

REVISED AGENDA

COOS COUNTY BOARD OF COMMISSIONERS

Owen Building Large Conference Room, 201 N. Adams, Coquille
or Virtually at <https://meet.goto.com/865921461>
June 2, 2026

1. **EXECUTIVE SESSION UNDER THE AUTHORITY OF ORS 192.660- small conference room- the public is excluded from this portion of the meeting**
 - A. (2)(d) Labor Negotiations
 - B. (2)(e) Real Property Transactions
 - C. (2)(f) Information or Records Exempt from Public Inspection
 - D. (2)(h) Consultation with Counsel

2. **9:30 AM PUBLIC SESSION/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**

3. **DEPARTMENT HEADS**
 - A. Presentation of Award for Outstanding Service- Community Corrections
 - B. Request Approval of Amendment 9 to IGA #185806 with Oregon Health Authority & Authorize Dr. Tim Lynch to Sign- Coos Health & Wellness
 - C. Request Approval of Job Description for Public Health Medical Care Assistant/Post & Fill Position- CHW
 - D. Request Approval to Create WIC Pubic Health Aide I Position/Post & Fill Position- CHW
 - E. Request Approval for Issuance of Certificate of Insurance for Queens Court- Fair
 - F. Request Approval of Resolution to Transfer Funds- Forestry
 - G. Request Approval of Task Order #1 with AKS Engineering- Road
 - H. Request Approval of Task Order 32 with AKS Engineering- Road
 - I. Request Approval of Resolution Making Additional Appropriation in Bandon Dunes Assessment Fund Finance
 - J. Request Approval of Resolution Making Additional Appropriation in Charleston TLT Tax Fund- Finance

4. **LIBRARY SERVICE DISTRICT GOVERNING BODY**
 - A. Request Approval of Resolution Making Additional Appropriation

5. **CONSENT CALENDAR- administrative matters not up for discussion**
 - A. **Approval of Minutes**
 - i. Worksession- Interim CHW Director- May 13, 2026
 - ii. Regular Meeting Minutes- May 19, 2026

 - B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
 - i. Transfer of Appropriation Within Department- ME- on call pay
 - ii. Transfer of Appropriation Within Department- ME- to payroll & supplies
 - iii. Transfer of Appropriation Within Department- DA- payroll/supplies/training & trave

 - C. **Orders & Resolutions**
 - i. Resolution 26-05-049P, In the Matter of a Contract Salary Adjustment for Oregon Nurses Association Employees on the Coos County Payroll Effective July 1, 2026
 - ii. Resolution 26-05-050P, In the Matter of a Contract Salary Adjustment for American Federation of State County and Municipal Employees on the Coos County Payroll Effective July 1, 2026
 - iii. Resolution 26-05-051P, In the Matter of a Contract Salary Adjustment for Coos County Prosecuting Attorneys Association Employees Effective July 1, 2026

This agenda does not limit the ability of the Commissioners to consider additional subjects. The Board reserves the right to place a time limit on public testimony on any matter. The meeting place is handicapped accessible; if special accommodation is needed, please contact the office at least 24 prior to the meeting.

- iv. Resolution 26-05-052P, In the Matter of a Contract Salary Adjustment for Coos County Chapter of the Federation of Oregon Parole & Probation Officers on the Coos County Payroll Effective July 1, 2026
- v. Resolution 26-05-053P, In the Matter of a Contract Salary Adjustment for Teamsters Local #223 Road Department Employees on the Coos County Payroll Effective July 1, 2026
- vi. Resolution 26-05-054P, In the Matter of a Contract Salary Adjustment for Teamsters Local #206 Solid Waste Department Employees on the Coos County Payroll Effective July 1, 2026
- vii. Resolution 26-05-055P, In the Matter of Reclassifying Positions as a Result of a Pay Equity Analysis Effective July 1, 2026
- viii. Resolution 26-05-056P, In the Matter of Reclassifying Positions Under Community Development as a Result of Pay Equity Analysis Effective July 1, 2026
- ix. Resolution 26-05-057P, In the Matter of Reclassifying Positions as a Result of a Pay Equity Analysis Effective July 1, 2026
- x. Resolution 26-05-058P, In the Matter of Reclassifying Non-Union Positions as a Result of Pay Equity Analysis Effective July 1, 2026
- xi. Resolution 26-05-059P, In the Matter of Reclassifying Non-Union Positions as a Result of Pay Equity Analysis Effective July 1, 2026
- xii. Resolution 26-05-064P, In the Matter of Granting Salary Merit Step Increases for Various Employees Retroactive to May 1, 2026
- xiii. Resolution 26-05-065P, In the Matter of a Budget Line Item Split Change for Reanna Hicks Retro to May 1, 2026
- xiv. Resolution 26-05-066P, In the Matter of Granting Salary Merit Step Increases for Various Employees Effective June 1, 2026
- xv. Resolution 26-05-067P, In the Matter of Granting a Longevity Salary Increase for Rhonda Harper Effective June 1, 2026
- xvi. Resolution 26-05-068P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
- xvii. Resolution 26-05-069P, In the Matter of Granting a Longevity Salary Increase for Donovan DeLosSantos effective June 1, 2026

D. Post-Action Notifications Pursuant to County Rule 10.043 (5)

- i. Contract with Accushield- CHW- access to local facilities where clients reside
- ii. Contract Amendment #8 with ADAPT- Community Corrections- treatment services
- iii. Amendment #9 to LOA with Bay Area First Step- Community Corrections- clean & sober beds

6. LATE AGENDA ITEMS

- A. Request Approval of Revised Job Description/Retitling of Position/Resolution to Reclassify Dawn Broughton- CHW
- B. Request Approval to Purchase Timber Land from Fairview Timber LLC & Authorize Lance Morgan to Sign Purchase Agreement- Forestry

7. COMMISSIONERS REPORTS

8. CITIZEN COMMENTS

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Job Description Update

Department: CHW **Requested Agenda Date:** 6/2/2026

Contact Person: Tim Lynch **Phone/Ext.:** 541-266-6700

Background and description of need or problem: Due to the restructuring of duties to previously assigned to the Deputy Director position, and to update the job description to accurately reflect current operational responsibilities, we request that the Board of Commissioners approve revisions to the Coos Health & Wellness non-union position currently titled Accounting Supervisor, including retitling the position to Finance & Administrative Services Manager and assigning the position to Pay Grade 820, effective June 1, 2026.

Funding Source: 021-1300-441.10-01

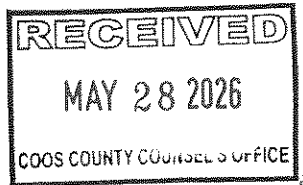
Requested Action: Request the Board of Commissioners approve the Coos Health & Wellness job description for the Finance & Administrative Services Manager position under Pay Grade 820, effective June 1, 2026, and approve and sign Payroll Resolution 26-05-070 P.

Date: 5/28/2026 **Signature of Dept. Head:** Dr. Timothy Lynch

For all matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

- If this is a contract or grant:
- Is the contract or grant an original?
 - Is the Contract/Grant Summary Form attached?
 - Is the contract signed first by the vendor (except state/federal grants or contracts)?
 - If insurance is required, is the insurance certificate attached?
 - Is the Clerk's Coversheet attached or do you want it returned to you for filing?

