



# **CURRY COUNTY BOARD OF COMMISSIONERS**

## **GENERAL MEETING**

Wednesday, February 03, 2016 – 10:00 A.M.  
Commissioners' Hearing Room, Courthouse Annex  
94235 Moore Street, Gold Beach, Oregon

[www.co.curry.or.us](http://www.co.curry.or.us)

### **AGENDA**

*Items may be taken out of sequence to accommodate staff availability and the public.  
For public comment, a completed speaker's slip must be submitted.*

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE**
- 2. AGENDA AMENDMENTS**
- 3. APPROVAL OF AGENDA**
- 4. PRESENTATIONS TO THE BOARD**
- 5. PUBLIC COMMENTS**
- 6. NEW BUSINESS**
- 7. OLD BUSINESS**
- 8. PROCLAMATIONS/RESOLUTIONS/ LEGISLATIVE ACTIONS**
  - a. Budget Resolution-AllCare Health Grant
- 9. ADMINISTRATIVE ACTIONS/ APPOINTMENTS**
  - a. New Hire, Corrections Deputy 1, Melanie Flood – Sheriff
  - b. Adopt a Position Description for an Existing Position - County Accountant – Commissioners
  - c. Ratify RSVP Grant Renewal Application – Commissioners
  - d. Resolution and Order Appointing Commissioner Susan Brown and Julie Schmelzer to the Border Coast Regional Airport Authority – Commissioners
  - e. Appointment to the Safety Committee K Risenhoover - Commissioners
- 10. CONSENT CALENDAR**
  - a. MasterCard Request for County Counsel J. HuttI - Counsel
- 11. COMMISSIONER UPDATES/ LIAISON & STAFF REPORTS**

***Curry County does not discriminate against individuals with disabilities and all public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 48 hours advance notification. Please call 541-247-3296 if you have questions regarding this notice.***

**12. EXECUTIVE SESSION**

Executive Session ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection

**13. ANNOUNCEMENTS**

- a. Anyone who would like to be included on the email list for County Public Notices can do so by contacting the Board of Commissioners Office.
- b. Board of Commissioners Workshop on Wednesday 02-10-2016 at 10:00 a.m.

**14. ADJOURN**

**CURRY COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM ROUTING SLIP**  
FORM 10-001.1

**PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Budget Resolution-AllCare Health Grant

**AGENDA DATE<sup>a</sup>:** 2/03/2016 **SUBMITTING DEPARTMENT:** Commissioner

<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** Susan

**PHONE/EXT:** 3229

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Resolution

(1)Resolution

(2)Supporting project material

(3)

(4)

Are there originals in route (paper copies with pre-existing signatures) Yes  No

**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes  No

(If Yes, brief detail)

2. Does this agenda item impact any other County department? Yes  No

(If Yes, brief detail)

3. If Land Transaction, filed with the clerk? Yes  No  N/A

**INSTRUCTIONS ONCE SIGNED:**

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

Due date to send:        /        /

Email:

<sup>c</sup>Note: Most signed documents are filed/recorded with the Clerk per standard process.

**PART II – COUNTY CLERK REVIEW**

**EVALUATION CRITERIA:**

**CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes  No  N/A

(If No, brief detail)

**PART III - FINANCE DEPARTMENT REVIEW**

**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes  No

Comment:

2. Confirmed Submitting Department's personnel-related materials Yes  No  N/A

Comment:

3. If job description, Salary Committee reviewed: Yes  No  N/A

4. If hire order requires an UA, is it approved? Yes  No  Pending  N/A

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:** Proclamations/Resolutions

**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes  No

(If Yes, brief detail) Modifies budget to acknowledge grant. Grants typically include spending restrictions and reporting requirements

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

Commissioner Susan Brown Yes  No

Commissioner Thomas Huxley Yes  No

Commissioner David Brock Smith Yes  No

Comment:

12/2/2015 HOUSE 12/15 Curry County Housing Project 100,000.00 0.00 100,000.00

Check: 004460 12/2/2015 Curry County 100,000.00

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

AllCare  
CCO

740 SE 7TH ST.  
GRANTS PASS, OR 97526  
(541) 471-4106  
www.allcarehealthplan.com

US BANK.COM  
24-22/1230

004460

\*ONE HUNDRED THOUSAND AND XX / 100

DATE

AMOUNT

12/2/2015

\*\*\*\*\*100,000.00\*

PAY  
TO THE  
ORDER  
OF:

Curry County  
9435 Moore Street, Ste 122  
Gold Beach, OR 97444

  
AUTHORIZED SIGNATURE



⑈004460⑈ ⑆⑆23000220⑆⑆53666630089⑈

December 4, 2015

Susan Brown, Chair  
Curry County Board of Commissioners  
94235 Moore Street, Suite 122  
Gold Beach, Oregon 97444

Re: Award Notification – Curry County Housing Project

Commissioner Brown:

AllCare Health is pleased to provide the enclosed check in the amount of \$100,000 to assist the Curry County Commissioners with the development of the proposed Housing Needs Assessment and Housing Plan.

We appreciate the opportunity to provide support for this need of the communities of Curry County.

Thank you,



Douglas L. Flow, Ph.D., CEO  
AllCare Health

*New Account*  
*1.10-413.90-332.50*  
*-000-40*  
*GR- All Care Housing*  
*Needs Assessment*

RECEIVED  
DEC 04 2015  
BY: *Juance*

# **Low-Income and Affordable Housing Action Plan**

## **Curry County, Oregon**

**November 25, 2015**

*Local Government Supporting the Development and Preservation of Low-Income and Affordable Housing*

Commissioner Susan Brown  
94235 Moore Street, Suite 122  
Gold Beach, OR 97444  
541-247-3229  
[browns@co.curry.or.us](mailto:browns@co.curry.or.us)

**Background:**

Curry County resides in the most southwestern part of Oregon with a population of 22,470. The average age of our population is 54 years old. The average median household income is \$40,213, with distinct differences in household income, as well as poverty rates, within our three cities; Brookings has a median income of \$43,389 and a poverty rate for individuals of 8.9%, Gold Beach has a median income of \$47,069 with a poverty rate for individuals of 17.6%, and Port Orford has a median income of \$30,182 with a poverty rate for individuals of 34.8%. Curry County's only transportation route is Highway 101 running north and south with a minimum of a three hour drive to the I-5 corridor and any major services.

In 2013, Oregon Housing and Community Services Housing Profile for Curry County indicates 86% of our extremely low income families (under 30% of median family income) is considered 'burdened', and 77% of our very low income families (under 50% of median family income) is considered 'burdened'. Currently in Curry County there are 150 individuals and families on the wait list for Section 8 vouchers.

The demand for decent low-income housing in Curry County is growing with little to no relief in sight. Private development alone, has not considered investing in Curry County.

**Planning:**

For years, Curry County has struggled through a slow economic recovery with unemployment remaining higher than the state average, non-existent job creation, and a high cost of living. This situation has created higher poverty rates and has left many families and individuals living on the edge of homelessness. Decent, affordable housing for low-income families has become a focus for many communities across the state and the nation. While there is no single solution to this issue, local governments can impact change through policy, partnership and collaboration.

To begin this process, Curry County must create a foundation for successful planning. We would start by commissioning a Housing Needs Assessment and Housing Plan. This document will outline our needs, current inventory, potential resources and partners, as well as a roadmap to achieve development of low-income and affordable housing. The document will also serve as the main data and information tool to leverage AllCare's seed money into major funding campaigns and private development incentives.

Developing low-income and affordable housing in Curry County will require careful planning, multiple partners, varied resources, and innovation.

This would be our proposal for utilizing the funds from AllCare:

**✓ Develop a Housing Needs Assessment and Housing Plan**

Demographics, housing stock and condition, housing cost and household income, development pattern and housing needs.

Plan of action to attract private development and to craft public-private partnerships.

✓ Convene partners

Curry County  
Oregon Coast Community Action  
Coos-Curry Housing Authority  
Cities of Brookings, Gold Beach and Port Orford  
Local Non-Profits

✓ Assess current resources

Curry County Community Development (permits, planning, multi-use zoning, review-streamlining processes)  
Available County land  
Private land donations  
Foundations and grantors  
Leverage existing low-income housing opportunities (Section 8, Public Housing, USDA Subsidized Housing)  
Local incentives; tax exemptions, system development charges, planning fees,

✓ Develop Public-Private partnerships

Oregon Housing & Community Services  
USDA Rural Development  
HUD  
Neighbor Works Umpqua

Curry County has never developed a Housing Needs Assessment and Housing Plan, so this is a tremendous opportunity for us. With proper planning and diligence we will have the tools needed to stabilize and improve the living conditions of our most vulnerable population.

**IN THE BOARD OF CURRY COUNTY COMMISSIONERS  
IN AND FOR THE COUNTY OF CURRY**

IN THE MATTER OF APPROPRIATIONS)  
FOR AN UNFORSEEN SPECIFIC )  
PURPOSE GRANT IN THE 2015-2016 ) RESOLUTION No \_\_\_\_\_  
FISCAL YEAR BUDGET )

**WHEREAS**, AllCare Health provided grant funding specifically for development of Housing Needs Assessment and Housing Plan in the amount of \$100,000 that was unforeseen in the 2015-2016 fiscal year budget: and,

**WHEREAS**, The AllCare Housing Needs Assessment and Housing Plan requires budget appropriation expenditures relates to this project; and,

**WHEREAS**, appropriation of expenditures for an unforeseen new specific purpose grant may be made by enactment of a resolution under ORS 294.338(2): now,

**BE IT RESOLVED** that the 2015-2016 fiscal year budget for Curry County be modified as detailed for revenue and expenditures through June 30, 2016.  
1.10-413.90-332.50-000-40 GR-AllCare Housing Needs Assessment \$100,000 revenue  
1.10-413.90-490.00-615-40 M&S-AllCare Housing Needs Assessment \$100,000 expense

Dated this 3rd day of February 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:

\_\_\_\_\_  
Curry County Counsel

\_\_\_\_\_  
Thomas Huxley, Chair

\_\_\_\_\_  
Susan Brown, Vice Chair

\_\_\_\_\_  
David Brock-Smith, Commissioner

**CURRY COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM ROUTING SLIP**  
FORM 10-001.1

**PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC\\_Office@CO.CURRY.OR.US](mailto:BOC_Office@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** New Hire, Corrections Deputy 1, Melanie Flood

**AGENDA DATE<sup>a</sup>:** 02/03/2016 **SUBMITTING DEPARTMENT:** Sheriff's Office

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Sheriff Ward/ P.D.

**PHONE/EXT:** 3322 **TODAY'S**

**DATE:** 01/19/2016

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Hires Melanie Flood

as Corrections Deputy I effective February 1, 2016

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Order

- (1)New Hire Order
- (2)Position Description
- (3)
- (4)

Are there originals in route (paper copies with pre-existing signatures) Yes  No

**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes  No   
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes  No   
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? Yes  No  N/A

**INSTRUCTIONS ONCE SIGNED:**

No Additional Activity Required

OR

- File with County Clerk
- Send Printed Copy to:
- Email a Digital Copy to:
- Other

Name:  
Address:  
City/State/Zip:

Phone:

Due date to send:        /        /

Email:

<sup>c</sup>Note: Most signed documents are filed/recorded with the Clerk per standard process.

**PART II – COUNTY CLERK REVIEW**

**EVALUATION CRITERIA:**

**CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes  No  N/A   
(If No, brief detail)

**PART III - FINANCE DEPARTMENT REVIEW**

**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes  No   
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes  No  N/A   
Comment:
3. If job description, Salary Committee reviewed: Yes  No  N/A
4. If hire order requires an UA, is it approved? Yes  No  Pending  N/A

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:** Adminstrative Actions

**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes  No   
(If Yes, brief detail) Creates employer / employee legal relationship

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

- Commissioner Susan Brown Yes  No
- Commissioner Thomas Huxley Yes  No
- Commissioner David Brock Smith Yes  No

Not applicable to Sheriff's Department since they do not have a liaison

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: Corrections Deputy I**

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**EXEMPT:** No  
**SALARY LEVEL:** S-7  
**DOT CODE:**  
**SUPERVISOR:** Lieutenant - Communications/Corrections  
**PREPARED BY:** Payroll/Personnel November 2014

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**POSITION SUMMARY:**

Performs work as a Corrections & Communications Officer in the Curry County Jail and dispatch center. Primary emphasis of this classification is on ensuring the security and general welfare of those in custody of the Curry County Jail. Functions as an emergency public safety telecommunicator as needed. Does related work as required. Works under the supervision of the Corrections Sergeant and Lieutenant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Examples of Work: (Illustrative only)*

An employee in this classification may perform any of the following duties. However, these examples do not include all specific tasks which the employee may be expected to perform.

1. Receives and books all new inmates on assigned shift including: completing necessary forms, finger printing, photographing, searching, issuing jail clothing and bedding, interviewing for medical background and assigning housing by classification.
2. Oversees the maintenance activities of the facility including the cleaning of the basement, kitchen, jail, laundry and equipment.
3. Escorts inmates to and from court.
4. Escorts inmates to and from medical providers.
5. Distributes medication to inmates on orders from the doctor and maintains necessary records.

**JOB DESCRIPTION**  
**JOB TITLE: Corrections Deputy I - Page 2**

*Examples of Work: (cont.)*

6. Transports inmates to and from other facilities as required.
7. Oversees food service to the inmates.

**SUPERVISORY RESPONSIBILITIES:**

Exercises supervision over inmates incarcerated in the jail. Supervision of co-workers and subordinates is not a requirement of employees of this classification.

**QUALIFICATION REQUIREMENTS:**

*Ability to-*

Understand oral and written instructions and act upon them accordingly.

Maintain control and security in a correctional environment.

Direct the work of those in custody.

Develop a considerable knowledge of a wide range of procedures, techniques, laws and ordinances.

Maintain composure during times of emergency. Ability to work effectively with those in custody, other employees and the general public.

Operate standard office and communication equipment.

Independently conduct departmental research and prepare reports and correspondence according to departmental or county standards.

**EDUCATION AND/OR EXPERIENCE:**

High school graduation or equivalent GED certificate. Must be 21 years of age or older.

Maintain current First Aid and CPR certificates as required by the Oregon Board on Police Standards and Training.

**JOB DESCRIPTION**  
**JOB TITLE: Corrections Deputy I - Page 3**

**SPECIAL QUALIFICATIONS:**

Possession of or ability to obtain within one year of employment Basic Corrections Officer Certificate with the Oregon Board on Police Standards and training.

Must possess valid Oregon Driver's License

Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

Curry County Sheriff's Office (CCSO) complies with the Federal Prison Rape Elimination Act (PREA). PREA prohibits CCSO from hiring, or promoting anyone who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in Institution settings. These include a jail, prison, or other correctional facility (including juvenile corrections) AND any institution or facility where people are residing for the purpose of receiving care or treatment (e.g., adjudicated delinquent, neglected, placed in State custody, mentally ill or disabled, chronically ill, or physically disabled, etc.). These include skilled nursing care, intermediate or long-term care, or custodial or residential care (e.g., group home, rehabilitation, assisted living/nursing home, hospice, etc.).

This standard requires CCSO to conduct background checks on all applicants considered for employment or promotion to consider any incidents of substantiated allegations of sexual abuse or sexual harassment in determining whether to hire or promote anyone who may have contact with inmates.

For more information regarding PREA please visit: <http://nicic.gov/PREA>.

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS  
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF THE HIRING OF )  
A NEW EMPLOYEE )**

**ORDER NO: \_\_\_\_\_**

**WHEREAS**, it is the recommendation of Sheriff John Ward,

that the following person be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Melanie Flood	Corrections Deputy I	S-7 / A	\$3,223.00 / Month	Full-Time (Probationary)

The job description for this position is attached hereto and incorporated by reference.

**WHEREAS**, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the above stated recommendation be in effect as of February 1, 2016.

Dated this 3rd day of February, 2016.

CURRY COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Thomas Huxley, Chair

\_\_\_\_\_  
Susan Brown, Vice Chair

\_\_\_\_\_  
David Brock Smith, Commissioner

**CURRY COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM ROUTING SLIP  
FORM 10-001.1**

**PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Adopt a Position Description for an Existing Position - County Accountant

**AGENDA DATE<sup>a</sup>:** 2/3/16 **SUBMITTING DEPARTMENT:** Commissioners

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Tom Huxley **PHONE/EXT:** 3296 **TODAY'S DATE:** 1/21/16

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Order

- (1) Order
- (2) Job Description
- (3)
- (4)

Are there originals in route (paper copies with pre-existing signatures) Yes  No

**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes  No   
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes  No   
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? Yes  No  N/A

**INSTRUCTIONS ONCE SIGNED:**

No Additional Activity Required

OR

- File with County Clerk
- Send Printed Copy to:
- Email a Digital Copy to:
- Other

Name:  
Address:  
City/State/Zip:

Phone:

Due date to send:        /        /

Email:

<sup>c</sup>Note: Most signed documents are filed/recorded with the Clerk per standard process.

**PART II – COUNTY CLERK REVIEW**

**EVALUATION CRITERIA:**

**CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes  No  N/A   
(If No, brief detail)

**PART III - FINANCE DEPARTMENT REVIEW**

**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes  No   
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes  No  N/A   
Comment: No need for Salary Committee review
3. If job description, Salary Committee reviewed: Yes  No  N/A
4. If hire order requires an UA, is it approved? Yes  No  Pending  N/A

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:** **Administrative Actions**

**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes  No   
(If Yes, brief detail) Establishes job expectations for County Accountant

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

- Commissioner Susan Brown Yes  No
- Commissioner Thomas Huxley Yes  No
- Commissioner David Brock Smith Yes  No

Not applicable to Sheriff's Department since they do not have a liaison

**CURRY COUNTY  
JOB DESCRIPTION**

**JOB TITLE: County Accountant (Finance Director)**

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<b>EXEMPT:</b>	Yes	
<b>SALARY LEVEL:</b>	E-13	
<b>SUPERVISOR:</b>	Board of Commissioners	
<b>PREPARED BY:</b>	Finance Department	January 2016

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**POSITION SUMMARY:**

Employee in this class is responsible for the fiscal operations of the County. This position acts as the department head for the Finance Department. Work is performed under the direction of the County Board of Commissioners, who outline general departmental goals and policies and review work for effectiveness through periodic meetings and analysis of reports. This position provides accounting support to all departments.

Areas of responsibility include, but are not limited to, financial planning and reporting, accounts payable, accounts receivable, payroll, human resources and budgeting. This position is responsible for enforcing and assuring compliance with County financial policies/procedures and other government standards. Performs all obligations by ORS 210. This position is designated as the County Budget Officer as required by ORS 294.331.

Individual in this position serves at the pleasure of the Curry County Board of Commissioners.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

May include, but are not limited to the following; other duties may be assigned as required.

*BUDGETARY*

1. Compiles preliminary annual County budget documentation from departmental requests and acts as County Budget Officer at all budget workshops, meetings, and hearings.
2. Sets budget workshop, committee meeting and hearing schedules with liaison commissioner for BOC approval.
3. Prepares an estimate of projected revenues and expenditures; computes the needed tax levy for publication in the newspaper of record prior to the Budget Hearing in which the annual budget is adopted.
4. Meets with the department heads and commissioners as requested to assist in formulation of budget documentation.
5. Prepares and publishes all required legal notices for Budget Committee Meetings and the Budget Hearing for the Board of Commissioners.

**JOB DESCRIPTION**  
**JOB TITLE: County Accountant (Finance Director) - Page 2**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (cont.)

6. Prepares the final budget and resolution for formal adoption of the annual budget reflecting all final changes that may have been made at the Budget Hearing.
7. Monitors department budgets by maintaining a system of control to ensure that expenditures are compared to appropriations (budgets).

**ACCOUNTING**

1. Directs the operation of the central accounting system for the County and its agencies in a manner consistent with established accounting principles and practices (GASB, ORS, etc.). Reviews reports prior to distribution for accuracy and reasonability.
2. Prepares financial, cost and statistical data and reports for management purposes and to meet statutory requirements. Develop/create new approaches to monitor the County's operations.
3. Oversees all payroll bookkeeping that affects the County general ledger.
4. Directs the auditing and approval of documentation of all claims for payment.
5. Develops/approves recommendations for improvement and oversees the implementation of those revisions to the accounting system.
6. Reconciles all subsidiary ledgers for County departments to County General Ledger.
7. Maintains reporting and depreciation for fixed assets to include recordation of all acquisitions and dispositions as well as periodic physical inventory.
8. Reviews usage of departmental checking accounts to insure compliance with policies established for their use by the Finance Department and the Board of County Commissioners
9. Maintains grant and contract accounting for year end audit reports.
10. Prepares annual financial statements and needed documentation for the audit. Coordinates information required for annual independent audit and provides support as needed.
11. Provides financial counsel to the County staff on all aspects of County finance.
12. Serves at the pleasure of the BOC on special projects to provide financial counsel.

**SUPERVISION RESPONSIBILITIES:**

Supervises all positions in the Finance Department. Reviews the performance of each staff member on an annual basis. Monitors the development of each staffer according to the development plan agreed to during the annual review.

**JOB DESCRIPTION**  
**JOB TITLE: County Accountant (Finance Director) - Page 3**

**QUALIFICATION REQUIREMENTS:**

*Thorough Knowledge of -*

The principles and practices of governmental accounting and budgeting and their application in a County setting

Application of data processing in governmental finance and accounting

The application and use of an automated data processing/ accounting software package in a complex government setting

The application and use of computer applications such as Excel and Microsoft Word.

*Considerable Knowledge of -*

Oregon Revised Statutes and federal regulations pertaining to accounting, budget preparation and maintenance, audit requirements and documentation preparation

*Ability to -*

Efficiently plan, organize and direct work schedules to meet mandatory deadlines on a daily, weekly, monthly and annual basis

Interpret and implement new regulations pertaining to accounting and budgeting

Communicate effectively both verbally and in writing to include the composition of clear and concise reports and presentation of same.

Operate 10-key adding machine by touch with speed and accuracy; personal computer and other business machines as needed for the job

Maintain effective working relationships with other employees and County Departments, officials, and community leaders

Plan, implement, monitor, and modify standardized and specialized accounting methods, procedures, forms and records to meet the needs and requirements of the County.

Be bonded.

## **JOB DESCRIPTION**

### **JOB TITLE: County Accountant (Finance Director) - Page 4**

#### **EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree with major course work in accounting or finance; five years of progressively responsible work in governmental budgeting and accounting (two in a supervisory position); or any satisfactory equivalent of experience and training. Masters in accounting, finance, or public administration preferred.

Valid Oregon Driver License.

#### **PHYSICAL DEMANDS:**

Position requires reading reports for extended periods. Manual dexterity is required for the operation of office equipment including, but not limited to, 10-key adding machine and computer. Hearing is required sufficient to use a telephone and to communicate with others. Stress is a factor in this position. Ability to work long hours when required; often on weekends to complete assigned duties on schedule.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

#### **WORK ENVIRONMENT:**

Position generally works in an office environment with minimum to moderate noise levels. Occasional need to travel over night for meetings or conferences.

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS  
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF ADOPTING A  
POSITION DESCRIPTION FOR AN  
EXISTING POSITION**

)  
)  
)

**ORDER NO:\_\_\_\_\_**

**WHEREAS**, it is the recommendation of, Tom Huxley, Commissioner, that the attached position description be adopted for the following position:

County Accountant  
Position Title

E-13  
Range

**WHEREAS**, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

**NOW, THEREFORE, IT IS HEREBY ORDERED** that the above stated recommendation be in effect as of February 3, 2016. This description replaces any previous description approved for this position.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:

\_\_\_\_\_  
Thomas Huxley, Chair

\_\_\_\_\_  
Curry County Legal Counsel

\_\_\_\_\_  
Susan Brown, Vice Chair

\_\_\_\_\_  
David Brock Smith, Commissioner

**CURRY COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM ROUTING SLIP**  
FORM 10-001.1

**PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC\\_Office@CO.CURRY.OR.US](mailto:BOC_Office@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Ratify RSVP Grant Renewal Application

**AGENDA DATE<sup>a</sup>:** 2/3/2016    **SUBMITTING DEPARTMENT:** Commissioner

<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** Susan

**PHONE/EXT:** 3229

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Grant

(1)Application

(2)

(3)

(4)

Are there originals in route (paper copies with pre-existing signatures) Yes  No

**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes  No

(If Yes, brief detail)

2. Does this agenda item impact any other County department? Yes  No

(If Yes, brief detail)

3. If Land Transaction, filed with the clerk? Yes  No  N/A

**INSTRUCTIONS ONCE SIGNED:**

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

Due date to send:        /        /

Email:

<sup>c</sup>Note: Most signed documents are filed/recorded with the Clerk per standard process.

**PART II – COUNTY CLERK REVIEW**

**EVALUATION CRITERIA:**

**CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes  No  N/A

(If No, brief detail)

**PART III - FINANCE DEPARTMENT REVIEW**

**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses    Yes  No

Comment:

2. Confirmed Submitting Department's personnel-related materials    Yes  No  N/A

Comment:

3. If job description, Salary Committee reviewed:    Yes  No  N/A

4. If hire order requires an UA, is it approved?    Yes  No  Pending  N/A

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:**    **Administrative Actions**

**LEGAL ASSESSMENT:** Does this agenda item have a legal impact?    Yes  No

(If Yes, brief detail) Generally commits County to Grant terms

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

Commissioner Susan Brown    Yes  No

Commissioner Thomas Huxley    Yes  No

Commissioner David Brock Smith    Yes  No

Comment:



# DRAFT

## Narratives

### Executive Summary

Curry County is located in the most southwesterly corner of Oregon, with a population of just over 22,000 residents. The county is extremely remote and rural in nature. Our current rate of unemployment is 8.4% which is still the highest in the state. Our poverty rates range from 8.9% in Brookings, 17.6% in Gold Beach to 34.8% in Port Orford. Curry County has been in an economic recovery, but much slower than the state or nation. We are facing some extreme hardships with lack of affordable housing with a large waiting list for Section 8 vouchers and Public Housing, high unemployment, lack of adequate workforce training, food security and continuity of resources available to meet these needs.

Economic Opportunity will be the primary focus for this grant cycle to assist in the social and economic recovery for the county and its residents.

An estimated 229 RSVP volunteers will serve, of this number, 75 RSVP volunteers will be placed in outcome assignments. Some of their activities will include financial literacy services, housing services for disadvantaged and homeless individuals, job training and skill development services. At the end of the three-year grant, the anticipated outcomes are individuals receiving higher dollar tax refunds and saving on tax preparation fees, disadvantaged and homeless individuals receiving housing repair and placement assistance, and job seekers receiving soft skills and basic education training and new jobs. The CNCS investment of \$40,000 will be supplemented by \$12,000 Curry County cash match.

### Strengthening Communities

Economic Opportunity will be the primary focus for this grant cycle to assist in the social and economic recovery for the county and its residents.

Poverty Rates in Curry County vary from city to city with Port Orford having the most extreme poverty of almost 35% and a median household income of \$30,000. Gold Beach has a median income of \$47,000 with a 17.6% poverty rate, and Brookings median income is \$43,000 with a much lower poverty rate of almost 9%.

There has been a reported 20-30% increase in food boxes being distributed through our local food banks and an increase in the number of homeless individuals and families looking for services and

# DRAFT

## Narratives

shelter. Additionally, 31% of our population is over the age of 65, compared to the State of Oregon in which only 16% of the population is over the age of 65. 22% of our total housing units are mobile home and less than 10% of our housing units are considered multi-housing units. Mobile homes and multi-housing units are where our low income and very low income families and individuals live. Roughly 68% of our housing units are single family dwelling with a median value of \$238,000. Housing costs are too high for our low and very low income families and there is simply not enough rental or manufactured housing to meet the needs of these residents.

The Economic Opportunity focus through RSVP will be developed as an important compliment to much of this work that has been started in Curry County recently. There is a new local workforce board, Southwestern Oregon Workforce Investment Board, who is funded through the Workforce Innovation and Opportunity Act (WIOA-whose focus is to provide new opportunities to improve economic and career success for low income youth and adults). This new board is a result of the State of Oregon recognizing that local workforce boards will contribute more to local training than larger multi-county consortium boards. Curry now only works with Coos and Douglas Counties on local workforce training issues, instead of the previous 24 county workforce board. This local board is also a recognized non-profit organization and will have more flexibility developing local job training skills. RSVP will establish a partner relationship with the local board to provide soft skills training and job placement.

Curry County government has recently received funding to develop a low income and disadvantaged housing analysis. This analysis will be the starting point for Curry County to address housing shortages and housing rehab needs. RSVP volunteers will be critical in identifying and aligning current needs and resources as well as working on future development opportunities.

RSVP volunteers currently work with low income and disadvantaged individuals on their tax returns for maximum benefit and no cost, RSVP plans to increase volunteer participation to assist more individuals.

### Recruitment and Development

The Economic Opportunity focus is a topic of interest throughout the county, the state and even the nation. Over the past several months, discussions surrounding housing, jobs, income, and homelessness have taken place in almost every community discussion. This is an opportunity for RSVP to energize their current volunteers and an important recruitment tool for new volunteers. RSVP will first notify each enrolled volunteer in the change of program focus and what this means to

# DRAFT

## Narratives

our communities. Volunteers will be asked to consider their experience, time, and passion for this focus, to commit their experience to this new focus, and to recommend new volunteers to the program.

Each volunteer receives orientation and a Procedures and Policies handbook which outlines expectations and an overview of the program from the Program Director.

Volunteer stations will provide job specific training including in-service instruction or special training of volunteers.

The Economic Opportunity focus will require adding new stations to the RSVP roster, the Workforce Investment Board, Coos-Curry Housing Authority, Oregon Coast Community Action and Curry County. The stations will be responsible for the final decision on volunteer assignments.

Volunteer recognition is an opportune time to highlight the volunteers' service to the community, special achievements, value of volunteer time, and recognize the 'volunteer of the year'. The annual recognition is traditionally held in the spring as a catered luncheon with door prizes and special gifts that are donated by business and community members. It is also considered a good social event for many of the volunteers to connect with each other.

### **Program Management**

Curry County has struggled with management of this grant, but continues to work hard to achieve proper, meaningful programs and results. The RSVP Director has made huge strides in bringing this program into compliance and to learn how to manage this program effectively. The RSVP Director and liaison Commissioner have committed to continue to focus on improving processes and performance accountability. This is an important program for rural counties, especially Curry County who has limited funding and resources and being able to take advantage of the vast knowledge of volunteers to make a difference in our communities is critical to our future.

The Advisory Council is very engaged in the process and has committed to additional projects to help develop awareness of the program. The Advisory Council generally meets monthly and has reviewed past procedures, recommended projects, plans the recognition luncheon, and will review performance measures and volunteer satisfaction surveys.

New MOU's have been developed, along with Volunteer Policies & Procedures, Program Policies, and annual assessment plans are being developed.

# DRAFT

## Narratives

### Organizational Capability

The Curry County RSVP Program is sponsored by Curry County Government who oversees the grant management and cash match for the program. Curry County has sponsored the program for more than 40 years and over that time has adjusted to changing accounting requirements and will continue to keep abreast of state and federal regulations for managing grants.

RSVP Program Director, Vicky McGuiness, continues to attend trainings and events which support her ability to keep updated on program and regulatory changes. Regular meetings with her liaison Commissioner has resulted in a better understanding of the program and requirements. The Advisory Council is more committed and engaged than with past councils and they are eager to assist in the program's effectiveness.

Over the past two years, new MOU's have been developed, updated volunteer Policy and Procedures Handbooks have been created, internal policies have been developed and formalized, and appropriate, meaningful performance measurements are being finalized.

As stated previously, this program has undergone some dramatic changes in its management practices and performance and will continue its steady upward pace to develop an RSVP Program that will greatly impact our communities.

### Other

N/A

### PNS Amendment (if applicable)

N/A

# DRAFT

## Performance Measures

Primary Focus Area: Economic Opportunity  
% of Unduplicated Volunteers in Work Plans that result in Outcomes: 33%  
% of Unduplicated in the Primary Focus Area: 33%

<b>Performance Measure: 4.1 Other</b>		
Community Need to be Addressed: Curry County struggles financially and is not able to provide 24/7 protection to its citizens through emergency needs. RSVP volunteers participate in neighborhood watch programs reporting suspicious activity and providing home check-ins for residents who are in poor health or isolated.		
Focus Area: Other Community Priorities	Objective: Other	Number of Volunteer Stations: 12
Anticipated Unduplicated Volunteers: 154		
Anticipated Volunteer Contributions: 154		
Service Activity: Other		
Service Activity Description:	RSVP volunteers patrol neighborhoods, parking lots and other public facilities, as well as check on home bound residents.	
Anticipated Output:	OT1: SC1Grantee met their target for community priority activity. (Yes/No)	
Target: 25	How Measured: Other	
Instrument Description RSVP volunteers report on the number of home checks and incidences reported to local authorities.		
Anticipated Outcome:	—No outcome selected—	
Target:	How Measured:	
Instrument Description		

<b>Performance Measure: 5.1 Other</b>		
Community Need to be Addressed: Curry County has a current unemployment rate of 8.4% which is much higher than the state average, job growth is slow but steady, but we have many unskilled or under-skilled job seekers, or job seekers that need a basic level of job readiness training such as, soft skills, resume writing, interview skills, workplace behavior and decorum.		
Focus Area: Economic Opportunity	Objective: Employment	Number of Volunteer Stations: 1
Anticipated Unduplicated Volunteers: 12		
Anticipated Volunteer Contributions: 12		
Service Activity: Other		

# DRAFT

## Performance Measure: 5.1 Other

Service Activity Description: Skill developemnt, job search skills, workplace behavior

Anticipated Output: O2: Number of econ disadv individuals receiving job training or other skill development services.

Target: 40 How Measured: Attendance Log

Instrument Description Sign in/out attendance log with completion date verified by RSVP volunteer instructor or other classroom instructor.

Anticipated Outcome: O10: Number of econ disadv individuals placed in jobs.

Target: 40 How Measured: Program Records

Instrument Description RSVP will follow-up with training attendees to verify employment status.

## Performance Measure: 6.2 Assisting VITA

Community Need to be Addressed:

31% of Curry County's residents are over the age of 65 and poverty rates are as high as 35% in Port Orford. Sound financial education would assist the residents in learning how to manage their incomes and how to manage credit, as well as tax preparation help to receive the greatest tax deductions allowed. Individuals and families could benefit by understanding how to choose the best financial institution for a savings plan and what deductions they should be aware of in future years for maximum tax relief.

Focus Area: Economic Opportunity

Objective: Financial Literacy

Number of  
Volunteer  
Stations:

1

Anticipated  
Unduplicated  
Volunteers: 8

Anticipated  
Volunteer  
Contributions: 12

Service Activity: Assisting VITA

Service Activity Description: Tax preparation activities and education

Anticipated Output: O1: Number of econ disadv individuals receiving financial literacy services.

Target: 75 How Measured: Activity Log

Instrument Description An activity log to document unduplicated assistance given in person, by phone, or by email.

Anticipated Outcome: O18: Dollar value of tax preparatory fees saved by CNCS-supported organizations or national service

Target: 75 How Measured: Program Records

Instrument Description A data base to track individuals or households and the average cost to prepare taxes.

# DRAFT

## Performance Measure: 6.1 Providing Financial Literacy Education

### Community Need to be Addressed:

31% of Curry County's residents are over the age of 65 and poverty rates are as high as 35% in Port Orford. Sound financial education would assist the residents in learning how to manage their incomes and how to manage credit, as well as tax preparation help to receive the greatest tax deductions allowed. Individuals and families could benefit by understanding how to choose the best financial institution for a savings plan and what deductions they should be aware of in future years for maximum tax relief.

Focus Area: Economic Opportunity

Objective: Financial Literacy

Number of  
Volunteer  
Stations: 1

Anticipated  
Unduplicated  
Volunteers: 15

Anticipated  
Volunteer  
Contributions: 25

Service Activity: Providing Financial Literacy Education

Service Activity  
Description: Choosing appropriate banking institutions and managing debt and credit.

Anticipated  
Output: O1: Number of econ disadv individuals receiving financial literacy services.

Target: 20 How Measured: Activity Log

Instrument Description An activity log to document unduplicated assistance given in person, by phone, or by email.

Anticipated  
Outcome: O18: Dollar value of tax preparatory fees saved by CNCS-supported organizations or national service

Target: 20 How Measured: Program Records

Instrument Description A data base to track individuals or households and the average cost to prepare taxes.

## Performance Measure: 7.1 Repairing homes

### Community Need to be Addressed:

22% of our total housing units are manufactured homes and less than 10% of our housing units are considered multi-housing units. Manufactured homes and multi-housing units are where our low income and very low income families and individuals live. The majority of the manufactured homes have outlived their useful lives and are in need of repair or replacement. Most repairs needed consist of leaking roofs and windows, and dry rot. These repair issues lead to health problems from mold spores and economic hardships through inefficient heating and heat loss.

Focus Area: Economic Opportunity

Objective: Housing

Number of  
Volunteer  
Stations: 1

Anticipated  
Unduplicated  
Volunteers: 20

Anticipated  
Volunteer  
Contributions: 20

# DRAFT

## Performance Measure: 7.1 Repairing homes

Service Activity: Repairing homes

Service Activity Description: Work with existing housing rehab program, and develop new housing repair program for minor repairs.

Anticipated Output: (PRIORITY) O5: Number of econ disadv individuals receiving housing placement services

Target: 10 How Measured: Activity Log

Instrument Description An Activity Log will be maintained to document clients served, types of referrals, application assistance and outcome of assistance.

Anticipated Outcome: (PRIORITY) O11: Number of econ disadv individuals transitioned into housing

Target: 10 How Measured: Proof of Residence

Instrument Description Clients will be asked to provide verification of housing acquired through a lease, rental receipt, or other acceptable documents.

## Performance Measure: 7.2 Assisting with housing search

Community Need to be Addressed:

22% of our total housing units are manufactured homes and less than 10% of our housing units are considered multi-housing units. Manufactured homes and multi-housing units are where our low income and very low income families and individuals live. The majority of the manufactured homes have outlived their useful lives and are in need of repair or replacement. Most repairs needed consist of leaking roofs and windows, and dry rot. These repair issues lead to health problems from mold spores and economic hardships through inefficient heating and heat loss.

Focus Area: Economic Opportunity

Objective: Housing

Number of  
Volunteer  
Stations: 1

Anticipated  
Unduplicated  
Volunteers: 20

Anticipated  
Volunteer  
Contributions: 30

Service Activity: Assisting with housing search

Service Activity Description: Work with clients to identify and apply for Section 8, Public Housing and other subsidized housing.

Anticipated Output: (PRIORITY) O5: Number of econ disadv individuals receiving housing placement services

Target: 40 How Measured: Activity Log

Instrument Description An Activity Log will be maintained to document clients served, types of referrals, application assistance and outcome of assistance.

Anticipated Outcome: (PRIORITY) O11: Number of econ disadv individuals transitioned into housing

Target: 40 How Measured: Proof of Residence

Instrument Description Clients will be asked to provide verification of housing acquired through a lease, rental receipt, or other acceptable documents.

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## Required Documents

<u>Document Name</u>	<u>Status</u>
Aggregate Dollar Amounts of funding	Not Applicable
Board of Directors	Sent
Community Advisory Group Names and Addresses	Sent
Financial Management Survey	Sent
Financial Statement Audit or SF-990	Not Applicable
Negotiated Indirect Cost Agreement	Not Applicable
Organizational Chart	Sent
Project Director's Job Description	Already on File at CNCS
Roster of Volunteer Stations	Already on File at CNCS
Statement of Audit Status	Not Applicable





## Budget Narrative: Curry County RSVP for Curry County Board of Commissioners

### Section I. Volunteer Support Expenses

#### A. Project Personnel Expenses

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
Director: - 1 person(s) at 37195 each x 80 % usage	29,756	0	29,756	0
<b>CATEGORY Totals</b>	29,756	0	29,756	0

#### B. Personnel Fringe Benefits

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
FICA: Salary x 7.65% x 80%	456	1,820	2,276	0
Health Insurance: \$900 per month	8,640	2,160	10,800	0
Retirement: Salary x 18% x 12 mo.	0	6,696	6,696	0
Life Insurance: 4.20 x 12 months life ins.	0	50	50	0
Retirement: Salary x 6%	0	2,232	2,232	0
WBF Assessment: 3.3% of number of hours worked	0	87	87	0
<b>CATEGORY Totals</b>	9,096	13,045	22,141	0

#### C. Project Staff Travel

##### Local Travel

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Travel within the county for the Director: 1000 miles a year x .30	0	300	300	0
<b>CATEGORY Totals</b>	0	300	300	0

##### Long Distance Travel

Purpose -Destination -Other Travel -Trans. Amount -Meals/ Lodging	CNCS Share	Grantee Share	Total Amount	Excess Amount
Training: Undetermined- Meals/Lodging 0 Trans 1,500 Other 0	1,148	352	1,500	0
<b>CATEGORY Totals</b>	1,148	352	1,500	0

#### D. Equipment

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

## E. Supplies

Item/ Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Office supplies, paper, pens, pencils, ink for printers, etc.: \$10 x 12 mo.	0	120	120	0
Postage: 30. x 12 = 360.00	0	360	360	0
<b>CATEGORY Totals</b>	0	480	480	0

## F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

## I. Other Volunteer Support Costs

Item	CNCS Share	Grantee Share	Total Amount	Excess Amount
Criminal Background Check:	0	0	0	0
Communications, phone and Fax:	0	617	617	0
Staff Training:	0	0	0	0
DUES:	0	200	200	0
VOLUNTEER REPORTER UPDATE:	0	300	300	0
<b>CATEGORY Totals</b>	0	1,117	1,117	0

## J. Indirect Costs

Calculation -Rate Type -Rate -Rate Claimed -Cost Basis	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0
<b>SECTION Totals</b>	40,000	15,294	55,294	0
<b>PERCENTAGE</b>	72%	28%		

## Section II. Volunteer Expenses

### A. Other Volunteer Costs

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals:	0	0	0	0
Uniforms:	0	0	0	0
Insurance: provided by sponsor \$2.63 x 229 volunteers	0	602	602	0
Recognition: Annual event	0	2,000	2,000	0
Volunteer Travel:	0	0	0	0
<b>CATEGORY Totals</b>	0	2,602	2,602	0
<b>SECTION Totals</b>	0	2,602	2,602	0
<b>PERCENTAGE</b>	0%	100%		
<b>BUDGET Totals</b>	40,000	17,896	57,896	0
<b>PERCENTAGE</b>	69%	31%		

**Source of Funds**

Section	Description
Section I. Volunteer Support Expenses	
Section II. Volunteer Expenses	





**Curry County  
Board of Commissioners**

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Thomas Huxley, *Chair*  
Susan Brown, *Vice Chair*  
David Brock Smith, *Commissioner*

94235 Moore Street/Suite #122  
Gold Beach, OR 97444  
541-247-3296, 541-247-2718 Fax  
800-243-1996 [www.co.curry.or.us](http://www.co.curry.or.us)





**Curry County  
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January 14, 2016

RE: RSVP Advisory Council

Pattie Cook  
28340 Hwy 101  
Gold Beach, OR 97444

Gary Cook  
28340 Hwy 101  
Gold Beach, OR 97444

Sharon Mather  
P.O. Box 88  
Wedderburn, OR 97491

Karlie Wright  
27781 Hunter Creek Rd.  
Gold Beach, OR 97444

Barbara Peaslee-Lento  
P.O. Box 470  
Gold Beach, OR 97444

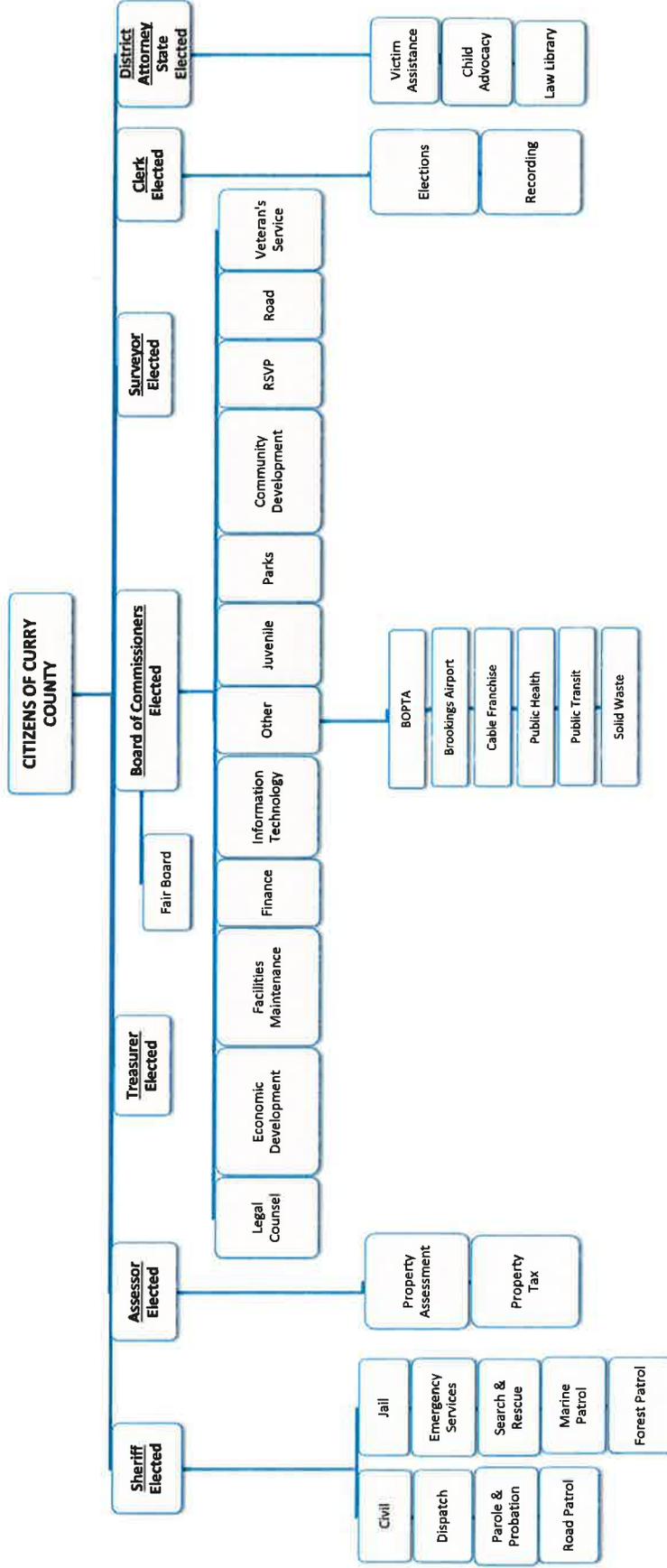
Linda Elfman  
94416 Linda Lane  
Gold Beach, OR 97444

The terms are set to expire January 1, 2017

Susan Brown  
Liaison Commissioner



# CURRY COUNTY ORGANIZATION CHART 2015-2016 Fiscal Year







## Financial Management Survey

This survey is intended to collect information about the capacity of organizations to manage federal grant funds. Information from the report will be used to assess an organization's structure and capacity-building needs and identify any appropriate technical assistance and/or resources to strengthen operations. Completion of this report is required, but is independent from the competitive grant process. Responding organizations are advised to make sure that the person or persons completing this form are those responsible for and knowledgeable of the organization's financial management functions.

*Please complete all items on this report.*

Organization Name: Curry County

EIN: 936002291 DUNS Number: 054973953

### I. Documents, Policies and Procedures

#### Instructions for Part I:

- Provide copies of the most recent versions of the requested documents; check boxes if documents are attached.
- If any listed documents are not available please explain; attach additional sheets if necessary.
- Note, some additional documents are identified and requested in other parts of this survey.

#### A. Public Disclosure Documents

- IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status *N/A*
- Internal Revenue Service Form 990 "Return of Organization Exempt from Income Tax" including all applicable schedules and attachments; if Form 990 filing can be downloaded, provide the website address:  
*N/A*
- Schedule of federal awards (check if provided separately or within A-133 or other audit below)
- Audited financial statements including auditor's Management Letter (A-133 audit, or other audits if not subject to OMB Circular A-133) *Attachment 1-2-3*
- List of federal grants, contracts, and subgrants/sub-contracts using federal funds awarded to the organization in the last two years including the contract numbers, amounts and awarding agencies *Attachment # 3-4*

#### B. Governance

- Articles of Incorporation and By-Laws *N/A*
- Roster(s) of the Board of Directors, including professional titles, officers and committee membership
- Organizational Chart identifying key staff by title

**C. Organizational Policies and Procedures**

The list of policies below is designed to identify some of the most critical policies for administration of a federal grant. Your organization may not yet have these and other appropriate policies in place if you are a first-time recipient of federal funds. You will be required to have a full complement of financial, programmatic, and administrative policies as well as internal controls in place, as applicable, within 60 days of receiving any grant award from the Corporation.

Please indicate whether the organization has written policies and procedures in the following areas. If yes, attach the document and report the date it was implemented or most recently updated.

Availability		Item	As of Date
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Table of Contents for Personnel/Employee Handbook/Manual	7-2014
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Table of Contents for Financial/Internal Controls Policy Manual	6-2000
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Delegations of Authority	N/A
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Timekeeping Guide or Policy	7-2014
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Travel Guide or Policy	7-2014
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Procurement Guide or Policy	6-2000
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Standards for Use of Federal Funds Policy	6-2000
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Staff Code of Conduct / Statement of Ethics	7-2014
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Document Retention Policy	2-2002

**II. General Information**

- What year was the organization established? 1855
- What year did the organization receive its first federal grant or contact? 1952
- How many employees work for the organization (in full-time equivalents)?
 

<input type="checkbox"/> Fewer than 10	<input type="checkbox"/> 10-49	<input type="checkbox"/> 50-99
<input checked="" type="checkbox"/> 100-249	<input type="checkbox"/> 250-500	<input type="checkbox"/> > 500
- What was the organization's total budget for the last completed fiscal year?
 

<input type="checkbox"/> \$0 - \$499,000	<input type="checkbox"/> \$500,000 - \$999,999	<input type="checkbox"/> \$1 M - \$4,999,999
<input type="checkbox"/> \$5 M - \$9,999,999	<input type="checkbox"/> \$10 M - \$24,999,999	<input checked="" type="checkbox"/> \$25 M or more
- What percentage of the total budget for the last completed fiscal year came from federal and state grants and contracts?
 

<input type="checkbox"/> 0 - 10%	<input type="checkbox"/> 11 - 20%	<input type="checkbox"/> 21 - 30%
<input type="checkbox"/> 31 - 40%	<input type="checkbox"/> 41 - 50%	<input type="checkbox"/> 51 - 60%
<input checked="" type="checkbox"/> 61 - 70%	<input type="checkbox"/> 71 - 80%	<input type="checkbox"/> 81% or more

**III. Financial Management**

6. Indicate whether the Board has the following committees, and whether they are permanent (per By-Laws) or ad-hoc.

- |  |   |                                 |
|--|---|---------------------------------|
| <input type="checkbox"/> Executive Committee     | <input type="checkbox"/> Permanent            | <input type="checkbox"/> Ad-Hoc |
| <input type="checkbox"/> Finance Committee       | <input type="checkbox"/> Permanent            | <input type="checkbox"/> Ad-Hoc |
| <input type="checkbox"/> Audit Committee         | <input type="checkbox"/> Permanent            | <input type="checkbox"/> Ad-Hoc |
| <input type="checkbox"/> Other – Please Specify: |   |                                 |
| <u>Budget Committee</u>                          | <input checked="" type="checkbox"/> Permanent | <input type="checkbox"/> Ad-Hoc |
| _____  | <input type="checkbox"/> Permanent            | <input type="checkbox"/> Ad-Hoc |
| _____  | <input type="checkbox"/> Permanent            | <input type="checkbox"/> Ad-Hoc |

7. Do any paid employees serve as voting members of the Board of Directors?

- Yes       No

8. Do position descriptions exist for key financial management positions?

- Yes       No

9. Describe the background education, and years of experience in financial management, for key staff identified below. Also, provide copies of their position descriptions, indicating if attached Yes or No:

<u>Position</u>	<u>Education</u>	<u>Years Experience</u>	<u>Position Description Attached?</u>
8a. Chief Financial Officer or equivalent	<u>MBA</u>	<u>18 years</u>	Yes <i>Attachment # 5</i>
8b. Bookkeeper / Accountant or equivalent	_____	_____	
8c. Other key financial staff positions, list below:			
_____			
_____			
_____			

10. Who is responsible for approving / accepting the annual independent audit? (Check all that apply)

- Audit Committee      |       Board Chair      |       Board of Directors       Chief Executive  
 Chief Financial Officer       Finance Committee       Other (Specify): Board of Commissioners

11. How often are financial reports prepared for executive staff?

- Quarterly     Monthly     Weekly     Daily     Other specify: \_\_\_\_\_

12. How often does the Board of Directors or a committee of the Board compare financial reports or other updates against budget projections and/or cash flow projections?

- Quarterly     Monthly     Weekly     Daily     Other specify: \_\_\_\_\_

13. Did the Board of Directors vote to adopt the current annual operating budget?

Yes  No

14. Does the board approve an annual fundraising plan? *N/A*

Yes  No

**IV. Financial Controls**

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15. Does the organization maintain a chart of accounts?

Yes  No  
 Copy of chart of accounts is attached.

16. Does the organization perform job cost center accounting?  Yes  No

*(A job cost accounting system allows you to record budgets, revenues and expenses by cost centers, jobs, grants, and activities)*

17. How often do you post transactions to the general ledger?

Daily  Weekly  Monthly  Annually  Other: \_\_\_\_\_

18. Are at least two original signatures required on checks written above a dollar threshold (determined by the organization) from any bank account(s) that are used for the receipt and/or disbursement of organizational funds, including those from federal sources?

Yes  No

*If yes, what is the dollar threshold?* \_\_\_\_\_

19. Are different staff members responsible for the distinct functions of reconciling cash receipts and cash disbursement?  Yes  No

20. Do distinct staff members authorize and maintain records of financial transactions?  Yes  No

21. Does the organization use an automated payroll system?  Yes  No

22. Does the organization follow a review and approval procedure when disbursing payroll?  Yes  No

23. Is there a maximum amount that can be withdrawn from petty cash?  Yes  No

24. Are receipts required for petty cash expenditures?  Yes  No

25. Is Board approval required for any of the following financial transactions?

Opening / Closing Bank Accounts	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Buying / Selling Property	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Opening Lines of Credit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Financial Investment / Divestment	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Assigning Credit Cards	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Other specify: _____		

26. Has the organization issued any loans to an employee or officer of the organization, or forgiven or written-off any loans or debts of any type in the past 12 months?  Yes  No

27. Who is authorized to write-off any debt owed the organization as a bad debt?

- Accountant  Chief Financial Officer  CEO/Executive Director  Board Committee  
 Board Chair  Other, specify: Board of Commissioners

28. How often does the organization experience cash flow deficits?  Yes  No

- Weekly  Monthly  Quarterly  Annually  None in last 2 years

**VI. Organizational Policies and Procedures**

29. How are the organization's policies and procedures shared with employees? (Check all that apply)

- e-mail  Memorandum  Employee Handbook | Management Informs  
 Orientation and training  Intranet  Staff meeting | Other:  
 There is no existing procedure

30. When has training for relevant staff been provided in the following areas?

Subject Area	Within 1 year	Within 2 years	Within 3 years	> 3 years ago	Never
<input checked="" type="checkbox"/> Financial/Accounting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fundraising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Personnel/HR Issues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

31. What would increase the financial capacity and expertise of the organization? (Check all that apply)

- Additional Staff  Computerized Accounting System  Financial Training  Professional Certifications  
 Other, specify: Adequate Funding

32. What training and technical assistance do you believe would benefit your organization and enhance its ability to administer federal grant awards? (Check all that apply)

- OMB Circulars and Corporation Regulations  
 Basic federal grant administration requirements  
 Programmatic performance metrics and management  
 Budget development and execution  
 Federal cash management  
 Documenting in-kind and matching contributions  
 Avoiding common audit findings

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**Preparer's Comments/ Explanations:** *Please present any clarifications or similar remarks/information here:*

The total number of attachments is \_\_\_\_\_. *Please number attachments in sequence.*

---

**Preparer Certification**

*By my signature below, I certify that the above information is complete and correct to the best of my knowledge and ability.*

	<u>Susan Brown</u>
NAME OF PREPARER:	DATE: <u>1-24-16</u>
	<u>Susan Brown</u>

<b>Corporation receipt record:</b>	
RECEIVED ON:	_____
DATE	
RECEIVED/LOGGED BY:	_____
NAME/TITLE OF CORPORATION STAFF	

**CURRY COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM ROUTING SLIP**  
FORM 10-001.1

**PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Resolution and Order Appointing Commissioner Susan Brown and Julie Schmelzer to the Border Coast Regional Airport Authority

**AGENDA DATE<sup>a</sup>:** 02/03/2016 **SUBMITTING DEPARTMENT:** Commissioner

<sup>a</sup>Submit **5:00 p.m. on the Wednesday** prior to the next General meeting.

**CONTACT PERSON:** Susan

**PHONE/EXT:** 3229

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Resolution

- (1) Resolution and Order
- (2)
- (3)
- (4)

Are there originals in route (paper copies with pre-existing signatures) Yes  No

**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes  No   
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes  No   
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? Yes  No  N/A

**INSTRUCTIONS ONCE SIGNED:**

No Additional Activity Required

OR

File with County Clerk

Send Printed Copy to:

Email a Digital Copy to:

Other

Name: Susan Daugherty

Address: 150 Dale Rupert Road

City/State/Zip: Crescent City, CA 95531

Phone:

Due date to send:        /        /

Email:

**\*Note: Most signed documents are filed/recorded with the Clerk per standard process.**

**PART II – COUNTY CLERK REVIEW**

**EVALUATION CRITERIA:**

**CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes  No  N/A

(If No, brief detail)

**PART III - FINANCE DEPARTMENT REVIEW**

**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes  No   
Comment:
2. Confirmed Submitting Department's personnel-related materials Yes  No  N/A   
Comment:
3. If job description, Salary Committee reviewed: Yes  No  N/A
4. If hire order requires an UA, is it approved? Yes  No  Pending  N/A

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:** Appointments

**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes  No

(If Yes, brief detail) Helps fulfill grant obligations

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

Commissioner Susan Brown Yes  No

Commissioner Thomas Huxley Yes  No

Commissioner David Brock Smith Yes  No

Comment:

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of the Appointment            )  
of a Curry County Member to the            )  
Board of Commissioners of the            )            RESOLUTION AND ORDER NO. \_\_\_\_\_  
Border Coast Regional Airport            )  
Authority    )

WHEREAS, on February 16, 2010 the Curry County Board of Commissioners entered into an agreement to become a party to the Border Coast Regional Airport Authority Second Amended Joint Powers Agreement; and

WHEREAS, Section 1.4.1 of the agreement that “Upon approval of this Second Amended Joint Powers Agreement, as amended to include Curry County become a participant and may appoint one member to the Governing Board...”; and

WHEREAS, Commissioner Susan Brown has been appointed as the County representative and Julie Schmelzer has been appointed as an alternate County representative on the governing body of the Border Coast Regional Airport Authority; and

WHEREAS, Commissioner Susan Brown and alternate Julie Schmelzer’s term on the Border Coast Regional Airport Authority has expired; and

WHEREAS, Commissioner Susan Brown and Julie Schmelzer has indicated a willingness to continue to serve on the board of the Border Coast Regional Airport Authority;

**NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY RESOLVES AND ORDERS** that Commissioner Susan Brown is appointed as the Curry representative and Julie Schmelzer is appointed as an alternate Curry representative to the Board of Commissioners of the Border Coast Regional Airport Authority, and that this Resolution and Order shall supersede any prior actions of the Board appointing members.

Dated this 3<sup>rd</sup> day of February, 2016.

BOARD OF CURRY COUNTY COMMISSIONERS

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Thomas Huxley, Chair

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Susan Brown, Vice Chair

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David Brock Smith, Commissioner





# Application for Volunteer Boards, Commissions, Councils, Committees or Task Forces

Board of Curry County Commissioners  
94235 Moore Street, Suite 122  
Gold Beach, OR 97444  
Phone: 541-247-3296 Fax: 541-247-2718 Email: [BOC\\_Office@co.curry.or.us](mailto:BOC_Office@co.curry.or.us)

Please complete both sides of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records.

NOTE: A separate application may be required for each Board, Commission, Council, Committee or Task Force for which you are applying.

Please print or type clearly

Name: Kimberley D Risenhoover Date: 1/7/16

Please indicate which Board, Commission, Council, Committee or Task Force on which you are interested in serving.

<input type="checkbox"/> Ambulance Service Area Advisory Committee	<input type="checkbox"/> Fair Board
<input type="checkbox"/> Board of Property Tax Appeals	<input type="checkbox"/> Farm Board of Review
<input type="checkbox"/> Brookings Airport Advisory Committee	<input type="checkbox"/> Local Public Safety Coordinating Council
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Building Codes Appeal Board	<input type="checkbox"/> Public Services Financial Advisory Committee
<input type="checkbox"/> CCD Business Development Corporation	<input type="checkbox"/> RSVP Advisory Board
<input type="checkbox"/> Citizen Involvement Committee	<input type="checkbox"/> Solid Waste Advisory Committee
<input type="checkbox"/> Compensation Board	<input type="checkbox"/> Veteran's Advisory Council
<input type="checkbox"/> Coos Curry Housing Authority	
<input checked="" type="checkbox"/> Other <u>Safety Committee - Curry Co.</u>	

Are you currently serving on a Board, Commission, Council, Committee or Task Force for Curry County?

Yes  No If Yes, list which committee(s):

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Past Committee Member - 4th Volunteer (Curry Co.) - former President of Gold Beach Little League (2 yrs) - Safety Coordinator / Board Member (2 yrs Prior); Selected as Curry Co. Circuit Court Staff to sit/Rep OJD.

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? Overall Safety / Security of Judges, Staff & Public as they conduct business in the Curry Co. Courthouse or our Community.

Describe your previous experience in this appointed position or a similar position: Committee was

defunct for a time - required to meet OSNA standards  
for OJD + look forward to becoming Active again "

Other volunteer activities: Gold Beach Little League (past), HX Volunteer +  
Parent, Riley Creek + GBHS Parent/Supporter.

Does your schedule allow you to attend daytime meetings?  Yes  No

Does your schedule allow you to attend evening meetings?  Yes  No

Does your schedule limit the days you could attend meetings?  Yes  No

If Yes, please explain Any Day except Mondays ~ Afternoons are better

Have you ever been convicted of a crime?  Yes  No

If Yes, please explain N/A

[Handwritten Signature]

1/7/16

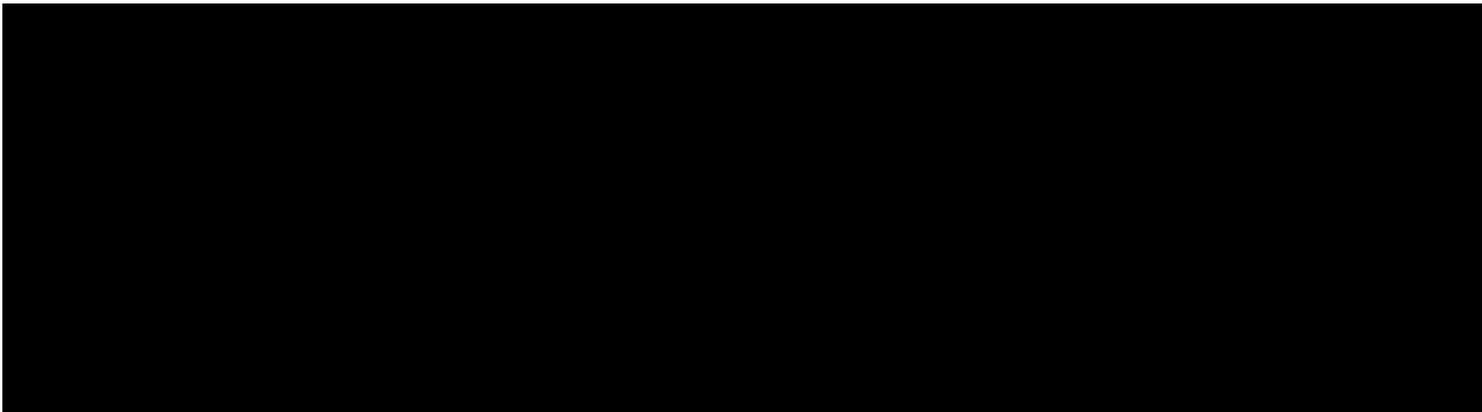
Signature

Date

My signature above indicates my desire to serve Curry County in a voluntary capacity as a member of one of its Boards, Commissions, Councils, Committees or Task Forces. I understand that there is no financial compensation for serving.

Thank you for your application.

Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at [www.co.curry.or.us](http://www.co.curry.or.us).



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
IN AND FOR THE COUNTY OF CURRY, OREGON

In the Matter of an Appointment        )  
To the Curry County Safety                )  
Committee                                    )

ORDER NO. \_\_\_\_\_

WHEREAS, Kimberly Risenhoover has agreed to serve as volunteer State representative to the Curry County Safety Committee;

NOW, THEREFORE, THE BOARD OF CURRY COUNTY COMMISSIONERS HEREBY ORDERS AS FOLLOWS:

That Kimberly Risenhoover is appointed as volunteer State representative to the Curry County Safety Committee effective February 03, 2016 with said term to expire on December 31, 2017.

DATED this 03 day of February, 2016

BOARD OF CURRY COUNTY COMMISSIONERS

\_\_\_\_\_  
Thomas Huxley, Chair

\_\_\_\_\_  
Susan Brown, Vice Chair

\_\_\_\_\_  
David Brock Smith, Commissioner

**CURRY COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM ROUTING SLIP**  
FORM 10-001.1

**PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** MasterCard Request for County Counsel John HuttI

**AGENDA DATE<sup>a</sup>:** 2016\_02\_03 **SUBMITTING DEPARTMENT:** Commissioners

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Huxley **PHONE/EXT:** 3291 **TODAY'S DATE:** 2016\_01\_26

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:** Request for County MasterCard for Counsel HuttI

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE:** Memorandum

(1)Memo to Board of Commissioners

(2)

(3)

(4)

Are there originals in route (paper copies with pre-existing signatures) Yes  No

**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes  No

(If Yes, brief detail)

2. Does this agenda item impact any other County department? Yes  No

(If Yes, brief detail)

3. If Land Transaction, filed with the clerk? Yes  No  N/A

**INSTRUCTIONS ONCE SIGNED:**

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other To Finance Department

Phone:

Due date to send:        /        /

Email:

<sup>c</sup>Note: Most signed documents are filed/recorded with the Clerk per standard process.

**PART II – COUNTY CLERK REVIEW**

**EVALUATION CRITERIA:**

**CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes  No  N/A

(If No, brief detail)

**PART III - FINANCE DEPARTMENT REVIEW**

**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses Yes  No

Comment:

2. Confirmed Submitting Department's personnel-related materials Yes  No  N/A

Comment:

3. If job description, Salary Committee reviewed: Yes  No  N/A

4. If hire order requires an UA, is it approved? Yes  No  Pending  N/A

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:** Consent Calendar

**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes  No

(If Yes, brief detail) Authorizes county counsel to use credit card per county regulations

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

Commissioner Susan Brown Yes  No

Commissioner Thomas Huxley Yes  No

Commissioner David Brock Smith Yes  No

Not applicable to Sheriff's Department since they do not have a liaison



## MEMO

**To:** Board of Commissioners  
**From:** Commissioner Thomas Huxley  
**Date:** February 03, 2016  
**Subject:** Request for MasterCard credit card – John Huttli

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This communication is to approve the issuance of a County Credit Card to County Counsel John Huttli. This credit card is needed in order to perform the job requirements, which may include and are not limited to: obtaining materials, conferences & trainings and official business. A credit card limit of \$5,000 total is requested.

Thank you for your assistance.

### CURRY COUNTY BOARD OF COMMISSIONERS

---

Thomas Huxley, Chair

---

Susan Brown, Vice Chair

---

David Brock Smith, Commissioner

**CURRY COUNTY BOARD OF COMMISSIONERS**  
**AGENDA ITEM ROUTING SLIP**  
FORM 10-001.1

**PART I – SUBMITTING DEPARTMENT: RETURN TO [BOC OFFICE@CO.CURRY.OR.US](mailto:BOC_OFFICE@CO.CURRY.OR.US)**

**AGENDA ITEM TITLE:** Executive Session ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection

**AGENDA DATE<sup>a</sup>:** 02-03-2016 **SUBMITTING DEPARTMENT:** Counsel

<sup>a</sup>Submit by nine days prior to the next General Meeting ( ten days if a holiday falls within that nine day period)

**CONTACT PERSON:** Huttl **PHONE/EXT:** 3291 **TODAY'S DATE:** 01-26-2016

**BRIEF BACKGROUND OR NOTE<sup>b</sup>:**

<sup>b</sup>indicate if more than one copy to be signed

**FILES ATTACHED:**

**SUBMISSION TYPE: (Select)**

- (1)
- (2)
- (3)
- (4)

Are there originals in route (paper copies with pre-existing signatures) Yes  No

**QUESTIONS:**

1. Would this item be a departure from the Annual Budget if approved? Yes  No   
(If Yes, brief detail)
2. Does this agenda item impact any other County department? Yes  No   
(If Yes, brief detail)
3. If Land Transaction, filed with the clerk? Yes  No  N/A

**INSTRUCTIONS ONCE SIGNED:**

No Additional Activity Required

OR

File with County Clerk

Name:

Send Printed Copy to:

Address:

Email a Digital Copy to:

City/State/Zip:

Other

Phone:

Due date to send:        /        /

Email:

**\*Note: Most signed documents are filed/recorded with the Clerk per standard process.**

**PART II – COUNTY CLERK REVIEW**

**EVALUATION CRITERIA:**

**CLERK ASSESSMENT:** Does this agenda item meet filing/recording standards? Yes  No  N/A   
(If No, brief detail)

**PART III - FINANCE DEPARTMENT REVIEW**

**EVALUATION CRITERIA 1-4:**

1. Confirmed Submitting Department's finance-related responses        Yes  No   
Comment:
2. Confirmed Submitting Department's personnel-related materials        Yes  No  N/A   
Comment:
3. If job description, Salary Committee reviewed:        Yes  No  N/A
4. If hire order requires an UA, is it approved?        Yes  No  Pending  N/A

**PART IV – COUNTY COUNSEL REVIEW**

**AGENDA ASSIGNMENT TYPE:** Executive Session

**LEGAL ASSESSMENT:** Does this agenda item have a legal impact? Yes  No   
(If Yes, brief detail) As per ORS Attorney Client Privilege- Litigation

**PART V – BOARD OF COMMISSIONER REVIEW/COMMENT**

**LIAISON COMMISSIONER AGREES TO ADD TO AGENDA:**

- Commissioner Susan Brown        Yes  No
- Commissioner Thomas Huxley        Yes  No
- Commissioner David Brock Smith        Yes  No

Not applicable to Sheriff's Department since they do not have a liaison