



# **CROOK COUNTY WORK SESSION AGENDA**

**Wednesday, June 26, 2024 at 9:00 am**

**Crook County Administration Conference Room I 203 NE Court St. I  
Prineville OR**

Members of the public and media are welcome to attend in person or via Zoom: Phone: 1-253-215-8782; Meeting ID: 962 4214 4333; Passcode: 970900

## **PUBLIC COMMENT**

## **DISCUSSION**

### **1. CIS Insurance**

Requester: Will Van Vactor

Presenter: Elaina Huffman

### **2. Consider appointment recommendation to the Library Board**

Requester: Sarah Beeler

Library Director

### **3. High School Intern Program**

Requester: Kari Hathorn

District Attorney

### **4. Extension #3 to Professional Services Contract**

Requester: Stephanie Wilson

Presenters: Stephanie Wilson / Andrew Rasmussen

### **5. Human Resources Information System (HRIS) Update**

Requester: Krystal Chellis

Contractor

### **6. Renewal of USDA APHIS Agreement**

Requester: Jacquie Davis

Landfill Manager

### **7. Solid Waste Management Plan Update**

Requester: Jacquie Davis

Landfill Manager

**8. Reproductive Health grant award**

Requester: Katie Plumb

Presenters: Katie Plumb / Dr. Joanna McCabe

**9. Reproductive Health grant award #2**

Requester: Katie Plumb

Presenter: Katie Plumb / Dr. Joanna McCabe

**10. Amendment proposal to Crook County Community Health Advisory Council Bylaws**

Requester: Katie Plumb

Health and Human Services Director

**11. Consider appointment recommendation to the Community Mental Health Advisory Board**

Requester: Katie Plumb

Health and Human Services Director

**12. Community Health Advisory Council Annual Update**

Requester: Katie Plumb

Health and Human Services Director

**13. Veteran Services Update**

Requester: Katie Plumb

Health and Human Services Director

**14. Community Development Monthly Update**

Requester: Will Van Vactor

Community Development Director

**INTERIM MANAGER REPORT**

**COMMISSIONER UPDATES**

**EXECUTIVE SESSION**

The Crook County Board of Commissioners will now meet in executive session under ORS 192.660(2)(h) for the purpose of consulting with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

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

**15. ORS 192.660(2)(h) Consulting with Counsel concerning the legal rights and duties of a public**

**body with regard to current litigation or litigation likely to be filed.**

## **NOTICE AND DISCLAIMER**

The Crook County Board of Commissioners is the governing body of Crook County, Oregon, and holds work sessions to deliberate upon matters of County concern. As part of its efforts to keep the public apprised of its activities, the Crook County Board of Commissioners has published this PDF file. This file contains the material to be presented before the County Board of Commissioners for its next scheduled work session.

Please note that while County staff members make a dedicated effort to keep this file up to date, documents and content may be added, removed, or changed between when this file is posted online and when the County Board of Commissioners meeting is held. The material contained herein may be changed at any time, with or without notice.

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Please also note that this file does not contain any material scheduled to be discussed at an executive session, or material the access to which may be restricted under the terms of Oregon law.

If you are interested in obtaining additional copies of any of the documents contained herein, they may be obtained by completing a Crook County Public Records Request form. Request forms are available on the County's website or at the County Administration office at 203 NE Court Street, in Prineville.

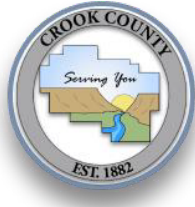
### **Additional Items**

Additional items may be discussed that arise too late to be included as a part of this notice. For information about adding agenda items, please contact the County Administration office at 447-6555. Assistance to handicapped individuals is provided with advance notice.

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Contact: Seth Crawford (seth.crawford@co.crook.or.us (541) 447-6555) | Agenda published on 06/24/2024 at 3:44 PM

## AGENDA ITEM REQUEST



**Date:** 6/21/2024

**Meeting date desired:** 6/26/2024

**Subject:** Liability Insurance

**Background and policy implications:** The County is insured by CIS (Citycounty Insurance Services). We renew our coverage annually. Elaina Huffman, from Graybeal Group will discuss our insurance options.

**Budget/fiscal impacts:** The attachments include premium quotes. The County budgets for this cost each year.

**Requested by:**

Will Van Vactor

will.vanvactor@crookcountyor.gov | 541.447.3211

**Presenters:**

Elaina Huffman

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

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

# Crook County

## Property Claims Summary

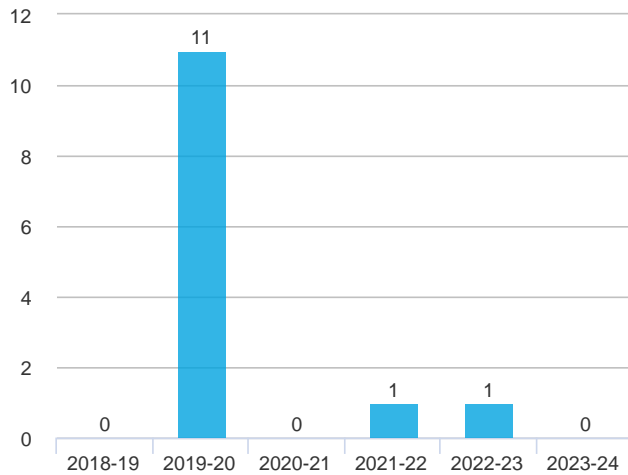
FY 2018-2019 to 2023-2024 as of 06/13/2024



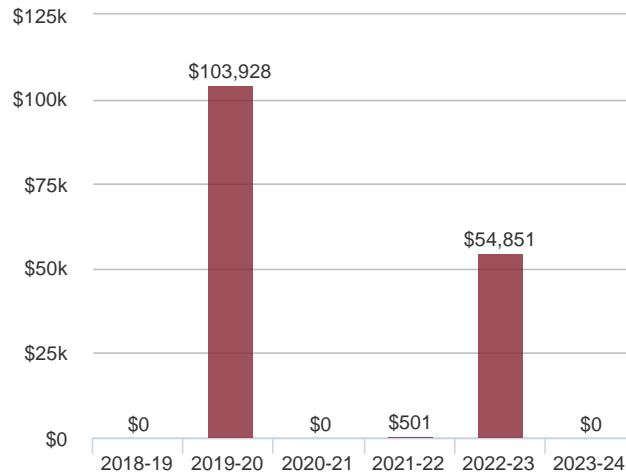
citycounty insurance services  
cisoregon.org

Coverage Year	Total Claims	Open Claims	Closed Claims	Total Reserves	Total Paid	Total Incurred	Cost/Claim
<i>a</i>	<i>b (c+d)</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>	<i>g (e+f)</i>	<i>h (g/b)</i>
2018-2019	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2019-2020	11	0	11	\$0.00	\$103,927.81	\$103,927.81	\$9,447.98
2020-2021	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
2021-2022	1	0	1	\$0.00	\$501.32	\$501.32	\$501.32
2022-2023	1	0	1	\$0.00	\$54,851.05	\$54,851.05	\$54,851.05
2023-2024	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>	<b>13</b>	<b>0</b>	<b>13</b>	<b>\$0.00</b>	<b>\$159,280.18</b>	<b>\$159,280.18</b>	<b>Avg: \$12,252.32</b>

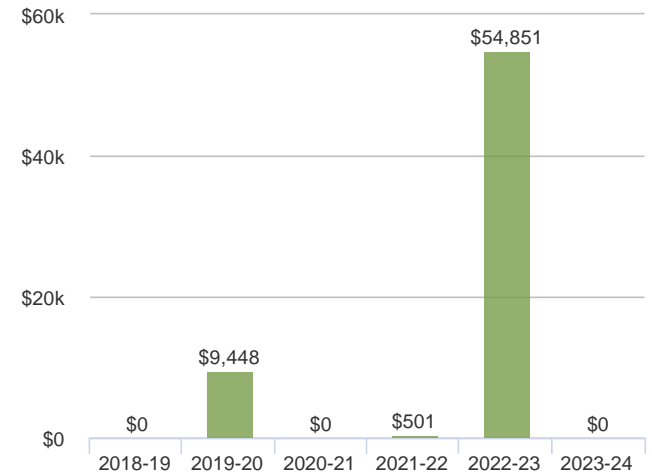
No. of Claims by Coverage Year



Total Incurred by Coverage Year

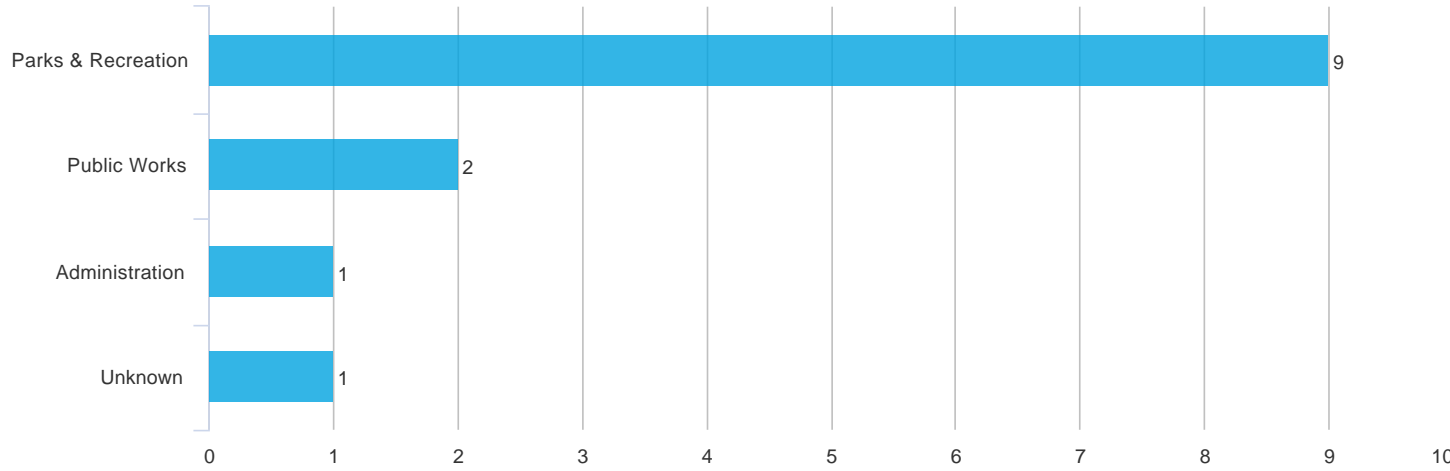


Cost/Claim by Coverage Year

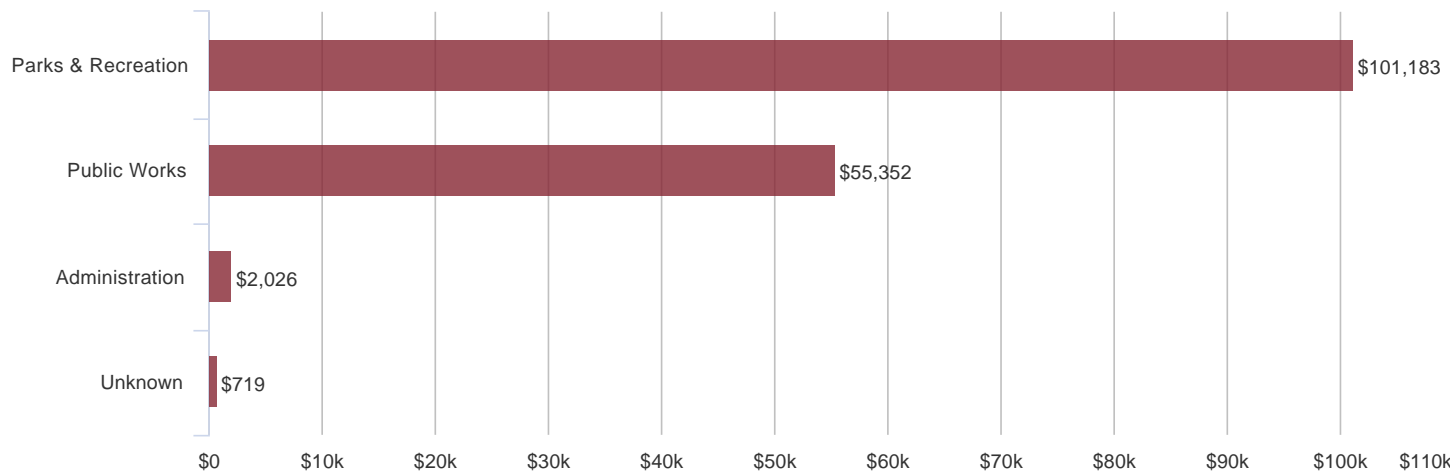




**No. of Claims by Department (Top 7)**

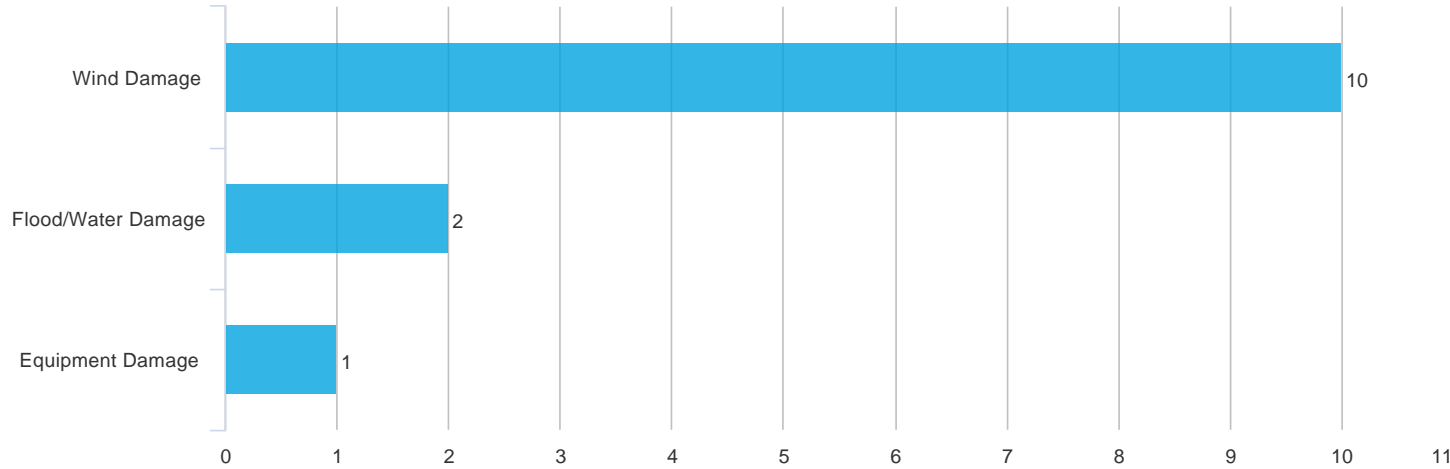


**Total Incurred by Department (Top 7)**

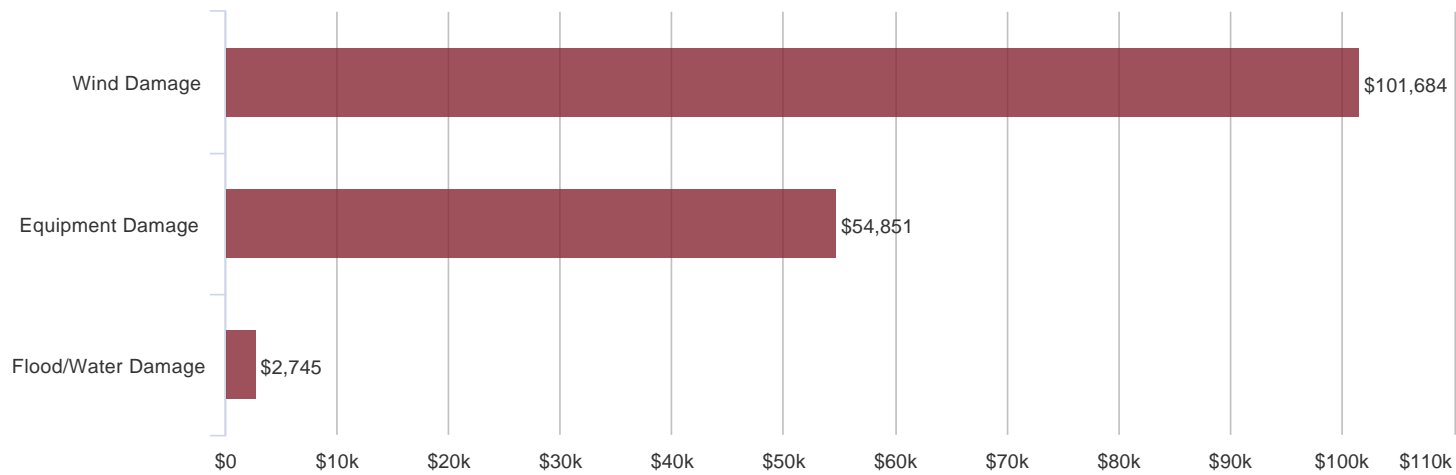




**No. of Claims by Accident Type (Top 7)**



**Total Incurred by Accident Type (Top 7)**





**Crook County**  
**CIS Renewal**  
**Cost and Coverage Impact Comparison**  
**2024 – 2025 Year**

**Premium History**

Year	Property Deductible	Annual Contribution	Premium After Discounts	Change	Agency Fee
2022 – 2023		\$682,785	\$511,055		\$30,000
2023 – 2024		\$811,769	\$626,104	+18.9%	\$30,000
2024 – 2025	\$5,000	\$949,990	\$746,364*	+17%	\$30,000

*\*Current property (structures, contents, property in the open, mobile equipment) deductible is \$5,000. With a \$10,000 deductible, the annual premium would decrease by \$38,229, making the total annual premium \$708,135.*

**2024 Rating Impact**

Coverage Part	Factor	2023	2024
General Liability	Personnel +36%	\$20,597,916	\$28,182,000
	Materials & Services +6%	\$20,885,280	\$22,320,000
Property	Coverage Limits Increased +50% TIV Building	\$72,736,798	\$109,522,884
	TIV Property +37.5MM	\$88,560,061	\$126,070,846





**Crook County**  
**CIS Renewal**  
**Alternate Plan Performance**  
*\*as of 5.31.2024*

Coverage Year	GL Plan Type	Liability Contribution	Deductible	Initial Premium	Deductible Collected	Savings or Loss
2013-14	Standard	\$162,080				
2014-15	Standard	\$206,354				
2015-16	Standard	\$227,658				
2016-17	Standard	\$263,038				
2017-18	Standard	\$275,025				
2018-19	Standard	\$274,208				
2019-20	Agg Ded	\$400,940	\$100,000	\$325,940	\$12,740	\$62,260
2020-21	Agg Ded	\$399,139	\$100,000	\$324,139	\$1,305	\$73,695
2021-22	Agg Ded	\$408,205	\$100,000	\$333,205	\$100,000	\$25,000
2022-23	Agg Ded	\$435,392	\$100,000	\$360,392	\$11,611	\$63,389
2023-24	Agg Ded	\$514,035	\$125,000	\$420,285	\$4,246	\$89,504
						<b>\$263,848</b>



## Crook County

### CIS Renewal Alternate Plan Comparison 2024 - 2025 Year

#### 2024 Alternate Plan Options

Deductible Plan	Contribution	Deductible Discount	Multi-Line Credit	Risk Management Allowance	Premium
<i>Current:</i> <b>125k Aggregate</b>	\$949,990	(\$93,750)	(\$24,252)	(\$85,624)	\$746,364
<b>150k Aggregate</b>	\$949,990	(\$112,500)	(\$23,690)	(\$83,479)	\$730,051
<b>50k Occurrence</b>	\$949,990	(\$216,899)	(\$20,558)	(\$73,309)	\$639,224
<b>100k Occurrence</b>	\$949,990	(\$261,391)	(\$19,223)	(\$68,860)	\$600,516



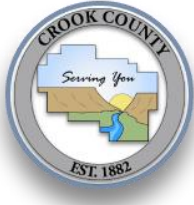
## Crook County

### Alternative Plan What-If Comparison 10-Year Look *\*as of 5.31.2024*

Aggregate Deductible	Annual Discount	Total Savings / Loss
125,000	\$93,750	\$630,197
150,000	\$112,500	\$811,447

Occurrence Deductible	Annual Discount	Total Savings / Loss
1,000		\$119,427
2,500		\$234,222
5,000		\$408,665
10,000		\$532,991
25,000		\$795,066
50,000	\$216,899	\$1,052,225
100,000	\$261,391	\$1,264,960

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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

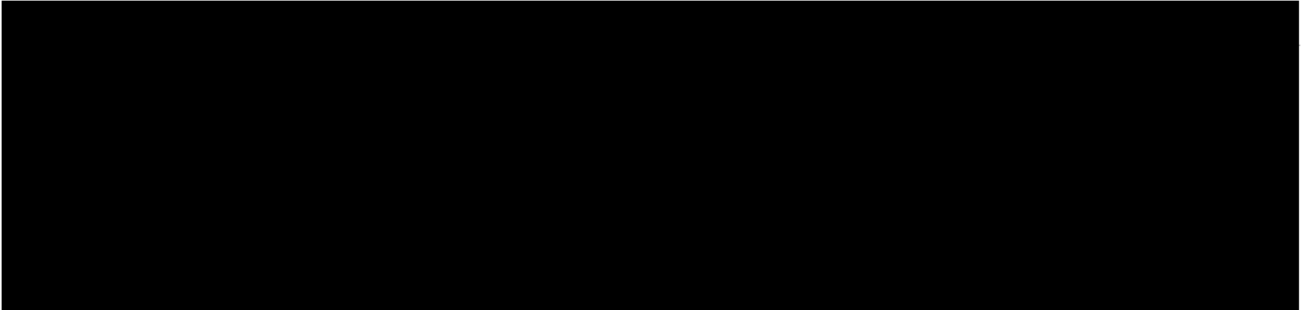
# Crook County Library Board of Trustees Application



## Applicant Information

Full Name: Stremme Michael J Date: 5/6/2024  
Last First M.I.

Address:



Phone:

How long have you lived in Crook County? 2yrs 7mo Do you have a library card? YES  NO

## Questions

Why are you interested in serving as a Library Trustee? As A highschool & college student I worked for the San Mateo County library system as a Page & library Asst. for 4 1/2 years. I have always valued what libraries mean and do for the communities they serve and I would like to better serve the community by serving on the library Board

Describe past positions or experiences that would assist you as a board member.

I worked 41 years in the credit union (banking) world, The last 29 as an executive (CFO, Executive VP & CEO). During this time I served multiple Boards, including preparation of budgets, creating minutes of meetings and providing training for those I served.

In your opinion, what is the most important role of a library board member?

Serving the community of Crook County and the core values this community represents.

Have you read the full position description of a library trustee? Do you have any questions about the expectations of a trustee to support and advocate for the library?

yes I read the position description as well as the By Laws. I have no questions regarding either the position description or the By Laws.

I would like to point out that my experience in Finance would be a value to the Board.

Being an effective board member requires attendance at the scheduled monthly meetings on the second Thursday of each month at 5:15. Attending library events throughout the year is also preferred. Is this a commitment you can make? **yes**

Add comments as needed.

As I have indicated I have a love and passion for the library system and feel my experience serving with multiple boards lends itself to being a viable candidate for a trustee position.

#### Disclaimer and Signature

I certify that I am applying for consideration for a Library Board of Trustees position, and I have read the position description to gain knowledge of what is expected of this role.

Signature:



Date:

5/6/2024

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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

## Workforce Investment Act (WIOA) Work Experience Contract

Central Oregon Intergovernmental Council (COIC), hereinafter referred to as the “Employer” and

Business Name

Street address, city, zip

Telephone Number:

Hereinafter referred to as the “Cooperating Agency,” hereby mutually agree to participate in the: Youth Employment and Training Program, in order to:

1. Enhance the basic educational skills of youth.
2. Encourage school completion or enrollment in supplementary or alternative school programs.
3. Provide eligible youth exposure to the world of work.
4. Enhance the citizenship skills of youth.

This contract is from \_\_\_\_\_ through \_\_\_\_\_  
Date Date

<b>CONCURRENCE OF THE COLLECTIVE BARGAINING AGENT:</b>	
<b>Is the occupation in which employment and training is to be offered subject to a bargaining agreement?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Employer’s Signature	Date
<b>IF YES: I, the bargaining representative for the employees of the named cooperating agency, concur with the Work Experience Program outlined in this contract.</b>	
Name, Title and Union Affiliation	Date

By my signature, I attest to the fact that no employees have been/will be laid off, hours reduced or budgeted position(s) left unfilled because of anticipated work experience positions.

\_\_\_\_\_  
Authorized Agency Representative

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
COIC Authorized Representative

\_\_\_\_\_  
Title Date



The Employer will:

1. Approve work experience position(s) as developed with the Cooperating Agency, and attached job description(s). Refer trainees to the Cooperating Agency for selection and assignment to approved work experience position(s).
2. Upon receipt of properly executed attendance reports submitted by the Cooperating Agency, pay trainees at the wage rate determined by the Employer. This rate will be the higher of the Federal or State minimum hourly wage Trainees may work up to a maximum of contracted hours per week as stated on the attached Job Description. Payroll cost including mandated taxes and workers' compensation will be the responsibility of the Employer.
3. Reserve the right to terminate if compliance with the terms of this agreement are not met.
4. Reserve the right to modify this agreement whenever changes in Federal or State Law, Rules and Regulations or allocations necessitate such action.

The Cooperating Agency will:

1. Select trainees from those referred by the Employer, assuring that no eligible person shall, on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief, be discriminated against or denied employment as a participant, administrator or staff person in connection with any program under the Act. No trainee under the Act shall be discriminated against by reason of citizenship.
2. Provide meaningful jobs for the trainees, subject to the conditions set forth in this agreement, assure that sufficient work will be available to occupy all trainees during work hours and provide adequate supervision and job training, including tools, equipment and supplies needed for job performance.
3. Provide a safe and healthy work environment and comply with all safety laws, regulations, and ordinances. Injuries must be reported to Employer immediately. Cooperating Agency will cooperate in all accident investigations and return injured workers to modified duty whenever possible.
4. Refrain from utilizing trainees in such a manner as to result in displacement or partial displacement of Cooperating Agency employees or in the impairment of existing contracts for services.
5. Assume financial liability for hours worked by the trainee over those allowed by this contract. Hours worked in excess of Child Labor Laws are not allowed and will be both the legal responsibility and financial liability of the Cooperating Agency. Employer will bill Cooperating Agency for any costs incurred.
6. Be responsible for payment of all non-authorized expenses incurred by the Cooperating Agency in connection with the supervision and training of trainee.

7. Assure that no trainee will engage in partisan or nonpartisan political activities during hours for which the trainee is paid with WIA funds and that no trainee engages in such activities while representing himself/herself as a spokesperson of the WIA program.
8. Assure that individual attendance reports are complete, accurate and delivered to the Employer by noon on the day following the last working day of each pay period, utilizing forms provided.
9. Assume financial responsibility for incorrectly reported time and attendance
10. Assure that no trainee will be utilized on a project involving construction, operation or maintenance of a facility used or to be used for sectarian instruction or as a place for religious worship.
11. Inform the Employer immediately if the trainee is having difficulty adjusting to the work site situation.
12. Work with trainee to prevent major problems from developing. If a problem persists after you have made an effort to resolve it, contact the Employment Counselor prior to taking any action against the trainee. When suspension of the trainee is necessary for any reason, provide completed attendance reports at time of suspension.
13. Comply with all Employer policies and procedures in the administration of this program, assuring compliance to WIA Rules and Regulations. Comply with the Program Fraud Civil Remedies Act of 1986 which states that anyone who, with knowledge or reason to know, submits a false, fictitious or fraudulent claim or statement to any program administrator is liable for up to a \$5,000 penalty and an assessment of double damages.
14. Provide orientation for each trainee to include on-the-job safety procedures, workplace procedures, procedures on How to Report an Accident, and timecard reporting procedures.
15. Provide collision and liability insurance in every instance where trainees are required to drive a vehicle as part of the job.
16. Limit each trainee's hours and duties to comply with the Fair Labor Standards Act and Oregon Wage and Hour Laws including applicable Child Labor Laws. Assure that trainees are on the job no longer than 5 hours without receiving at least a 30 minute non-paid break. Assure that trainees receive a 15 minute paid rest period during each 4 hour work period.
17. Release trainees from scheduled duties as requested by the Employer to allow the trainees to attend special activities.
18. Assure that trainees are placed only in those positions in the attached job description and that maximum contracted hours are not exceeded. Assure that trainees receive training under the job description(s) attached.
19. Cooperating Agency will assure that there is proper oversight and internal controls in place when there is cash handling involved and assure that they protect themselves from theft and their customers from identity theft.

