an Administrative Supervisor in the Jefferson County Community Development Office, and to carry out all duties imposed by the County as set forth and contained in the job description for said position, attached hereto and by this reference incorporated herein, subject to modification by the County in its discretion, and to such other duties as the County may hereafter assign.

Section 2 Term of Agreement, Termination, Severance Pay

A. The term of this agreement shall commence on April 21, 2024 and shall continue in full force and effect thereafter until terminated by either party. The anniversary date for performance evaluations and computation of any salary step increases, if eligible, shall be July 1 of each calendar year. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the County to terminate the services of Employee at any time and for any reason the County deems appropriate and sufficient. Notwithstanding any other County policy or provision to the contrary, Employee shall at all times be terminable at will in the complete discretion of the County. Employee shall serve a twelve month probationary period.

B. Notice of Resignation. Employee is required to provide the County with 30 days advance written notice of intent to resign. Failure to provide such notice will result in forfeiture of accrued, but unused, vacation leave for which Employee will not receive payment upon termination of employment.

C. Severance Pay. If Employee is terminated by the County for any reason other than those set forth below, Employee shall be entitled to the equivalent of 1 month salary as severance pay in complete settlement of all claims against the County, but subject to other obligations set forth herein or as otherwise required by law for payment of unused vacation time or other accrued benefits. County shall have no obligation for severance pay in the event Employee is terminated for malfeasance in office or willful or wanton neglect of the duties and responsibilities assigned by the County; conviction of any crime that in the sole discretion of the County would reflect negatively upon Jefferson County; or violation of any ethical standard or policy imposed by the State of Oregon or Jefferson County.

Section 3 Compensation

A. Salary. For the position of Administrative Supervisor, County shall pay to Employee, and Employee hereby accepts as full payment for services rendered herein, compensation at the rate

of Salary Grade 20, Step 7. On June 21, 2024, Employee will move to Grade 21, Step 6 as a result of salary schedule adjustments. For participation in PERS, the Employee will pay the "employee share", currently 6% of salary to PERS, per Oregon statute.

B. Exempt Status. The salary shall be payable on a monthly basis at the same time and under the same conditions as other employees of Jefferson County are paid. This position is classified as "exempt" under the Fair Labor Standards Act (FLSA) and is exempt from all collective bargaining agreements.

Section 4 Benefits Generally

A. Except as otherwise provided herein, during the term of this contract, the fringe benefit provisions of the Jefferson County Personnel Policies and Procedures shall apply to Employee, including those pertaining to vacation, sick leave, retirement, medical and dental insurance, holidays and other fringe benefits as they now exist, or may be hereafter be amended in the manner as they would apply to other non-represented employees of Jefferson County; however, Employee shall not be entitled to Vacation Sell Back under Jefferson County Policy 310 and any policy governing vacation payout at termination that is inconsistent with this Agreement shall not apply.

B. Administrative Leave. The parties recognize that Employee must devote time outside of normal working hours to official business and the duties of the Administrative Supervisor position. For this reason, Employee shall receive 2 hours of administrative leave, to accrue on a monthly basis. Such administrative leave must be used within one year of its accrual or it is forfeited and in no circumstance shall the total accrued administrative leave exceed 24 hours. The County shall not be obligated to pay Employee for any unused administrative leave upon separation from employment with County. As Employee's position is classified exempt under the FLSA, Employee shall not be entitled to any other claim for compensation for any hours worked in excess of forty hours per week, except as provided in this Section.

Section 5 Review

The County may review the performance of Employee at any interval in their discretion, preferably at least annually. Employee recognizes and agrees that notwithstanding any other provisions of this agreement, Employee is employed at the pleasure of the County which has the right to terminate Employee at any time and for any reason in their sole discretion.

Section 6 Waiver or Modification

No waiver or modification of this Agreement or any part thereof shall be valid unless in writing and duly executed by the parties hereunder. No evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this Agreement or the rights or obligations of the parties hereto, unless such waiver or modification is in writing and duly executed by the parties.

Section 7 Severability

If any provision or portion thereof contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of the Agreement or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

Section 8 Arbitration

Any dispute or claim that arises out of or that relates to this Agreement, or that relates to the breach of this Agreement, or that arises out of or that is based upon the employment relationship (including any wage claim, any claim for wrongful termination, or any claim based upon any statute, regulation, or law, including those dealing with employment discrimination, sexual harassment, civil rights, age, or disabilities), including tort claims (except a tort that is a "compensable injury" under Workers' Compensation Law), shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. In the event arbitration is prohibited or unenforceable, Employee agrees to waive a jury trial for claims brought in court.

Section 9 Governing Law

This contract shall be construed and interpreted for all purposes as executed in the State of Oregon, and subject to the laws of the State of Oregon.



Employee

Commission Chair

Date: 4/16/24

Date: