

MORROW COUNTY BOARD OF COMMISSIONERS MEETING AGENDA

Wednesday, October 4, 2023 at 9:00 a.m.

Bartholomew Building Upper Conference Room

110 N. Court St., Heppner, Oregon

Zoom Meeting Information on Page 2

AMENDED

1. **Call to Order and Pledge of Allegiance - 9:00 a.m.**
2. **Public Comment**
3. **Open Agenda:** The Board may introduce subjects not on the agenda
4. **Consent Agenda**
 - a. Minutes: September 20th & 25th
 - b. Order No. OR-2023-5: Board of Property Tax Appeals Appointments
 - c. **Corrected Application for Tax Refund, Alto/Pacific Ethanol**
5. **Business Items**
 - a. Community Counseling Solutions Quarterly Report (Kimberly Lindsay, Executive Director)
 - b. Umatilla County Nolin Hills Project Appeal, Amicus Brief Update (Justin Nelson)
 - c. Amended Health Officer Agreement (Robin Canaday, Justin Nelson)
 - d. Amendment to Personnel Policy: Paid Leave Oregon (Lindsay Grogan)
6. **Department Reports**
 - a. Human Resources Quarterly Report (Lindsay Grogan)
 - b. Public Health Quarterly Report (Robin Canaday)
 - c. Sheriff's Office Monthly Report (Melissa Camarillo)
 - d. Road Dept. Monthly Report (Mike Haugen)
 - e. Fair Office Quarterly Report (Sue Gibbs)
 - f. District Attorney's Oral Quarterly Report (Justin Nelson)
 - g. Administrator's Monthly Report (Matthew Jensen)
7. **Correspondence**
8. **Commissioner Reports**
9. **Signing of documents**
10. **Adjournment**

Agendas are available every Friday on our website (www.co.morrow.or.us/boc under "Upcoming Events"). Meeting Packets can also be found the following Monday.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Roberta Lutchter at (541) 676-5613.

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Board may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend. Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the

media. The Board may recess for lunch depending on the anticipated length of the meeting and the topics on the agenda. If you have anything that needs to be on the agenda, please notify the Board office before noon of the preceding Friday. If something urgent comes up after this publication deadline, please notify the office as soon as possible. If you have any questions about items listed on the agenda, please contact Administrator, Matthew Jensen, 541-676-2529.

Zoom Meeting Information

<https://zoom.us/j/5416762546>

Password: 97836

Meeting ID: 541-676-2546

Zoom Call-In Numbers for Audio Only Using Meeting ID 541-676-2546#:

- 1-346-248-7799
- 1-669-900-6833
- 1-312-626-6799
- 1-929-436-2866
- 1-253-215-8782
- 1-301-715-8592

Zoom Specific Notes:

- If joining by a browser, use the raise hand icon to indicate you would like to provide public comment, if and when allowed. If using a phone, press *9 to indicate you would like to speak and *6 to unmute when you are called on.
- Morrow County provides the option for Zoom Translated Captions.
 - Instructions: <https://support.zoom.us/hc/en-us/articles/6643133682957-Enabling-and-configuring-translated-captions>
 - If you need further assistance, please contact Justin Nelson at jnelson@co.morrow.or.us

Morrow County Board of Commissioners Meeting Minutes
September 20, 2023
Off-Highway Vehicle Park Office
Morrow-Grant County OHV Park

Present In-Person

Chair David Sykes, Commissioner Jeff Wenholz, Commissioner Roy Drago Jr., Matthew Jensen, Roberta Lutchter, Justin Nelson, Kevin Ince, Lindsay Grogan, Gina Wilson, John Bowles, Greg Close, Brian Snyder, Eric Imes

Present Via Zoom

Staff: Kirsti Cason, Sandi Pointer, SaBrina Bailey Cave, Robin Canaday, Rose Kylo, Stephen Wrecksics, Valerie Ballard. Non-Staff: Elaine Albrich, Kaleb Lay, Michael Mann, Nathaniel Brown

Call to Order & Pledge of Allegiance: 10:00 a.m.

City & Citizen Comments: Greg Close, Parks General Manager, thanked the Board for meeting at the OHV Park. He said it was important to him, as well as other Parks personnel. Chair Sykes said he'd heard "good things" about the way Mr. Close managed the Parks. We appreciate your efforts, he added.

Open Agenda: A request from the Umatilla County Board of Commissioners would be discussed during Commissioner Reports.

Consent Agenda: Commissioner Wenholz requested to move two items to Business Items:

- Out-of-State Travel Request, Planning Department
- Resolution No. R-2023-22: Authorizing Treasurer as Back-Up Administrator for Credit Cards

He also noted the following item was removed from the agenda and might be rescheduled:

- Amendment to Health Officer Contract

Commissioner Wenholz moved to approve the following items in the Consent Agenda:

1. *Minutes: July 19th Special Meeting; September 6th*
2. *Agreement for Personal Services with Alliance Management & Construction Solutions, LLC, Co. for Project Management Services to Construct a New Circuit Court Building*
3. *Application for Tax Refund – Alto Columbia LLC/Pacific Ethanol Columbia LLC*

Commissioner Drago seconded. Vote: Unanimous approval.

Business Items

Out-of-State Travel Request, Planning Department

Commissioner Wenholz said there was a Zoom option to attend the meeting and that would be better for the County. No motion was made regarding the request.

Resolution No. R-2023-22: Authorizing Treasurer as Back-Up Administrator for Credit Cards

Commissioner Wenholz proposed removing the name of the Treasurer in the Resolution and replacing it with "Morrow County Treasurer."

Commissioner Wenholz moved to amend Resolution No. R-2023-22 to remove "Jaylene Papineau" and replace it with "Morrow County Treasurer." Commissioner Drago seconded. Vote: Unanimous approval.

Commissioner Wenholz moved to approve amended Resolution No. R-2023-22: In the Matter of Authorizing County Treasurer to be Added as an Additional Authorized Person to Administer County Credit Cards. Commissioner Drago seconded. Vote: Unanimous approval.

Intergovernmental Agreement (IGA) #6543, Department of Corrections

Sheriff John Bowles

Sheriff Bowles provided a brief overview of the two-year agreement that brings over \$1 million to Morrow County for the Parole & Probation Department.

Commissioner Wenholz moved to approve IGA #6543 with the Department of Corrections; effective July 1, 2023 until June 30, 2025. Commissioner Drago seconded. Vote: Unanimous approval.

Comment Letter to Oregon Department of Energy, Sunstone Solar Project, Preliminary Application for Site Certificate

Stephen Wrecsics, Associate Planner

Mr. Wrecsics said the Sunstone Project was a 1,200 megawatt facility on approximately 10,900 acres southeast of the Bombing Range. This is a large project with large impacts and Planning Director, Tamra Mabbott, and Administrator, Matthew Jensen, met with Sunstone representatives to discuss mitigations for the Goal 3 exception Sunstone is seeking. A work session with the Commissioners and Sunstone representatives is planned in order to discuss options for use of the mitigation funds, he said.

Commissioner Wenholz moved to approve the comment letter to the Oregon Department of Energy regarding the Preliminary Application for Site Certificate for the Sunstone Solar Project. Commissioner Drago seconded. Vote: Unanimous approval.

Resolution No. R-2023-23: Approving the Agreement for Long-Term Rural Enterprise Zone Abatement between the Columbia River Enterprise Zone (CREZ) III Board and Lamb Weston, Inc.

Justin Nelson, County Counsel

Commissioner Wenholz stated he would abstain from the discussion and voting.

Commissioner Drago moved to approve Resolution No. R-2023-23: In the Matter of Approving an Agreement between the Sponsors of the Columbia River Enterprise Zone III and Lamb Weston, Inc. Chair Sykes seconded. Discussion: In response to questions from Chair Sykes, Mr. Nelson explained how and when other entities, such as the City of Boardman, are included in enterprise zone agreements, based on the Areas of Influence in the CREZ III IGA. Vote: Aye: Chair Sykes, Commissioner Drago. Abstained: Commissioner Wenholz. Motion carried.

Job Description, Community Development Director

Matthew Jensen, Administrator

Mr. Jensen discussed the timeline of the Community Development Director position since 2019. After discussion, it was decided to hold a work session on this job description, as well as other personnel changes Mr. Jensen plans to propose.

Commissioner Drago moved to postpone this item to a work session on October 18th. Commissioner Wenholtz seconded. Vote: Unanimous approval.

Eastern Oregon Counties Association (EOCA) Dues

Commissioner Wenholtz said he received the invoice and asked that it be listed on the agenda. Discussion.

Chair Sykes moved to pay the EOCA membership invoice and invite Paul Anderes, EOCA Chair, to a BOC meeting to provide a report on EOCA's mission and plans. Commissioner Wenholtz seconded. Vote: Unanimous approval.

Department Reports

The following reports were provided:

- Written Planning Department Monthly Report
- Written Treasurer's Monthly Report
- Written Accounts Payable Monthly Report

Correspondence: None

Commissioner Reports

Brief reports were provided by each Commissioner.

The Board discussed a request from Dan Dorran, Umatilla County Commissioner. He asked Morrow County to do an amicus brief, or friend of the court, for its appeal of a court decision that struck down the two-mile rule when locating windmills near residential buildings. Umatilla County supports the two-mile limit. The Board agreed by consensus to ask Mr. Nelson to provide a report, at an upcoming meeting, on Umatilla County's request for an amicus brief.

Break: 11:01-11:09 a.m.

Chair Sykes read the Executive Session citation: Pursuant to ORS 192.660(2)(d) – To conduct deliberations with the persons designated by the governing body to carry on labor negotiations.

11:10 a.m. Entered into Executive Session

11:37 a.m. Closed Executive Session

11:42 a.m. Returned to Regular Session

Business Items, continued

Ratification of Sheriff's Office Association Collective Bargaining Agreement

Lindsay Grogan, Human Resources Director

Ms. Grogan said the Sheriff's Office Association voted to ratify the Collective Bargaining Agreement for July 1, 2023. The three-year agreement will be retroactive to July 1, 2023 and the contract will be scheduled for Board signature in the near future, she said.

Commissioner Wenholtz moved to ratify the Collective Bargaining Agreement with the Morrow County Sheriff's Office Association, as affiliated with Teamsters Local Union No. 223, with the

authorization for the Board to sign the contract at a later date with the condition there will be no material changes on the bargained Articles. Commissioner Drago seconded. Vote: Unanimous approval.

Adopt Final Findings of Fact, Rowan Green Data Applications AC-145-23, ACM-146-23 & AZM-147-23; and Second Reading, Ordinance No. ORD-2023-6: Amending Comprehensive Plan to Change the Plan & Zone Designation of a 274-Acre Parcel from Exclusive Farm Use to General Industrial

Matthew Jensen, Administrator

Mr. Jensen explained Ms. Mabbott was at a training in Alaska but Rowan's Green's attorney, Elaine Albrich, was available online for questions, as was the County's attorney, Dan Kearns.

Mr. Kearns said he reviewed the Final Findings of Fact, which were prepared by the applicant. The applicant was entitled to prepare the Findings, he said, since they would defend the County's decision in the event an appeal is filed.

Ms. Albrich said she didn't have anything further unless there were questions.

Brief discussion.

Chair Sykes moved to adopt an Ordinance, with the Second Reading by title only, Amending the Morrow County Comprehensive Plan to Change the Plan and Zone Designation of a 274-Acre Parcel from Exclusive Farm Use to General Industrial, and Adopt a Limited Use Overlay Zone to Limit Use to a Data Center, and Adopt Exceptions to Statewide Planning Goals, 3, 11 & 14 to Allow the Establishment and Operation of a Data Center Use – County File Numbers AC-145-23, ACM-146-23 and AZM-147-23. Commissioner Wenholz seconded. Vote: Unanimous approval.

Signing of Documents

Adjourned: 12:00 p.m.

**Morrow County Board of Commissioners
Special Meeting Minutes
September 25, 2023
Morrow County Government Center
Irrigon, Oregon**

Present In-Person

Chair David Sykes, Commissioner Jeff Wenholz, Commissioner Roy Drago Jr., Matthew Jensen, Kevin Ince, Roberta Lutcher, Lindsay Grogan

Present Via Zoom

Justin Nelson, Brent Langland

Call to Order: 11:00 a.m.

Retirement Plan Valuation Assumption Changes

Kevin Ince, Finance Director

Brent Langland, Milliman Inc., Associate Actuary

Mr. Ince said the purpose of the meeting was to solidify the assumptions that go into making the valuations the County does every year for the Defined Benefit (DB) retirement plan. He said the assumptions to be reviewed and determined were:

1. Long-term rate of return
2. Participant life expectancy
3. Open or closed amortization period
4. Amortization period length
5. Amortization payment basis (level or increasing)

Mr. Langland provided a slide presentation, responded to questions from the Board and offered his recommendations.

Commissioner Wenholz moved to adopt the following assumptions as they relate to the County's Defined Benefit Retirement Plan:

1. *Long-term rate of return: 6.5%*
2. *Participant life expectancy: To follow the Pub-2010 general and safety employee and healthy retiree tables, sex distinct for members and dependents, with a one-year setback for male general service employees and female safety employees. Future mortality is assumed to improve following the unisex Social Security data scale*
3. *Open or closed amortization period: Closed amortization period*
4. *Amortization period length: 15 years*
5. *Amortization payment basis: Increasing 2.75%*

And to reset all prior assumptions to the 15-year amortization basis. Commissioner Drago seconded. Vote: Unanimous approval.

Community Development Block Grant, Umatilla-Morrow Head Start, Inc.

Matthew Jensen

Mr. Jensen said there was a question about the school property for the new facility so Head Start representatives decided to submit the grant next spring in the next grant cycle.

Miscellaneous

Mr. Jensen said the City of Boardman plans to request an amendment or adjustment to the boundary for Columbia River Enterprise Zone (CREZ) agreements. It will require approval from the zone sponsors, Morrow County and the Port of Morrow. He asked if the Board preferred to hold its own meeting, or meet jointly with the Port. The Board agreed by consensus to hold a joint meeting.

Adjourned: 12:44 p.m.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

BoPTA - Appointments should be done by October 15 for the upcoming Board of Property Tax Appeals, the appointment will be for 2 years. There was a change in the term of Boards being set to 2 years, we will only have to do it every 2 years unless I have a change in the Board.

2. FISCAL IMPACT:

No Fiscal Impact

3. SUGGESTED ACTION(S)/MOTION(S):

Please sign the appointments

☐ Attach additional background documentation as needed.

**BEFORE THE BOARD OF COMMISSIONERS
FOR MORROW COUNTY, OREGON**

In the Matter of Appointing Members to)
the Morrow County Board of Property) ORDER NO. OR-2023-5
Tax Appeals)

THIS MATTER HAVING COME BEFORE the Morrow County Board of Commissioners at its regular public meeting on October 4, 2023 to consider the appointment of members to the Morrow County Board of Property Tax Appeals 2023-2024; and

IT APPEARING to the Board that it is authorized by ORS 309.067 to appoint persons to the pool of members for the Morrow County Board of Property Tax Appeals and to appoint the Chairperson for the board, and that appears that Ed Rollins and Don Russell are non-office-holding residents of Morrow County; and David Sykes as the Governing Body representative.

NOW THEREFORE, IT IS ORDERED that David Sykes be appointed as a member of the County Governing Body pool; and Ed Rollins and Don Russell be appointed as members of the Non-Office-Holding pool, and the Chairperson pool in the matter of Morrow County Board of Property Tax Appeals. The terms shall begin on October 15, 2023 and end June 30, 2024, or until their successors shall be appointed by the Board of Commissioners; and further that David Sykes is appointed as the Chairperson of the Morrow County Board of Property Tax Appeals until June 30, 2024.

Dated this 4th day of October 2023.

**BOARD OF COMMISSIONERS
MORROW COUNTY, OREGON**

David Sykes, Chair

Jeff Wenholz, Commissioner

Roy Drago Jr., Commissioner



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #

40

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Mike Gorman

Department: Assessment & Tax

Short Title of Agenda Item:

(No acronyms please)

Alto Columbia (formerly known as Pacific Ethanol) Refund (Revised)

Date submitted to reviewers:

Requested Agenda Date: 10/4/2023

This Item Involves: (Check all that apply for this meeting.)

- | | |
|---|--|
| <input type="checkbox"/> Order or Resolution | <input type="checkbox"/> Appointments |
| <input type="checkbox"/> Ordinance/Public Hearing: | <input type="checkbox"/> Update on Project/Committee |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input type="checkbox"/> Consent Agenda Eligible |
| <input type="checkbox"/> Public Comment Anticipated: | <input type="checkbox"/> Discussion & Action |
| Estimated Time: | Estimated Time: |
| <input type="checkbox"/> Document Recording Required | <input type="checkbox"/> Purchase Pre-Authorization |
| <input type="checkbox"/> Contract/Agreement | <input checked="" type="checkbox"/> Other |

☐ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000? ☒ Yes ☐ No

Reviewed By:

Mike Gorman

10/2/23

DATE

Department Director

Required for all BOC meetings

County Administrator

Required for all BOC meetings

County Counsel

*Required for all legal documents

Finance Office

*Required for all contracts; other items as appropriate.

Human Resources

*If appropriate

DATE

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

This is a revised refund form due to an error in the original. In 2021, Alto Columbia (FKA Pacific Ethanol) filed a property tax valuation appeal with the Magistrate Division of the Oregon Tax Court for the 2020-21 values. This property is valued by the Oregon Dept. of Revenue. After being notified of the appeal, I suggested the County set up an appeal reserve account in accordance with ORS 311.814, which the County did create (Morrow County Order No. OR-2021-4). That appeal has been finalized and the attached refund needs signed. Property tax refunds come from the Unsegregated Tax Account, which is shared by all districts. There is sufficient funds in the appeal account to satisfy this refund.

2. FISCAL IMPACT:

3. SUGGESTED ACTION(S)/MOTION(S):

Approve and sign refund

☒ Attach additional background documentation as needed.

**APPLICATION FOR REFUND
MORROW COUNTY, OREGON**

**No. 23-15
Tax Year 2022-23
Acct. # 10607, 11302
& 10673**

Refund to:

PACIFIC ETHANOL COLUMBIA LLC
400 CAPITOL MALL, STE 2060
SACRAMENTO, CA 95814-4436

Tax Payer:

PACIFIC ETHANOL COLUMBIA LLC
400 CAPITOL MALL, STE 2060
SACRAMENTO, CA 95814-4436

Receipt # 264237, 269871, 274523, 274526 & 274528

Date paid 11/06/2020, 11/15/2021 & 11/14/2022

Int. date 10/15/2023

Original Tax	Tax Credit	Disc/Int. Pd	Actual Paid	Revised Tax	Rev Dis/Int	Net Revised	Tax Diff.	Int/Dis Diff	Tax Refund	Ref. Int.	Total Refund	
146,468.10	146,468.10	-4,394.04	142,074.06	105,406.16	-3,162.18	102,243.98	41,061.94	-1,231.86	39,830.08	13,940.53	53,770.61	10607 2020-21
135,616.56	135,616.56	-4,068.50	131,548.06	97,596.80	-2,927.90	94,668.90	38,019.76	-1,140.60	36,879.16	8,482.21	45,361.37	10607 2021-22
225,920.11	225,920.11	-6,777.60	219,142.51	162,584.00	-4,877.52	157,706.48	63,336.11	-1,900.08	61,436.03	21,502.61	82,938.64	11302 2020-21
195,431.09	195,431.09	-5,862.93	189,568.16	142,469.43	-4,274.08	138,195.35	52,961.66	-1,588.85	51,372.81	11,815.75	63,188.56	11302 2021-22
201,974.80	201,974.80	-6,059.24	195,915.56	150,939.30	-4,528.18	146,411.12	51,035.50	-1,531.06	49,504.44	5,445.49	54,949.93	11302 2022-23
7,632.46	7,632.46	-228.97	7,403.49	5,492.76	-164.78	5,327.98	2,139.70	-64.19	2,075.51	726.43	2,801.94	10673 2020-21
8,301.19	8,301.19	-249.04	8,052.15	5,503.81	-165.11	5,338.70	2,797.38	-83.93	2,713.45	624.09	3,337.54	10673 2021-22
8,008.50	8,008.50	-240.26	7,768.24	5,099.36	-152.98	4,946.38	2,909.14	-87.28	2,821.86	310.40	3,132.26	10673 2022-23
											Total:	309,480.85
												-22,065.05

*For the 2022-23 tax year for account 10607 there was an increase in value which results in a tax increase of \$22,065.05.

Total Refund: 287,415.80

Reason: MAGISTRATE OR COURT DECISION 311.205(1)(D)

Approved: _____ 2023

Commissioner

699-699-5-20-5480


Michael Gorman, Tax Collector

Commissioner

Date 10-2-23

Commissioner



Oregon

Tina Kotek, Governor

Department of Revenue

955 Center St NE
Salem, OR 97301-2555
www.oregon.gov/dor

September 13, 2023

Mike Gorman, Assessor
County Courthouse
100 Court St, PO Box 247
Heppner, OR 97836-0247

This letter is to inform you of a reduction that needs to be made to account numbers 10607, 11302 & 10673 for the 2020-2023 tax years. This account is for Alto Columbia LLC at site no. 1420 in your county.

Value transmittal sheets have been revised to reflect the Stipulated Judgement for Tax Court cases 210395G & 220460G

If you have any questions regarding this matter, please feel free to call or email me at the contact information below.

Darlene Johnson
Industrial Appraiser
Property Tax Division

cc: Alto Columbia LLC

Telephone: (503) 298-0669
Fax: (503) 945-8737
TTY: (503) 945-8617 (In Salem)
1-800-886-7204 (Toll Free in Oregon)

Together, we collect the revenue that Oregon counts on.

Roberta Lutchner

From: Kimberly Lindsay <kimberly@ccsemail.org>
Sent: Monday, October 2, 2023 2:18 PM
To: Roberta Lutchner
Subject: Docs and agenda for meeting
Attachments: Community Counseling Connections Issue 20_September 2023 - Final.pdf; Community Counseling Solutions Comprehensive 2023 FINAL.pdf; Optum site review audit 8-2023.pdf; Oregon Warmline Quarterly Report to OHA April - June 2023. FINALa.docx

[EXTERNAL EMAIL] - STOP and VERIFY - This message came from outside of Morrow County Gov

Hi Roberta,

Following are my agenda items:

1. Optum Site Reivew (see attachment "Optum site review audit...")
2. Warmline funding (see attachment "Oregon Warmline Quarterly Report")
3. 100 Best Non Profits report (see attachment (Community Counseling Solutions Comprehensive..."))
4. Bilingual pay policy
5. Kids program facility update
6. Acute care program update
7. CCS Newsletter (see attachment "Community Counseling Connections Issue 20...")

Thank you Roberta 😊

See you Wednesday.

Kimberly



August 10, 2023

Community Counseling Center
Kimberly Lindsay, Executive Director
550 W. Sperry Street
Heppner, OR 97836

Dear Ms. Lindsay:

On behalf of Optum, I thank you for the opportunity to review your agency on August 10, 2023. We appreciate the commitment of time and effort this process has required. The purpose of this letter is to inform you of the review results.

The scores are obtained from the audit tools, the Agency Site Tool, and the Treatment Record Tool, used during the review. The overall Treatment Record Review score is obtained by averaging the scores on this form for each of the records reviewed. Scores of 85% or higher on all audit tools are considered passing.

You received a Treatment Record Review score of 95% and an Agency Site score of 100%. On the attached report are the elements found to be deficient or lacking. Because your scores are 85% and higher, it is **not** necessary for you to respond in writing regarding corrective action for any areas found deficient.

Congratulations and thank you for your efforts to provide quality care and assure a safe environment for Optum members and their families. If you have any questions or need additional information, please feel free to contact me at (952) 251-3022 or Danielle_givens@optum.com.

Sincerely,

Danielle Givens, LCSW
Senior Clinical Quality Analyst

Treatment Record Tool Deficiency Report

Credential Type: MH & SUD Provider

Provider Community Counseling Solutions Inc

Site Audit ID: SA-010669

Location: 550 W Sperry Street Heppner

Record Type: Recredentialing

Auditor Name: Danielle Givens, LCSW

Date of Review: 8/10/2023

Score: 95%

Question Number	Question	Number of Instances Item was deficient.
Initial Assessment		
21	The medical treatment history includes family history information.	3
Progress Notes		
60	The progress notes document the dates of follow up appointments.	1
Coordination of Care		
74	If the patient has a PCP there is documentation that communication/collaboration occurred.	2
75	If the patient has a PCP, there is documentation that the patient/guardian refused consent for the release of information to the PCP.	2



Mental Health Block Grant Adult Discretionary Awards

Oregon Warmline

Quarterly Report

Submit Reports To: amhcontract.administrator@state.or.us

sbuyer@state.or.us

aashton-williams@state.or.us

Attention: Mental Health Planner

Provider: Oregon Warmline/ Community Counseling Solutions

Name of Person Completing Report: Sharon Kuehn Bliss, Warmline Program Manager

Phone Number: 503-308-2624

Email Address: sharon.bliss@ccsemail.org

Total Award Amount: \$2,600,000 annual budget in contract for 24/7 Bilingual Service

Reporting Period:

04/01/2023 through 06/30/2023

(Report Due 08/15/23)

Actual Expenditures for this Quarter:

As an attachment to this document, please find our line-item accounting of grant funds expended during this reporting period.

Project Implementation Progress:

Call Volume Surges during full quarter of 24/7 Warmline Services in English and Spanish!!

Thanks to funding increases and support from the Oregon Health Authority, the Oregon Warmline is now offering nonstop 24/7 peer support services in both English and Spanish languages for all Oregonians! We are incredibly pleased to have successfully managed the transition to 24/7 services.

With our increased availability, caller access and call volume has soared to record heights. Our three-team 24/7 staffing pattern allows us to serve as many as 450 callers daily!! The increase in overall calls and the increase in yellow, orange and red calls clearly demonstrate the Warmline's significant role in addressing emergency levels of loneliness and isolation and increased needs for pre-crisis mental health services.

National Public Health Emergency

The Surgeon General has declared loneliness and isolation a public health emergency. Luckily for Oregon, we already have an effective program in place to address this grave health concern.

The Oregon Warmline responds to thousands of callers each quarter providing immediate relief, understanding and support. Our line is a trusted outlet for anxiety, depression, and social isolation as the economic and social impacts of the pandemic and economic hardship continue to stress and challenge community members.

With our increased capacity (providing up to 450 peer support sessions daily through a 24-hour period), peer support on the Warmline plays a critical role in reducing the need for more expensive crisis services, medical transportation, medical appointments and hospitalizations in Oregon.

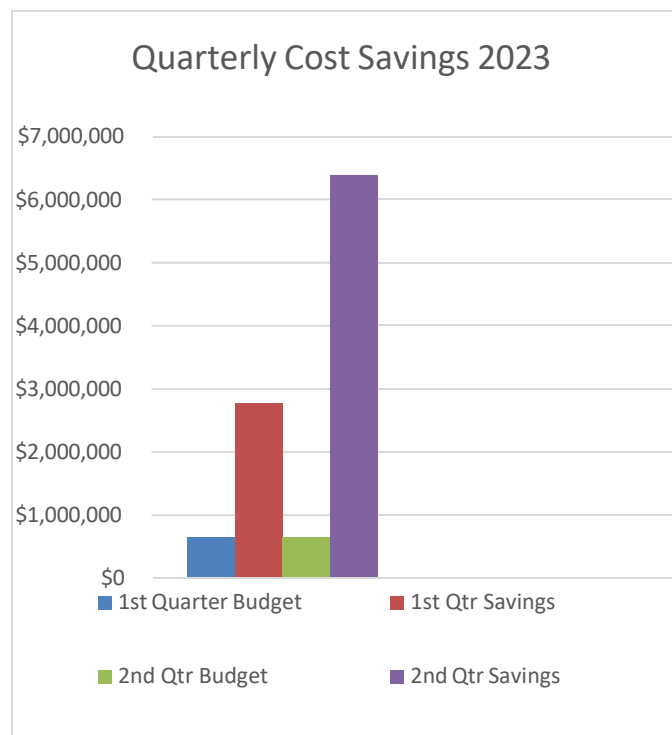
Data Collected

While we have consistently collected “reasons for your call” and can demonstrate a long history of preventing loneliness and isolation. Continuing to monitor the distress levels of our callers, we continue to document a high level of caller distress. Our peer support operators to color code calls in keeping with our Peer Support Crisis Response Policy.

Call Color	Number of Records	Description of Call Category
Green ♡♡	13,612 (82%)	Everyday conversations: low or no distress
Yellow ♡♡	2,727 (17%)	Discussing difficult topics such as suicide, abuse, trauma
Orange ♡♡	101 (01%)	Suicidal Intent, Domestic Violence
Red ♡♡	11	Suicidal Intent and Means – Highest Distress
Blue ♡♡	2	Mandatory Abuse Report

The majority of our callers are still motivated to reach out to prevent loneliness and isolation and connect with a caring peer who listens and supports them without judging or advising. The significant percentage of yellow calls shows increasing levels of distress currently experienced by the population of Warmline callers. These are the calls which we are addressing that reduce the number of calls coming into our 988 Crisis Line. Approximately **17% of our callers were in a state of considerable distress, focusing on topics such as suicide, abuse, or trauma**. This portion of the general population is best served by a free, accessible peer support service. **These callers would require most costly and crisis-oriented services if the Warmline were not available.**

More Costly/ Clinical Service	Reallocation Savings
Crisis Line	\$ 3,704,610
PCP / Doctor	\$ 427,000
Hospital ER	\$ 928,400
Other	\$334,310
Total Quarterly Cost Savings	\$6,382,674
Quarterly Return on Investment	605%



Quarterly **COST SAVINGS: Return on Investment**

We ask each caller what services they might have used if the Warmline were NOT available. With the responses to this question, we generate estimated cost avoidance/cost savings to the Oregon Healthcare system, currently showing more than a 600% return on investment.

The Oregon Warmline shows an impressive ROI for cost reallocation! This points to the need to consider the Warmline as a significant partner in Crisis Response/988 Services.

Staffing & Structural Changes

Beginning on March 15, 2023, the Oregon Warmline extended our staffing and call center system to provide nonstop 24/7 service to all Oregon residents. To meet the call demands of our 24/7 callers, we increased our staffing levels to: 6 Supervisors, 4 Shift Leaders, 8 Full-time Peer Support Operators and a pool of 28 Part-Time Peer Support Operators

Ensuring the availability of Spanish-speaking peers around the clock requires a team of 15 Bilingual, Bicultural peer support specialists. This delightful team has brought new levels of awareness and sensitivity to the Warmline Team. Our easy-access prevention and early intervention service offers all residents a telephone peer support session on demand!

Managing the new, ongoing service required multiple changes in staffing, scheduling, training and communications to ensure service quality and the 24/7 availability. Our experienced peer support supervisors manage teams and provide co-reflection to minimize the impacts of vicarious trauma on our front-line staff.

Career Ladder and Culturally Specific Services

With our fully staffed teams in place and with the increase to 24/7 services, **we now offer up to 100 hours of direct peer support service or talk time daily.**

All the while, our call volumes continue to increase, now consistent at almost triple our pre-COVID rates. Our accessible peer support service will benefit from funding increases which enable us to cut wait times and increase direct access to peers. Please see the breakdown of calls by sex this quarter and, for comparison, the corresponding quarter pre-COVID – now three years ago.