### **Job Description**

**Name of Trainee:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Location of Worksite:** \_\_\_\_\_

**Hours Per Week:** \_\_\_\_\_ **Hourly Wage:** \_\_\_\_\_

**Job Purpose:**

**Duties, Tasks and Responsibilities:**

List the major job duties. Be specific. This list does not necessarily include every task which may be assigned.

Cooperating Agency:

COIC:

\_\_\_\_\_  
Printed Name/Title of Supervisor

\_\_\_\_\_  
Printed Name of Employment Counselor

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

Youth Participant

COIC Local Office Manager:

\_\_\_\_\_  
Printed Name

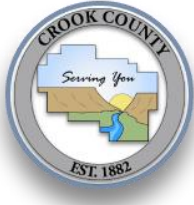
\_\_\_\_\_  
Printed Name

COIC Youth Program Manager/Coordinator:

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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

**EXTENSION #3 TO PROFESSIONAL SERVICES CONTRACT**

This Extension#3 to Professional Services Contract ("Extension") is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2024 and effective July 1, 2024, by and between Crook County, a political subdivision of the State of Oregon (hereinafter "County"), and Christina Deller-Storo, an independent contractor (hereinafter "Contractor").

**RECITALS**

**WHEREAS**, on February 17, 2022, County and Contractor entered into a Professional Services Contract (hereinafter "Contract") for pharmacy inspections and consulting services; and

**WHEREAS**, on May 3, 2023, the Contract was extended and is set to expire by its own terms on June 30, 2024; and

**WHEREAS**, County and Contractor desire to extend the duration of the Contract.

**AGREEMENT**

NOW, THEREFORE, in consideration of the promises set forth herein, the parties to this Extension agree as follows:

1. **Term.** The Contract will continue in full force and effect, until terminated according to its terms. In addition to the termination provision(s) contained in the Contract, either Party can terminate without cause by providing the other Party 120 days prior written notice.
2. **Reaffirmation of Professional Services Contract.** Except as modified by this Extension, all terms and conditions of the Contract are reaffirmed and remain unmodified and in full force and effect.
3. **Counterparts.** This Extension may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together shall constitute one in the same instrument. Facsimiles and electronic transmittals of the signed document shall be binding as though they were an original of such signed document.

In witness whereof, the parties have hereunto affixed their hands and seals the date first hereinabove written.

**For Contractor:**

  
Christina Deller-Storo

Date: 6/13/24

**For County:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

## AGENDA ITEM REQUEST



**Date:** June 20, 2024

**Meeting date desired:** June 26, 2024

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

**Background and policy implications:** Krystal Chellis (contractor) has been working with an HRIS committee comprised of nine Crook County employees. The Committee has reviewed several HRIS solutions. Krystal will describe the Committee's work and also discuss the Committee's recommended solution (NeoGov).

HRIS systems are software solutions that help organizations manage HR processes, benefits administration, payroll, and other workflows.

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

**Requested by:**

Will Van Vactor

will.vanvactor@crookcountyor.gov | 541.447.3211

**Presenters:**

Krystal Chellis

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

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

## NEOGOV ORDERING FORM

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

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

### Fee Summary

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

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

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

#### B. General Terms Summary.

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





# NEOGOV™

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

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



Enhancing Efficiency and Employee Satisfaction

# Proposal for NEOGOV HRIS Solution

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**For Crook County**

June 2024

# AGENDA

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

# Executive Summary

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## OBJECTIVE

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

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## KEY BENEFITS

Increased operational efficiency

Improved employee satisfaction

Comprehensive, integrated HR solution tailored for the public sector

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## RECOMMENDATION

Approve the implementation of NEOGOV

# CURRENT CHALLENGES



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## MANUAL PROCESSES

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

## FRAGMENTED SYSTEMS

Multiple systems leading to inefficiencies and data discrepancies.

## EMPLOYEE SATISFACTION

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

## RECRUITMENT CHALLENGES

Inefficient recruitment processes resulting in longer time-to-hire and difficulty in **Page 29** attracting qualified candidates.

# WHY INVEST IN TECHNOLOGY?



## CHANGING EXPECTATIONS

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

## EFFICIENCY AND COST SAVINGS

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

# Proposed Solution: **NEOGOV**



## **COMPREHENSIVE HR SOLUTION**

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

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

# KEY FEATURES:

## ENHANCED RECRUITMENT

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

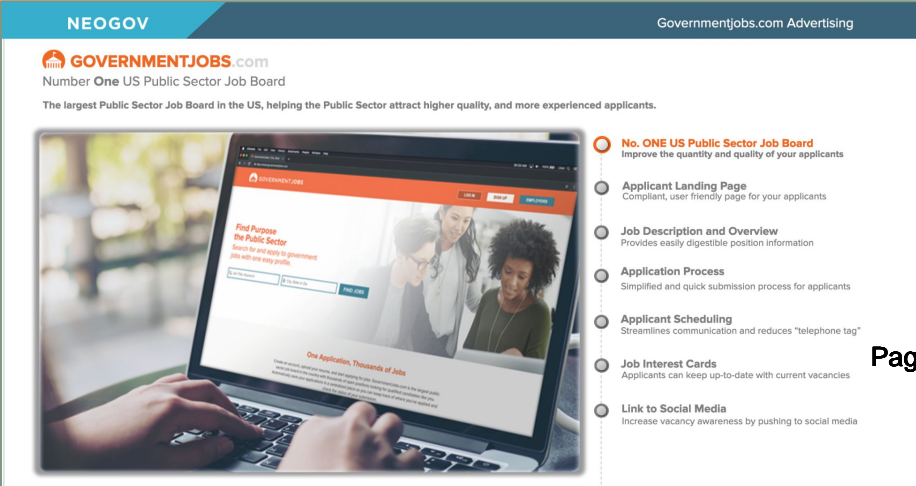
**Streamlined Hiring Process:** Advanced tools for candidate scoring, screening, and reporting reduce time-to-hire and improve candidate quality.



**RECRUIT MODULE**  
ATTRACT | SCREEN | HIRE

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

**GJ IN ON**



**NEOGOV** GovernmentJobs.com Advertising

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

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

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



# KEY FEATURES:

## SEAMLESS ONBOARDING

**Paperless Processes:** Efficient, consistent, and organized onboarding with digital forms and workflows.

**New Hire Engagement:** Engage new hires from day one with a structured, easy-to-follow onboarding process.

**NEOGOV Onboard**

**Onboard Welcome Portal**

Onboard's welcome portal gives new hires an introduction to your culture and assigns and provides access to forms and tasks they need complete during their first days so they can hit the ground running.

- Onboard Welcome Portal**  
Connect with new employees & complete check-list items
- Mentors and Helpful Links**  
Connect with Mentors and get up to speed quicker
- New Hire Forms**  
Electronically create and complete new hire forms (Integrated with E-Verify)
- NEOGOV Community Forms**  
Leverage NEOGOV's community by accessing shared forms
- Offboarding Portal**  
Track processes related to employee's exit from agency
- Manager Dashboard**  
Managers & contributors can easily stay on top of their tasks
- Forms Export**  
Print or export any forms for archiving or reporting
- Impersonate Users**  
Easily troubleshoot issues without IT's involvement

**ON ONBOARD**

**New Hire Forms**

NEOGOV provides and maintains the Federal I9 and W4 forms and integrates with E-Verify. NEOGOV's form builder allows you to update your new hires to complete.

**Form W-4 (2019)**

**Future assignments.** For the most accurate information about any future assignments related to your W-4, such as legislation enacted after your last paycheck, go to [www.irs.gov/efile](http://www.irs.gov/efile).

**Payroll.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and after your personal or financial situation changes.

**Exemption from withholding.** You may claim exemption from withholding for 2019 if each of the following apply:

- For 2019 you had a right to a refund of all federal income tax withheld on your pay for the last year, and
- For 2019 you expect to refund all of federal income tax withheld on your pay for 2019 to have no tax liability.

If you no longer qualify and you are, 1, 2, 3, 4, or 7 and sign the form to validate it, the department will withhold federal income tax from your pay. For withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

**General Instructions**

If you aren't exempt, follow the rest of these instructions to determine the number of allowances you should claim on your Form W-4.

**Specific Instructions**

**Personal Allowances Worksheet**

Complete the worksheet on page 3 of the Form W-4 to determine the number of withholding allowances to claim.

**Line C. Head of household phase note.** Generally, you may claim a maximum of three allowances if you are head of household and more than 50% of the cost of keeping up your home is for a qualifying individual. See Pub. 505 for more information about filing status.

**Line E. Child tax credit.** When the child tax credit is available, you may be eligible to claim a credit for each child under the age 17 on December 31, 2019, whose income is below the threshold for the credit. If you have more than one child that year, and each has a valid social security number, the credit may exceed the number of allowances you claim. To reduce the tax withheld from your pay by taking the credit you should, before the end of the year, complete and submit the Personal Allowances Worksheet on page 3 of the worksheet. On the worksheet you will be asked about the number of allowances you are claiming. You should include all of your wages and other income, including any income that is exempt from your filing a joint return.

**Line F. Credit for other dependents.** When you file an tax return, you may be eligible to claim a credit for other dependents for whom a valid tax credit can't be claimed. See Pub. 505 for more information.

# KEY FEATURES:

## IMPROVED EMPLOYEE PERFORMANCE

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

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

NEOGOV GovernmentJobs.com Advertising

**PE PERFORM**

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

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

**PE PERFORM**

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

Dashboard Progress Performance Evaluations Library Positions Administration Reports Help

**Approval Form**

Eric Jackson IT Specialist  
3 Month Probationary Evaluation  
Tue, Dec. 31, 2019

**Rating Summary**

	Score	Current Rating
	3.12 out of 4 (78.12%)	Meets Expectations / 3.00

**Approve & Sign**

Comments  
Write comment here...

Please sign your name below

I have finalized my evaluation of this employee's job performance. Please check my sign-off for any comments and approvals that may be required to sign off.

Eric Adams  
February 16, 2020

Approve/Sign Show Signatures

Eric Jackson IT Specialist	Total Score 3.62 out of 4 (90.62%)	Overall Rating Exceeding Expectations / 4.00
Sarah Jones HR Manager	Total Score 3.12 out of 4 (78.12%)	Overall Rating Meets Expectations / 3.00

# KEY FEATURES:

## REAL-WORLD IMPACT

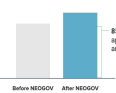
**Proven Results:** Over 6,000 public sector organizations trust NEOGOV, benefiting from increased efficiency, reduced costs, and enhanced employee satisfaction.

### Case Studies:

**AT**  
ATTRACT

### Olmsted County, MN

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



88% of these applicants are qualified

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

Cassandra Ray  
Olmsted County

**HR**  
HRIS

### Pascua Yaqui Tribe

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




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

Andrew Esposito, HR Director  
Pascua Yaqui Tribe

**ON**  
ONBOARD

### City of Temecula

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



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

Gina Cameron  
City of Temecula

**eF**  
eFORMS

### San Luis Obispo County

**2,010** working hours saved

**\$50,000** saved

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

Deborah Erb, HR Business Analyst  
San Luis Obispo County

# KEY FEATURES:

## NEOGOV Suite Components

### RECRUIT: ATTRACT | SCREEN | HIRE



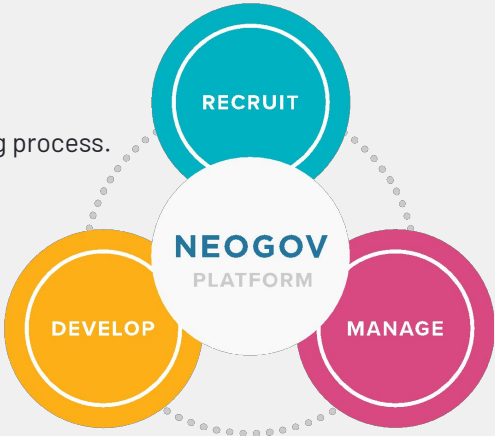
**GovernmentJobs.com:** The largest public sector-specific job board.



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



**Onboard:** Streamlined onboarding process.



### MANAGE: CENTRALIZE | STORE



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



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



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



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



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



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

### DEVELOP: COACH | GROW



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



**Perform:** Comprehensive performance management.

# Comparative Analysis

## Systems Evaluated:



### ADP

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



### Paylocity

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



### BambooHR

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



### NEOGOV

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

# IMPLEMENTATION PLAN



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

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

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

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

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

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

# PROJECT TIMELINE

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

# PROJECT PRICING - OVERVIEW

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

## TERMS

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

## ASSUMPTIONS

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

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



## PROJECT PRICING - LINE ITEM

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

“

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

”

– Kathy Puckett

“

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

”

– Rebecca Keegan

“

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

”

– Matt Hawkins, Polk County

“

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

”

– Michelle Simpson, Josephine County



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



– Kimberly Sherman, Benton County

*SUMMARY:*

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

*CALL TO ACTION:*

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

*Ready to revolutionize HR in Crook County?*

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

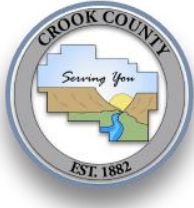
*Questions & Discussion*

Q&A

THANK YOU



## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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

/

## USDA APHIS WILDLIFE SERVICES WORK AND FINANCIAL PLAN

---

<b>COOPERATOR:</b>	<b>CROOK COUNTY LANDFILL</b>
<b>COOPERATIVE AGREEMENT NO.:</b>	<b>24-7341-7393-RA</b>
<b>ACCOUNT WBS:</b>	<b>AP.RA.RX41.73.0293</b>
<b>AGREEMENT DATES:</b>	<b>July 1, 2024 – June 30, 2025</b>
<b>AGREEMENT AMOUNT:</b>	<b>\$15,000.00</b>

---

Pursuant to Cooperative Service Agreement No. 23-7341-7393-RA between Crook County Landfill and the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services (APHIS-WS), this Work and Financial Plan defines the objectives, plan of action, resources, and budget for cooperative wildlife services program.

### OBJECTIVES/GOALS

APHIS-WS objective is to provide professional wildlife management assistance to reduce or manage damage caused by ravens, starlings, and other nuisance wildlife to protect property and human health and safety.

Specific goals are:

1. To provide direct assistance for Crook County Landfill from wildlife conflicts or damage.
2. To provide direct assistance in the form of educational information.

### PLAN OF ACTION

The objectives of the wildlife damage management program will be accomplished in the following manner:

1. APHIS-WS will provide technical assistance and or direct management at times and locations for where it is determined there is a need to resolve problems caused by wildlife. Management efforts will be directed towards specific offending individuals or local groups of animals. Method selection will be based on an evaluation of selectivity, humaneness, human safety, effectiveness, legality, and practicality.

Technical Assistance: Wildlife Services' personnel may provide verbal or written advice, recommendations, information, demonstrations, or training to use in managing wildlife damage problems. Generally, implementation of technical assistance recommendations is the responsibility of the resource/property owner.

Direct Management: Direct management is usually provided when the resource/property owner's efforts have proven ineffective and or technical assistance alone is inadequate. Direct management methods/techniques may include trap equipment, shooting, and other methods as mutually agreed upon.

2. APHIS-WS District Supervisor, Shane Koyle, in La Grande, Oregon, will supervise this project, (541) 963-7947. This project will be monitored by Kevin Christensen, State Director, in Portland, Oregon, (503) 326-2346.
3. APHIS-WS will invoice Crook County Landfill monthly for actual costs incurred in providing service, not to exceed \$15,000.00, provided there are billable expenses posted at the time of billing for the month of service. In some cases, the work is done during the period of performance, but expenses post outside of the agreement end date, resulting in a final invoice one month after the period of performance has ended.
4. In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by APHIS-WS are due and payable within 30 days of the invoice date. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

### PROCUREMENT

Crook County Landfill understands that additional supplies and equipment may need to be purchased under this agreement to replace consumed, damaged, or lost supplies/equipment. Any items remaining at the end of the agreement will remain in the possession of APHIS-WS.

**STIPULATIONS AND RESTRICTIONS:**

1. All operations shall have the joint concurrence of APHIS-WS and Crook County Landfill and shall be under the direct supervision of APHIS-WS. APHIS-WS will conduct the program in accordance with its established operating policies and all applicable state and federal laws and regulations.
2. APHIS-WS will cooperate with the Oregon Department of Fish and Wildlife, the U.S. Fish and Wildlife Service, Oregon Department of Transportation, Oregon Fire marshal's Office, county and local city governments, and other entities to ensure compliance with Federal, State, and local laws and regulations.
3. Wildlife Damage Management: A Work Initiation Document for Wildlife Damage Management (WS Form 12A), a Work Initiation Document for Wildlife Damage Management – Multiple Resource Owners (WS Form 12B) or a Work Initiation Document for Management of Wildlife Damage on Urban Properties (WS Form 12C) will be executed between APHIS-WS and the landowner, lessee, or administrator before any APHIS-WS work is conducted.

**COST ESTIMATE FOR SERVICES:**

Salary, including possible overtime, benefits, vehicle, supplies, and material costs are charged at actual cost. The distribution of the budget for this work plan may vary as necessary to accomplish the purpose of this Agreement.

**AUTHORIZATION:**

CROOK COUNTY LANDFILL  
300 NE 3<sup>rd</sup> St  
Prineville, OR 97754  
TIN# 93-6002290

\_\_\_\_\_  
Judge Seth Crawford, Crook County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Susan Hermreck, Crook County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner Brian Barney, Crook County

\_\_\_\_\_  
Date

UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
WILDLIFE SERVICES

\_\_\_\_\_  
Kevin Christensen, State Director, Oregon

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wendy Anderson, Western Regional Director

\_\_\_\_\_  
Date

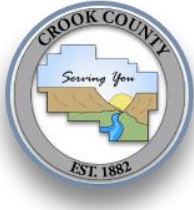
FINANCIAL PLAN  
 For the disbursement of funds from  
 CROOK COUNTY LANDFILL -  
 to  
 USDA APHIS Wildlife Services  
 for  
 Bird Management at Landfill  
 from  
 July 1, 2024  
 to  
 June 30, 2025

Cost Element		Full Cost
Personnel Compensation	\$	9,214.38
Travel	\$	-
Vehicles	\$	1,027.00
Other Services	\$	552.62
Supplies and Materials	\$	603.08
Equipment	\$	400.00

Subtotal (Direct Charges)	\$		11,797.09
Pooled Job Costs	11.00%	\$	1,297.68
Indirect Costs	16.15%	\$	1,905.23
Aviation Flat Rate Collection		\$	-
Agreement Total	\$		15,000.00

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$15,000.00

## AGENDA ITEM REQUEST



**Date:**

**Meeting date desired:**

**Subject:**

**Background and policy implications:**

**Budget/fiscal impacts:**

**Requested by:**

**Presenters:**

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

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

/

## AGENDA ITEM REQUEST



**Date:**

6/11/2024

**Meeting date desired:**

6/26/2024 &/or 7/3/2024

**Subject:**

Reproductive Health grant award

**Background and policy implications:**

As a RHCare and CCare service provider, Crook County Health Department qualified for and has been offered an award of \$125,000 to support improved access to services through our clinic.

**Budget/fiscal impacts:**

This additional funding offsets FTE, outreach supplies & services, and Electronic Health Record (EHR) software expenses in FY25, allowing us to spend less out of billing revenue. This will support sustainability of clinical services going into FY26.

**Requested by:**

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

**Presenters:**

Katie Plumb, Health & Human Services Director  
Dr. Joanna (Jo) McCabe, DNP, FNP-C, BSN, BS

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

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

## Oregon Reproductive Health Program Modernization RFGA 5921 Budget

Agency Name: Crook County Health Department

<b>Budget</b>	
<b>Categories</b>	<b>Estimate</b>
Salaries/Wages	\$ 100,700.00
Facilities	\$ 2,000.00
Professional Services/Contracts	\$ 10,000.00
Training	\$ -
Clinic Equipment	\$ -
Technology (e.g. EHR systems)	\$ 5,560.00
Clinical Services (e.g. STI services, labs, supplies, etc.)	\$ -
Other: (describe) totes, banners, signs for outreach clinics, swag for patient referral rewards program,	\$ 6,740.00
<b>Total</b>	<b>\$ 125,000.00</b>



**OHA-RFGA-#5921**

**Modernization Funding for Reproductive Health Services in RHCare, CCare,  
and AbortionCare Agencies Agreement**

**NOTICE OF AWARD**

This is a notice of award (the "NOA") issued by the Oregon Health Authority to Crook County Health Department (the "Recipient") under Request for Grant Applications Modernization Funding for Reproductive Health Services in RHCare, CCare, and AbortionCare Agencies (the "RFGA"). This notifies the Recipient that the Recipient has been awarded \$125,000 under the RFGA, based on the application submitted by the Recipient.

## AGENDA ITEM REQUEST



**Date:**

6/11/2024

**Meeting date desired:**

6/26/2024 &/or 7/3/2024

**Subject:**

Reproductive Health grant award

**Background and policy implications:**

As a RHCare and CCare service provider, Crook County Health Department qualified for and has been offered an award of **\$56,500** to support improved access to services through our clinic.

**Budget/fiscal impacts:**

This additional funding offsets FTE, training, medical supplies & equipment, and Electronic Health Record (EHR) software expenses in FY25, allowing us to spend less out of billing revenue. This will support sustainability of clinical services going into FY26.

**Requested by:**

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

**Presenters:**

Katie Plumb, Health & Human Services Director  
Dr. Joanna (Jo) McCabe, DNP, FNP-C, BSN, BS

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

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

**Oregon Reproductive Health Program  
Infrastructure RFGA 5922 Budget**

**Agency Name:** Crook County Health Department

<b>Budget</b>	
<b>Categories</b>	<b>Estimate</b>
Salaries/Wages	\$ 12,800.00
Facilities	\$ -
Professional Services/Contracts	\$ 10,000.00
Training	\$ 5,000.00
Clinic Equipment	\$ 14,900.00
Technology (e.g. EHR systems)	\$ 11,500.00
Clinical Services (e.g. STI services, labs, supplies, etc.)	\$ 2,300.00
Other: (describe)	\$ -
<b>Total</b>	<b>\$ 56,500.00</b>

**OHA-RGFA-#5922**

**Infrastructure Support Reproductive Health Services in RHCare Agencies**

**NOTICE OF AWARD**

This is a notice of award (the "NOA") issued by the Oregon Health Authority to Crook County Health Department (the "Recipient") under Request for Grant Applications Infrastructure Support for Reproductive Health Services in RHCare Agencies (the "RGFA"). This notifies the Recipient that the Recipient has been awarded \$56,500 under the RFGA, based on the application submitted by the Recipient.

## AGENDA ITEM REQUEST



**Date:**

6/11/2024

**Meeting date desired:**

6/26/2024 &/or 7/3/2024

**Subject:**

Amendment proposal to Crook County Community Health Advisory Council Bylaws

**Background and policy implications:**

Current Crook County Community Health Advisory Council (CHAC) Bylaws were adopted in 2020. Recently, the Council has experienced a loss of membership without notification as described in the bylaws. This is challenging for recruitment because those positions cannot be appointed to someone else until that member has officially vacated their role. The proposed amendment would allow for written notification to either the Chairperson OR Board of Commissioners and does not specify how that notification is delivered other than it must be in writing.

Council members approved these proposed amendments in the April 2024 CHAC meeting and adoption of the amendment Bylaws would be slated for the July 2024 meeting, pending Board of Commissioner approval.

Additional bylaws language has also been updated to reflect the change from a County Court to Board of Commissioners.

**Budget/fiscal impacts:**

None

**Requested by:**

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

**Presenters:**

Katie Plumb, Health & Human Services Director

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

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

**BYLAWS OF THE  
CROOK COUNTY  
COMMUNITY HEALTH ADVISORY COUNCIL**

**ARTICLE I – NAME AND DEFINITION**

The Crook County Community Health Advisory Council (the “Council”) is an advisory body to the Crook County Board of Commissioners, a political subdivision of the State of Oregon (the “Board of Commissioners”) regarding Mental Health and Public Health issues.

**ARTICLE II – PURPOSE**

The purpose of the council is as follows:

- a. Advocate and build consensus for local policies to protect and promote the health (mental and physical health) of all people in Crook County;
- b. Promote and facilitate population health initiatives as well as accessible, affordable, and quality safety net health services including behavioral health, development disabilities, and public health;
- c. Advise the broad community health system on coordination, collaboration and integration of mental health and public health services;
- d. Provide appropriate and timely information to the County Board of Commissioners on mental health, alcohol and drug policy, public health issues, and developmental disability matters;
- e. Review statewide mental health and public health issues and make recommendations;
- f. Monitor health status indicators that will help identify and solve community health problems;
- g. Receive input from community members at regularly scheduled meetings or special meeting as determined by the Council;
- h. Assist the county in broad community health assessment and planning;

- i. Advise and make recommendations to the Crook County Board of Commissioners on issues related to the needs of the citizens of Crook County;
- j. Annually determine the Council's focus, projects, priorities, and progress based on community health issues;
- k. The council will develop plans and practices to follow up on recommendations and their implementation;
- l. Participate in public health policy development;
- m. Advocate for the resources necessary to assure the provision of essential mental and public health functions.
- n. Provide summary assessments to the Crook County Board of Commissioners on the work of the council in providing oversight for the mental health and public health systems;
- o. Inform the Board of County Commissioners about emerging public health threats, legislation, and health issues in need of attention.

**ARTICLE III – MEMBERSHIP**

- A. The Council shall consist of 10-15 members.
- B. Membership will be broadly represented of the community by age, gender, and ethnicity.
- C. Membership will consist of advocates, consumers, professionals, and interested citizens of all ages.
- D. Members shall be appointed by the Crook County Board of Commissioners with the assistance and recommendations from the council whenever an opening is available.
- E. Appointment to the Council is for a two-year term.
- F. A member wishing to resign from the Council shall notify the Chairperson or County Board of Commissioners in writing with the effective date of resignation.
- G. Members are expected to attend all meetings of the Council.

- H. By the affirmative vote of at least a majority of its members, the Council may recommend to the County Board of Commissioners that a member be removed from the Council for continued neglect of duties required by law, for failure to attend Council meetings without just cause, for incompetence, or for unprofessional or dishonorable conduct. Such a recommendation shall be made only after a proposed recommendation to the Council by the Chair and Vice-Chair, or by any three members and after the member being considered for removal has been given the opportunity to appear before the Council regarding that proposed recommendation.
- I. Vacancies on the Council shall be filled by appointment by the Crook County Board of Commissioners. The Chairperson will notify the Crook County Board of Commissioners of any Council vacancies.

#### **ARTICLES IV – OFFICERS**

- A. The officers shall consist of the Chair – Health & Human Services Director appointed by the Crook County Board of Commissioners and Vice Chair, elected by the Council to serve a two-year term.
- B. Nominations for the Vice-Chair will be made by one or more Council members.
- C. Election of officers shall occur at the final regular Council meeting of every even numbered year.
- D. The Vice-Chair shall be a non-county employee.
- E. Duties:
  - 1. The Chair shall preside at meetings of the Council, appoint committees, and perform all additional duties prescribed by these Bylaws.
  - 2. The Vice-Chair shall serve as Chair in the absence or incapacity of the Chair, assist the Chair, see that the Bylaws are followed, and perform additional duties as prescribed by these Bylaws.
  - 3. The Chair or Vice Chair shall provide an annual report/summary of the Board’s activities to the Crook County Board of Commissioners. The Chair or Vice Chair may report to the Crook County Board of Commissioners any time an issue arises necessitating the Board’s attention.

#### **ARTICLE V – MEETINGS**

- A. Regular meetings of the Board shall be every other month.



- B. Meetings shall be conducted in accordance with Oregon’s public meeting law (ORS 192.610 – 192.710) and Oregon’s public records law (ORS 192.001 – 192.505).
- C. Regular meetings shall require at least seven (7) days advance written notice to all members. The notice shall include an agenda of all major topics for discussion and all topics for action.
- D. Special meetings may be called as determined by the Chair. Special meetings shall require at least seventy-two (72) hours advance written notice to all members. The notice shall include an agenda of all major topics for discussion and all topics for action.
- E. A quorum of any regular or special meetings shall consist of not less than a majority of the Council members. Action shall be taken by at least a majority of the Board members present at any regular or special meeting.
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- G. Written minutes will be taken at all regular and special meetings. Minutes will include: member present, all motions, proposals, resolutions, orders, ordinances, and measures proposed and the disposition of each; the substance of discussion on any matter; and a reference to any document discussed or distributed at the meeting.

**ARTICLE VI – COMMITTEES**

- A. The Council may appoint standing or temporary committees.
- B. The Council shall have the power to create additional committees in number and responsibilities believed by the Council to be necessary to aid in the development and implementation of mental health and public health requirements.
- C. Committee shall be designated ad hoc or standing. Ad hoc committees shall terminate upon completion of the committee aim and are therefore limited in duration. Standing committees shall remain in existence until such time as specifically terminated by the Council.
- D. Each committee shall select it’s lead. All committee members will be entitled to vote on matters being considered by the committee, whether member of the Council or not.

**ARTICLE VII – AMENDMENTS**

The council may recommend to the County Board of Commissioners amendments(s) of these bylaws by a vote of a majority of the Council present at the duly notice meeting. Any proposed amendment will be made available to the Council at least seven (7) days prior to the Council meeting at which the proposed amendment will be reviewed and a recommendation acted upon. Final approval of any bylaw change rests solely with the Board of County Commissioners.

**ARTICLE VIII – PARLIMENTARY AUTHORITY**

Roberts Rules of Order govern Council meetings except in instances of conflict between the Rules of Order and the Bylaws of the Council, or provision of law.

Approved by the Crook County Board of Commissioners on \_\_\_\_\_(MM/DD/YYYY)

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

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

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

These bylaws were adopted by the Council on \_\_\_\_\_ (MM/DD/YYYY)

\_\_\_\_\_ Katie Plumb, Chairperson

\_\_\_\_\_ Shannon Edgar, Vice Chair

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

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

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

These bylaws were adopted by the Council on \_\_\_\_\_ (MM/DD/YYYY)

\_\_\_\_\_ Katie Plumb, Chairperson

\_\_\_\_\_ Shannon Edgar, Vice Chair

## AGENDA ITEM REQUEST



**Date:**

6/11/2024

**Meeting date desired:**

6/26/2024 &/or 7/3/2024

**Subject:**

Community Health Advisory Council Appointment Nomination

**Background and policy implications:**

See attached application for appointment from LaDele Harris.

Appointment would be to Position #9, currently vacant

**Budget/fiscal impacts:**

None

**Requested by:**

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

**Presenters:**

Katie Plumb, Health & Human Services Director

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

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

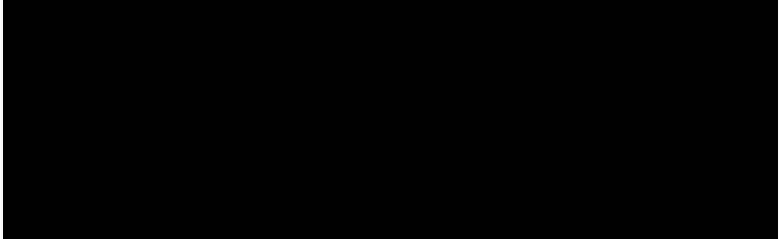


# GENERAL APPLICATION TO SERVE ON A CROOK COUNTY COURT-APPOINTED BOARD OR COMMITTEE

Position applied for:

Name:

Address:  
Phone Number:  
Email:



Please list any relevant experience you may have that would make you effective in the position:

Mom and Advocate to a son with Autism and ID.  
Worked for 6+ years in the Crook County School District Special Education department.

Why do you wish to serve in this position?

Bringing together all stake holders in a positive way.

## AGENDA ITEM REQUEST



**Date:**

6/8/2024

**Meeting date desired:**

6/26/2024, 7/3/2024

**Subject:**

Community Health Advisory Council Annual Update

**Background and policy implications:**

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

Requesting feedback in Work Session to inform presentation in July BOC meeting.

**Budget/fiscal impacts:**

None

**Requested by:**

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

**Presenters:**

Katie Plumb, Health & Human Services Director

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

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

## AGENDA ITEM REQUEST



**Date:**

6/8/2024

**Meeting date desired:**

6/26/2024 or 7/3/2024

**Subject:**

Veteran Services Update

**Background and policy implications:**

The Veteran Services office has been fully and consistently staffed now for six months. This update will introduce commissioners to staff, provide current performance data, and outline goals for the program going into the next fiscal year.

**Budget/fiscal impacts:**

None

**Requested by:**

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

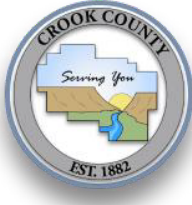
**Presenters:**

Katie Plumb, Health & Human Services Director

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

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

## AGENDA ITEM REQUEST



**Date:**

June 18, 2024

**Meeting date desired:**

June 26, 2024

**Subject:**

CDD Monthly Update

**Background and policy implications:**

Update on Department services, including permit and application activity.

**Budget/fiscal impacts:**

N/A

**Requested by:**

Katrina Weitman

Katrina.weitman@crookcountyor.gov | 541.447.3211

**Presenters:**

Katrina Weitman

Randy Davis

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

n/A

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

# Community Development Department

Mailing: 300 NE Third St. RM 12, Prineville, OR 97754 ☐ Phone: 541-447-3211



## MEMO

TO: Crook County Board of Commissioners

FROM: Katrina Weitman, Operations Manager  
Randy Davis, Building Official

DATE: June 18, 2024

SUBJECT: Community Development Activity Update – May 2024

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Below is a summary of building, planning, onsite, and code enforcement activity for the last month.

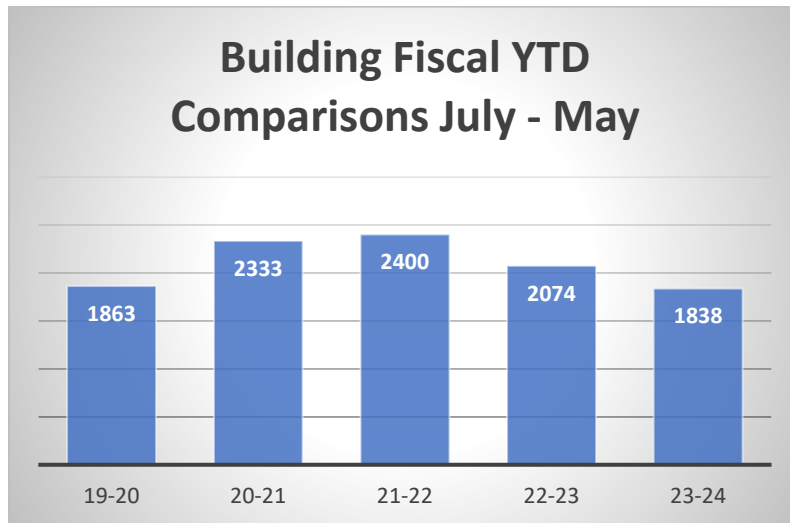
### **Building:**

#### Permits issued summary (May):

Permit Type	Number of Permits
New Residential Dwellings (Site Built or Manufactured)	29
Commercial (plumbing, electrical, structural, etc.)	37
Residential Permits (plumbing, electrical, mechanical etc.)	84
Residential Structural (shops, etc.)	15
Other (e.g. demo)	2
<b>TOTAL</b>	<b>167</b>

#### Comparisons:

Time Frame	Permits
May 2024	167
May 2023	202
YTD 2024	832
YTD 2023	877
Fiscal YTD 2023-2024	1838
Fiscal YTD Comparison 2022-2023	2074



Active Permits:

Permit Type	Amount Still Active as of end of May
Dwellings (Site Built or Manufactured)	198
Other Residential Permits	717
Commercial Permits	271

Daily Inspections:

Inspection Type	Amount this month
Residential	846
Commercial	251
All	1097

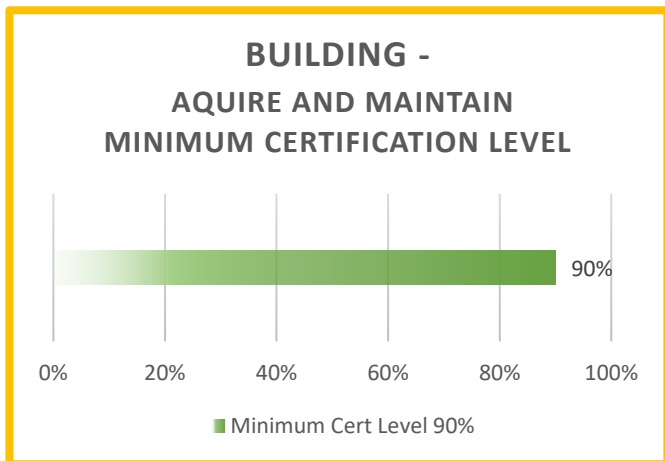
**Larger Projects Under Construction:**

Justice Center
CCO5&6 Data Center
Apple Data Center
Hangar at Airport
Area H & I of Prineville Campus
C.O.P. Prineville Campus "H" Occupancy
R-2 Construction – 22,840 sq ft Industrial Building with Office Space
10,064 sq ft Industrial Building
PRN1 Retrofit
USFS Rappel Towers
F-5 Smokehouse
Humane Society – Dog Wing Addition
Crook Co Fire & Rescue

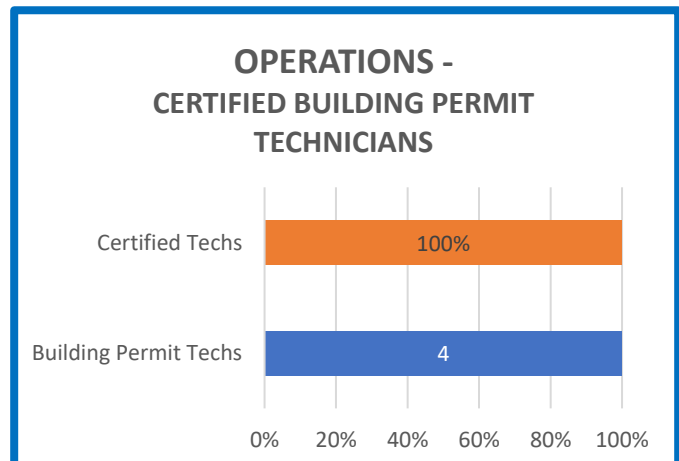
**Larger Projects Under Review or Incoming:**

Crook Co Fire & Rescue Annex
Cessna Dr – Data Mining Facility, Bit Coin
Reserve at Ochoco Creek - Apartments
Holt Ag – Tenant Improvement
Thoroughbred Carwash
Ochoco Valley Day Care

**Key Performance Indicators**



In 2023 this number was about 70%.



All four were certified in the last year.

**Planning:**

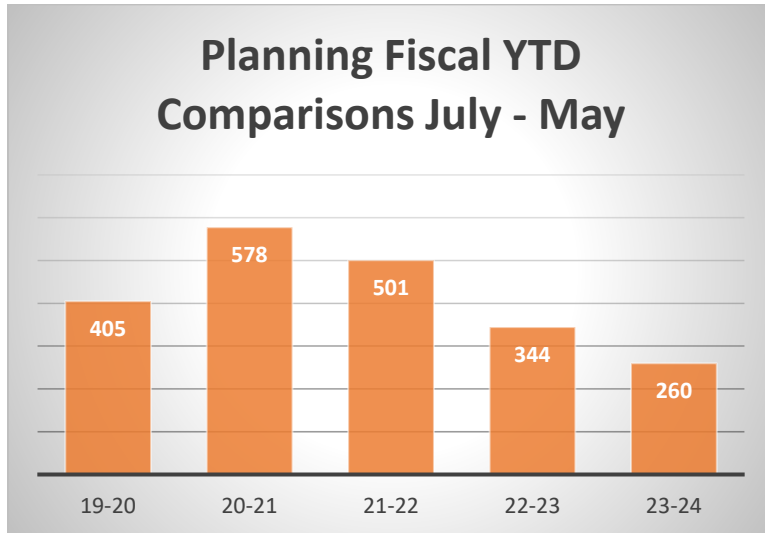
**Applications received:**

<b>Application Type</b>	<b># of Applications (May 2024)</b>	<b>YTD</b>
Appeals	0	0
Variance	0	2
Site Plan Review	17	71
Land Partition	0	2
Combine/Un-Combine Lots	0	1
Road Approach	1	3
Agricultural Exempt	0	0
Boundary Line Adjustment	1	7
Destination Resort	0	1
Conditional Use	2	8
Miscellaneous (Temporary Hardship Two-year renewals)	8	20
Sign	0	0
Extension	0	0
Subdivision	0	0
Amendment	1	3
Road Name/Rename	0	2
Vested Right	0	0
<b>TOTAL</b>	<b>30</b>	<b>120</b>

**Comparisons:**

<b>Time Frame</b>	<b>Permits</b>
May 2024	30
May 2023	32
YTD 2024	118 (2 withdrawn)
YTD 2023	178
Fiscal YTD 2023-2024	260
Fiscal YTD Comparison 2022 - 2023	344





Notable Land Use Applications:

Request	Status
Dollar General	Cont. for Deliberations Scheduled 6/13
Juniper Canyon Aggregate Pit Amend.	Hearing Scheduled 7/24
Zone Change/Map Amend. Powell Butte Study Area EFUs – R10	In Review

Notable City Land Use Applications:

Request	Status

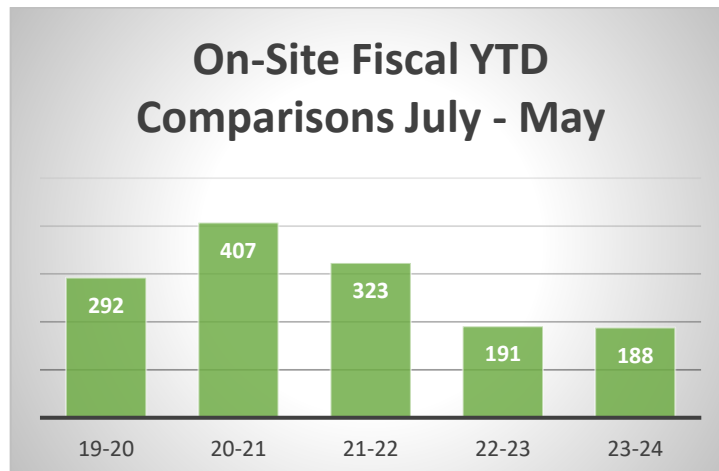
**On-Site:**

**Applications (May):**

<b>Application Type</b>	<b>Number of Applications</b>
Residential Authorization	0
Commercial Authorization	0
Construction Permit (Residential)	4
Construction Permit (Commercial)	0
Repair (Major) - Residential	1
Repair (Minor) - Residential	3
Repair (Major) - Commercial	0
Repair (Minor) - Commercial	0
Residential Site Evaluation	8
Commercial Site Evaluation	0
Alteration (Minor) – Residential	1
Alteration (Major) – Residential	0
Alteration (Minor) - Commercial	0
<b>TOTAL</b>	<b>17</b>

**Comparisons:**

<b>Time Frame</b>	<b>Permits</b>
May 2024	17
May 2023	15
YTD 2024	86
YTD 2023	78
Fiscal YTD 2023-2024	188
Fiscal YTD Comparison 2022 - 2023	191



### **Code Compliance:**

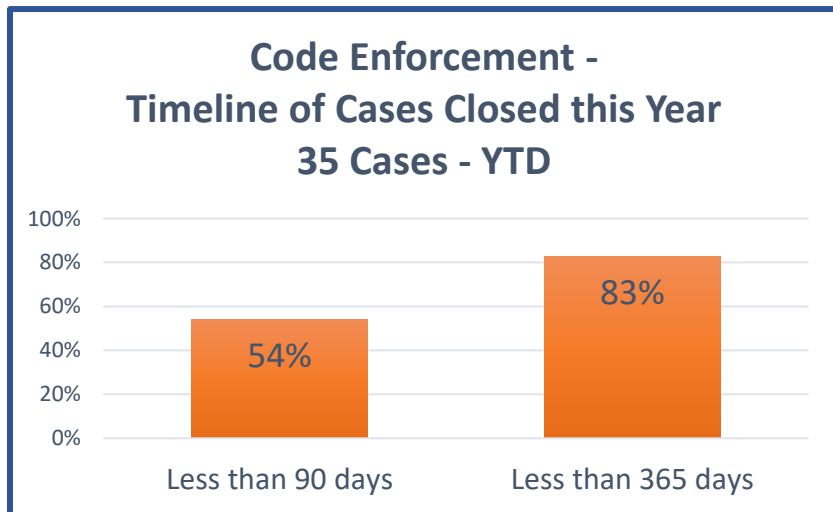
Case Load (Total violations from open cases):

<b>Year</b>	<b>Building</b>	<b>Land Use</b>	<b>Waste</b>	<b>Septic</b>
YTD 2024	20	17	9	5

### **Activity:**

Opened in May: 3  
Closed in May: 8

### **Key Performance Indicators**



KPI 1: Close 60% of cases within 90 days of the complaint.  
KPI 2: Close 90% of cases within 365 days of the complaint.