County Counsel CT
Treasurer _____
Human Resources cu



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DESCRIPTION OF POSITION

Revision Date: 6/2/2026

1. Classification Title: Finance & Administrative Services Manager
2. Working Title: Finance & Administrative Services Manager
3. Department: Coos Health & Wellness
4. Pay Grade: 820 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Eligible for Overtime? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. What is the purpose of this position? Manages fiscal operations for Coos Health & Wellness, including supervision of accounting staff, the Personnel Coordinator, Building Maintenance, and Fleet Operations. Ensures facilities, vehicles, and personnel processes are managed safely, accurately, and efficiently. Leads core finance functions, including leave tracking, deposits, accounts payable, and other fiscal activities, utilizing advanced QuickBooks and Excel skills. Ensures timely and accurate financial operations and supports development and implementation of Finance Section procedures. <ul style="list-style-type: none">• Oversee accounts payable, medical billing, accounts receivable, payroll processing, and general ledger accuracy.• Ensure compliance with financial policies, internal controls, and audit requirements.• Prepare financial reports for executive leadership, boards, or governing bodies.• Provide leadership and oversight of accounts payable and reimbursement workflows, ensuring accuracy, timeliness, and strong accounting controls over contracts and grants• Oversee entry, reconciliation, and balancing of accounting data with Treasurer's reports.• Manage purchasing, procurement for agency.• Develop and implement administrative policies, procedures, and workflows.• Supervise maintenance staff and contractors. Oversee facility upkeep, repairs, inspections, and preventive maintenance programs. Manage facility-related budgets and vendor relationships.• Oversee acquisition, maintenance, and lifecycle planning for organizational vehicles. Oversee fleet scheduling, utilization, and replacement planning.• Supervise the Personnel Coordinator and support HR functions. Oversee recruitment processes, onboarding, and employee records.• Coordinate and manage the full credentialing process for all mental health staff to ensure they meet payer requirements and are authorized to bill for services• Coordinate training, performance evaluation processes, and workforce planning.• Lead cross-departmental initiatives to improve efficiency and service quality.

DESCRIPTION OF POSITION

- Represent the organization in audits, inspections, and external partnerships.

7. Supervision

This position is supervised by the Finance and Administrative Director.
This position is directly responsible for supervising 6 staff.

8. List other duties assigned to this position.

- Participate in or conduct trainings as required; may be required to serve in Department's Incident Command Structure.
- Other duties appropriate to classification, as assigned.

9. Working conditions of position. *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

Position is located in the Coos Health & Wellness Department in a typical office setting. Regular office hours are typically 8:00 am to 5:00 pm, Monday through Friday. Occasional travel may be required for training.

The employee will work in an office or computer room with other employees. The noise level in the work environment is moderately quiet. The employee is regularly required to sit and use hands to operate, finger, handle or feel objects, tools or controls. The employee is regularly required to talk and hear and reach with hands and arms. The employee is occasionally required to stoop or stand, walk and lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

10. List required special skills, licenses, certificates, etc. *To successfully perform this job, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge/Skills/Ability:

- Ability to work quickly and accurately under pressure.
- Ability to use initiative and judgment in carrying out tasks and responsibilities with only general instructions and guidance.
- Knowledge of standard accounting practices.
- Knowledge of personal computer equipment and peripherals. A high degree of skill in utilizing various software programs, including spreadsheets and databases. Knowledge of modern office technology.

Education and/or experience:

High school diploma or equivalent, preferably with supplemental college course work in area of accounting or bookkeeping and payroll. Must have four (4) years of office work experience of a progressively responsible nature. College level course work and training may be considered as satisfactory equivalent in lieu of work experience. Preference may be given for candidates with fund accounting experience or relevant supervisory experience.

Must be able to maintain professional, positive interactions with consumers and other constituents on the phone and in person, within appropriate boundaries. Must have ability to use tact and judgment in dealing with staff, the public, and with executives and officials from other entities. Must have ability to effectively train other employees. Regular and consistent attendance is required.

DESCRIPTION OF POSITION

Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct and confidentiality privacy laws. Must be able to establish and maintain effective and harmonious working relationships with other employees, county staff, and outside entities. Must maintain a positive attitude and represent the Department and the County in a positive manner in the community.

11. **Is operation of motor vehicle required?** Yes No

12. **List equipment, tools, machines used in performance of duties.**

Personal computer, including word processing, spreadsheet, database and other related software, printer, calculator, phone, fax, scanner and copy machines.

BOARD OF COMMISSIONERS
COUNTY OF COOS/STATE OF OREGON

In the Matter of Reclassifying) RESOLUTION
Dawn Broughton to Finance &) 26-05-070 P
Administrative Services Manager)
Effective June 1, 2026)

THIS MATTER HAVING COME BEFORE the Board of Commissioners at a regular meeting held June 2, 2026; and

WHEREAS, Dawn Broughton is in the position of Accounting Supervisor at Coos Health & Wellness under line item 021-1300-441.10-01, with a monthly salary in effect of six thousand, eight hundred and eighty-three dollars (\$6,883) under paygrade 786 step 6+3%; and

WHEREAS, the Board of Commissioners this date having approved a reclassification of the Accounting Supervisor position to paygrade 820 and retitled to Finance & Administrative Services Manager under a revised job description, effective retroactively to June 1, 2026;

THEREFORE, BE IT RESOLVED that Dawn Broughton be reclassified as Finance & Administrative Services Manager, effective June 1, 2026 as follows:

<u>EMPLOYEE</u>	<u>CLASSIFICATION</u>	<u>GRADE</u>	<u>RGE.</u>	<u>STEP</u>	<u>AMOUNT</u>
<u>HEALTH & WELLNESS-LOCAL ADM - 021-1300-441.10-01</u>					
Broughton, Dawn	Finance & Administrative Svcs Mgr	820	--	4+3%	\$7,336

BE IT FURTHER RESOLVED that Dawn Broughton's anniversary date shall be June 1, each year.

DATED THIS _____ day of _____, 2026.

BOARD OF COMMISSIONERS

Commissioner

Commissioner

Commissioner

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Timber Purchase from Fairview Timber, LLC

Department: Forestry

Requested Agenda Date: 6/2/26

Contact Person: Lance Morgan

Phone/Ext.: 7751

Background and description of need or problem: Forestry Department has been offered the opportunity to purchase timber land from Fairview Timber, LLC prior to listing on open market. Attached is the purchase agreement for tax account numbers 697400, 697300, and 697600 for an agreed purchase price of \$1,600,000 plus closing costs.

Funding Source: Forest/Park Trust and Capital Outlay Construction & Acquisition

Requested Action: Request the Board approve the purchase and authorize County Forester, Lance Morgan, to sign the purchase agreement.

Date: 6/1/26

Signature of Dept. Head: Lance Morgan

For all matters, forward the document to Counsel **no later than the Monday prior to the Agenda deadline**. Counsel will forward to Treasurer.

If this is a Contract or Grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the Contract signed first by the vendor (except state/federal grants or contracts)?
- If Insurance is required, Is the Insurance Certificate attached?
- Is the Clerk's Filing Coversheet attached?
- Do you want this returned to you for filing?

County Counsel CT

Treasurer _____

Human Resources _____

LOB

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filing) Contract/Agreement/Grant No.: _____ (if applicable)

Name/Agency Name and Address: Fairview Timber, LLC, 1300 SW 5th Ave., Suite 3200, Portland, OR 97201.

Contact Person: Jeremy Felty Phone No: _____ Email: jeremy.felty@campbellglobal.com

Amount of Contract/Grant Award: \$ 1,600,000 purchase price plus closing cost

Payment Terms: lump sum (state lump sum or amount and time of payments)

Effective Date: upon execution Start Date: _____ (if different from effective date, i.e. retroactive / prospective date)

End Date: _____ (if known)

County Department and Employee Responsible for Performance: Forestry, Lance Morgan

Description: Land Purchase of tax account numbers 697400, 697300, & 697600 from Fairview Timber, LLC..

Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

FINANCIAL INFORMATION (Fill out this section only if the County is receiving funds)

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
 11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CFDA number, each segment must have its own summary form.

New

Renewal

Modification

Previous Amount: \$

Original Amount: \$

Previous Date:

Original Date:

PUBLIC CONTRACTING INFORMATION (Fill out this section only if the County is spending funds)

Method of Selection:

- Bid None
 Quote Other _____
 Proposal

Type of Contract:

- New (complete sections below)
 Renewal (no need to complete sections below)
 Modification (no need to complete sections below)

Type of Contract:

Goods and Services - If Not Using Bid or Proposal, Mark Exemption:

- Under \$10,000
 Under \$50,000 for Quotes
 Under \$150,000 & Approval from Board for Quotes
 Sole Source
 Contract with Public Agency

- Equipment Maintenance
 Office Supplies
 Used Vehicles
 State Purchasing
 Other _____

Public Improvement - If Not Using Bid, Mark Exemption:

- Under \$5,000
 Under \$50,000 for Quotes
 Between \$50,000 and \$100,000 for Quotes and Prevailing Wage Requirements

- Alternative Contracting Method Approved by Board
 Other _____

Personal Services Contract - If Not Using Proposal, Mark Exemption:

- Under \$50,000
 Under \$150,000 & Approval from Board

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800? Yes No

Certificate of insurance required? Yes No

Date Approved by BOC: _____

Reviewed by Counsel: CT