Number of Peer Support Calls Provided

Last Year – 2nd Qtr

April - June 2022:

Current Quarter (24/7)

April – June 2023

Calls by Sex	For Counties: All	Calls by Sex	For Counties: All
From 01/01/2023	Thru 03/31/2023	From 04/01/2023	Thru 06/30/2023
Sex	Qty	Sex	Qty
F	7226	M	11,739
M	8,716	F	11,014
Other/Unknown	266	Unknown	542
*** Total ***	16,233	*** Total ***	23,295

Direct Client Services

Call Volume Increases dramatically as 24/7 Promotions begin to reach the Public:

Overall call volume has increased 43.5% from our levels one year ago during our first quarter of 24/7 service!

Secondary Trauma: Impact of High Anxiety-High Depression Calls on Peer Support Operators

- The higher number of calls in which the callers report that they are “in crisis,” we receive more “orange” and “red calls” than we typically saw in the past. Going forward, we will continue to report on the rate of these higher distress calls. We observe that the general stress levels, anxiety, and social uncertainty contribute to the increased distress experiences of our callers. Notably, increased housing and food insecurity as well as political and racial polarizations feed into these high and urgent community needs. Houselessness is not a measure we currently collect, but there is a notable increase in callers who do not have housing.
- We set up our current staffing structure to always ensure immediate supportive responses (co-reflection) to our peer support operators. We provide immediate access to an experienced peer to process and release the impact of high distress calls. In addition, we offer “Peer Support for Peer Supporters” Meetings twice monthly, independent from our bi-weekly All-Staff Meetings, to assist our peers in maintaining their own balance and well-being during these challenging times. We are also grateful for the high-quality Employee Assistance Program offered by our nonprofit agency, Community Counseling Solutions. .

Key Milestones:

- We now employ diverse Peer Support Operators in home office locations throughout the state!
- Our daily average call volume has nearly quadrupled from the rate of our pre-COVID services.
- We are actively promoting our new 24/7 Peer Support services with a new Oregon Warmline logo and outreach materials at Oregon Peer Events, through social media and community partners.
- We are developing a new system to meter and pace repeat callers to open more direct access for new callers!



Next Steps:

- Beginning in October 2023, The Oregon Warmline will partner with FolkTime to manage the IPS Oregon Hub! The Warmline will provide leadership for Online IPS Core Trainings and the delivery of a series of short online peer support trainings called IPS Minis.
- CCS and the Oregon Warmline worked to organize the Eastern Oregon Peer Conference in collaboration with the Office for Recovery and Resilience and GOBHI. With GOBHI's late

withdrawal from the planning process, we had to make the difficult decision to cancel the event this year. We look forward to working in partnership with Eastern Oregon Peers to organize an inclusive and progressive conference next year.

- Our Program Manager, Sharon Bliss, was invited by Paulo del Vecchio of SAMHSA to participate in the first national Panel of Experts on Warmlines. The panel was called together in response to the Surgeon General's recent declaration of Loneliness and isolation as a national health emergency. Along with 25 Warmline leaders, Sharon and other state Warmline leaders discussed best practices for growing and funding Warmlines in the USA.

Direct Client Services (If applicable)

Total Number of Individuals Served this Quarter: **23,295**

Total Number Served by Sex:

Male	11,739
Female	11,014
Unknown	542

Total Number Served by Age:

18-20	_____
21-24	_____
25-44	_____
45-64	_____
65-74	_____
75+	_____
	23,295

Total Number Served by Race:

American Indian or Alaskan Native	_____
Asian	_____
Black or African American	_____
Hawaiian or Other Pacific Islander	_____
Hispanic	_____
More Than One Race	_____
Unknown	23,295

Total Number Served by Ethnicity:

Hispanic/Latino	_____
Non-Hispanic/Latino	_____
Not Available	_____
	23,295

Sharon Kushn Bliss
Signature

8.3.2023
Date



September 13, 2023

Congratulations, Community Counseling Solutions for being a 100 Best Nonprofits. Your rank among the 63 participating Large nonprofits will be revealed in our October issue.

The 100 Best list is comprised of the top 34 large and medium nonprofits, and top 33 small nonprofits that participated in our survey. Your 100 Best Nonprofits score was 567.23 and 134 of your Oregon employees completed the survey.

Oregon Business magazine and CheckPoint Surveys LLC are pleased to present the attached results of your company's participation in our survey. This information should help you better understand how your employees perceive their workplace.

You'll find here your **Comprehensive Report**, which begins with how your employees rated satisfaction and importance in the six broad survey categories (on a scale of 0 to 100) and in regard to the 31 workplace characteristics covered (on a scale of -3 to +3). It then compares these ratings against your chosen peer group. This feedback should validate your best practices and zero in on those workplace issues that remain a challenge.. The **Employer Benefits Survey Benchmarks** provides a thorough comparison of your benefits policies against the 100 Best Nonprofits and all survey participants. Finally, the **Employee Comments** deliver feedback in your employees' own words, explaining what they enjoy most and what they would like to see improved.

Participating in the survey initiates an important dialog within your company. We encourage you to continue the discussion by sharing the information in this report with your employees through such forums as regular company meetings or off-site retreats. As a team you can devise key strategies to address the findings of the report. After 30 years of conducting this process, we know how much employees appreciate having their feedback acknowledged by management: Please let them know you heard them.

2023 Comprehensive Report



How to read the results:

Scores for each employee survey statement, as shown in most the graphs of this report, were calculated from the average of all employee ratings for that statement on the range of -3 (not at all satisfied), 0 being neutral, to +3 (very satisfied). To review all the survey statements, click on this link:

<http://www.oregonbusiness.com/npsurveyinfo>

You'll note that we had six major categories in the employee survey:

- 1) Work Environment
- 2) Management & Communications
- 3) Decision-Making & Trust
- 4) Career Development & Learning
- 5) Benefits & Compensation
- 6) Sustainable Practices (Used only to determine 100 Best Green Workplaces, released in June issue of *Oregon Business*)

The first graph in the report is your "Participation Score." This score was calculated based on your employee participation percentage as compared to the participation percentages of companies within your size group. You can see how your participation ranks compared to the peer group you chose to be compared to.

The second graph in this report (6 vertical bars) displays your average score for each of these six major categories on a scale of 0 to 100. It's the -3 to +3 average per category converted into a 100 point scale.

A maximum score of 700 is possible. This includes the first five categories, listed above, plus your employer survey of benefits score and your participation score.

We hope these reports will help create best workplace practices within your company.

CheckPoint Surveys LLC
www.checkpointsurveys.com
541-233-8354

Oregon Business magazine
12570 SW 69th Ave Suite #102
Portland, OR 97223

**Oregon
Business**
MAGAZINE



CheckPoint Surveys LLC



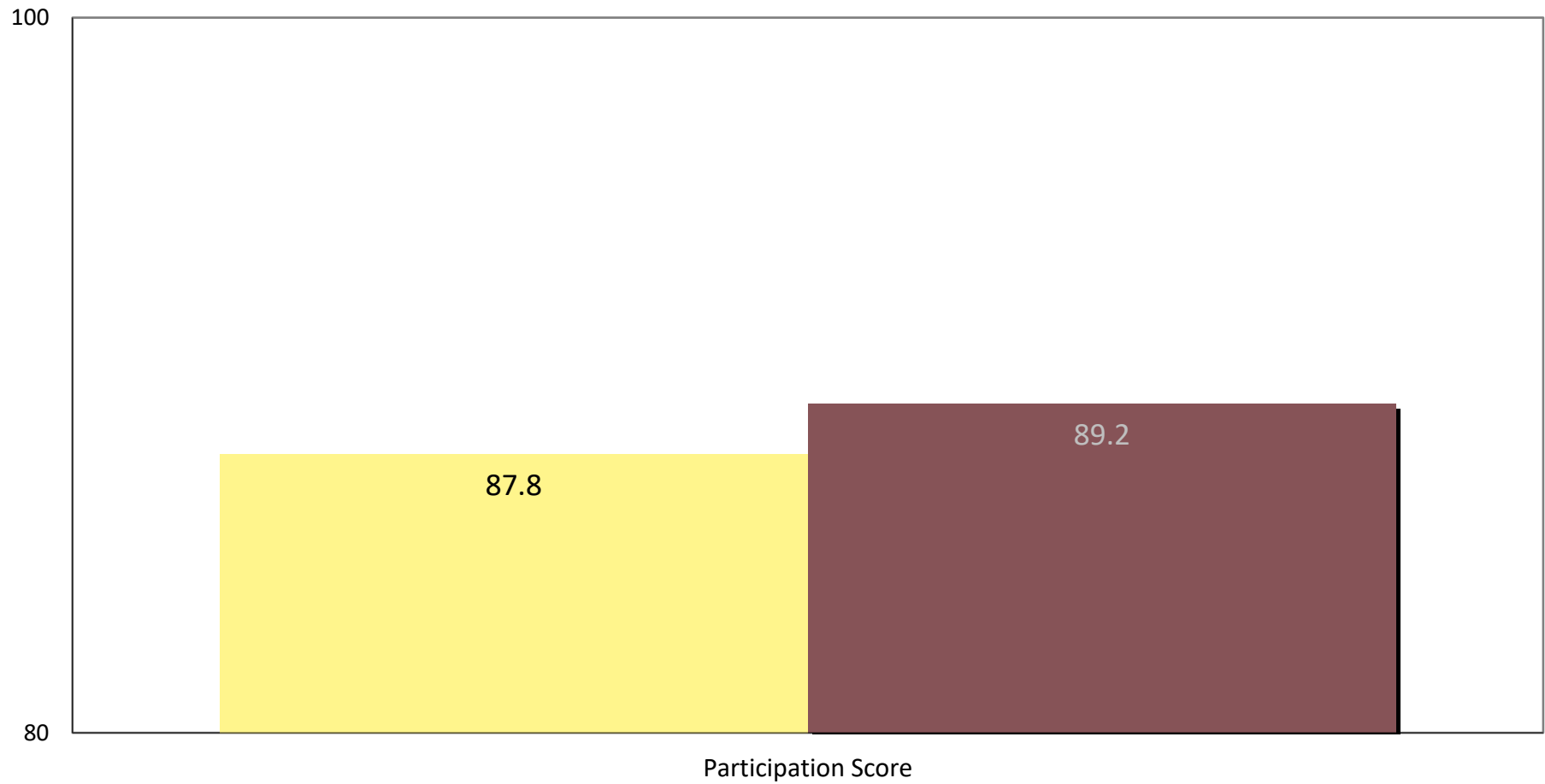
100 Best Nonprofits survey
2023 Comprehensive Report
Community Counseling Solutions

- Participation score vs. peer group
- Employee satisfaction vs. importance ratings
- Employee satisfaction ratings vs. peer group
- Employee importance ratings vs. peer group
- Employer benefits survey benchmarks
- Employee write-in comments





**Participation Score, 100-point scale
vs. Peer Group**





100 Best Nonprofits survey
2023 Comprehensive Report

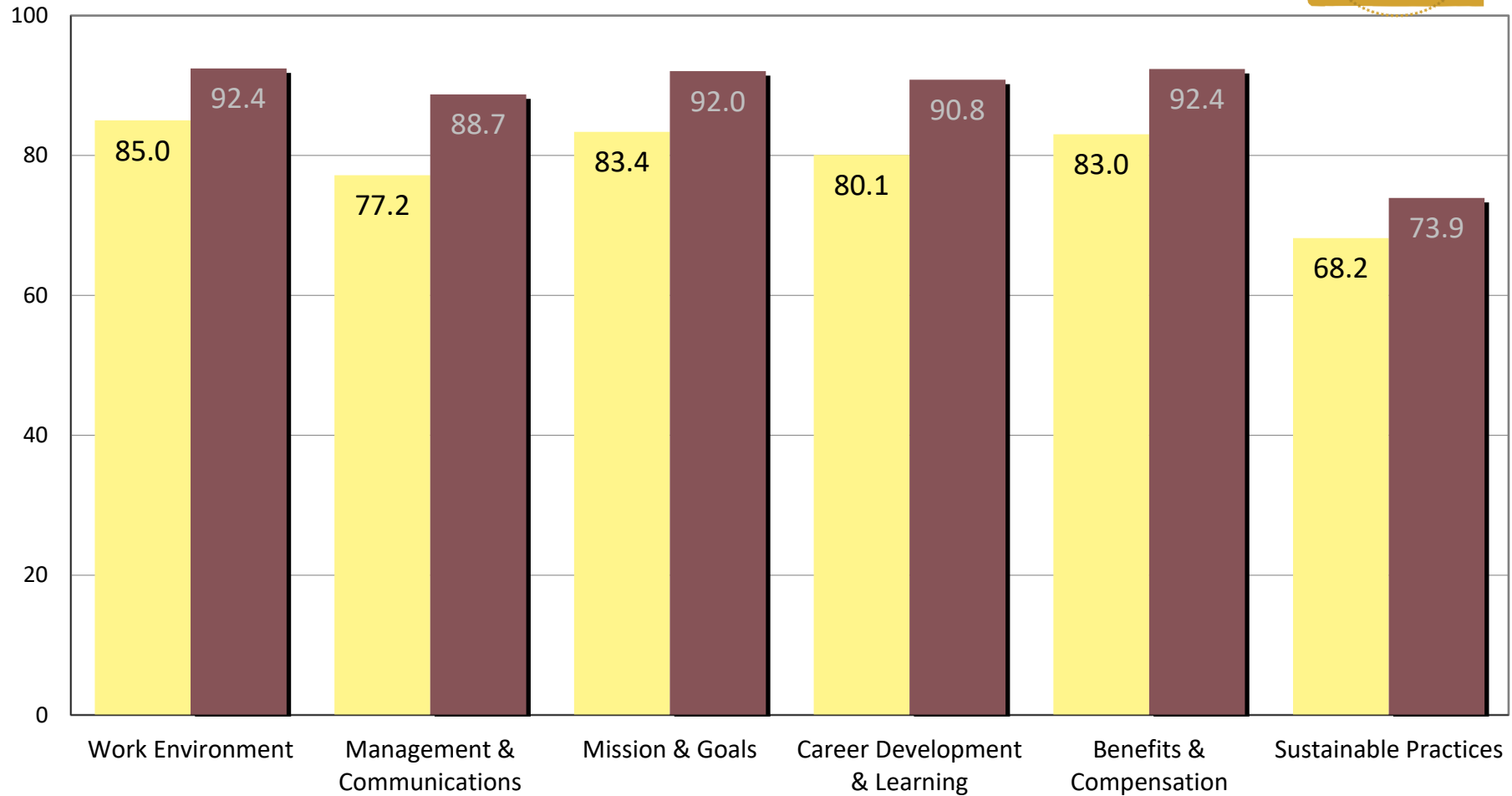
Community Counseling Solutions

Employee SATISFACTION vs. IMPORTANCE ratings

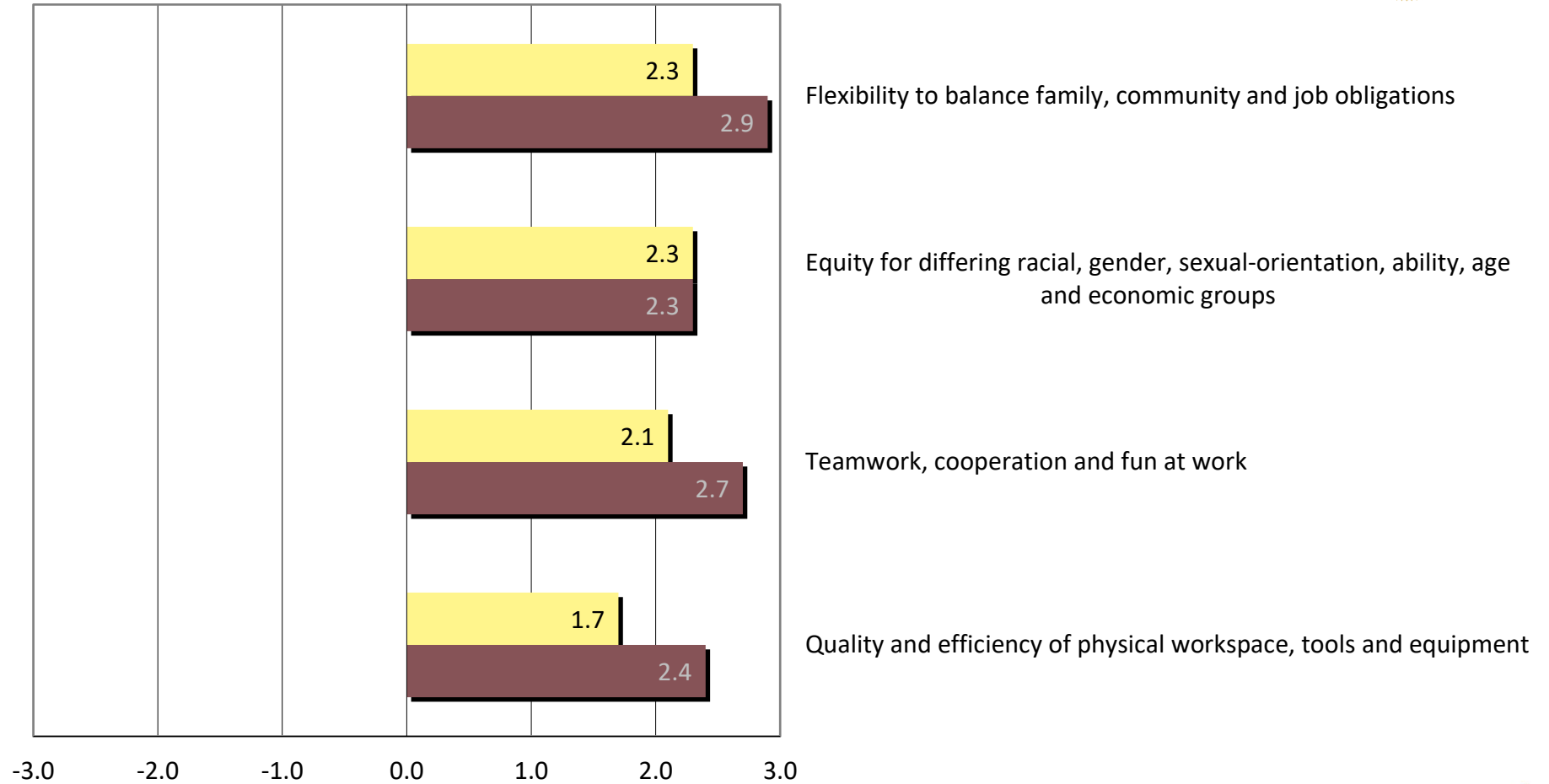




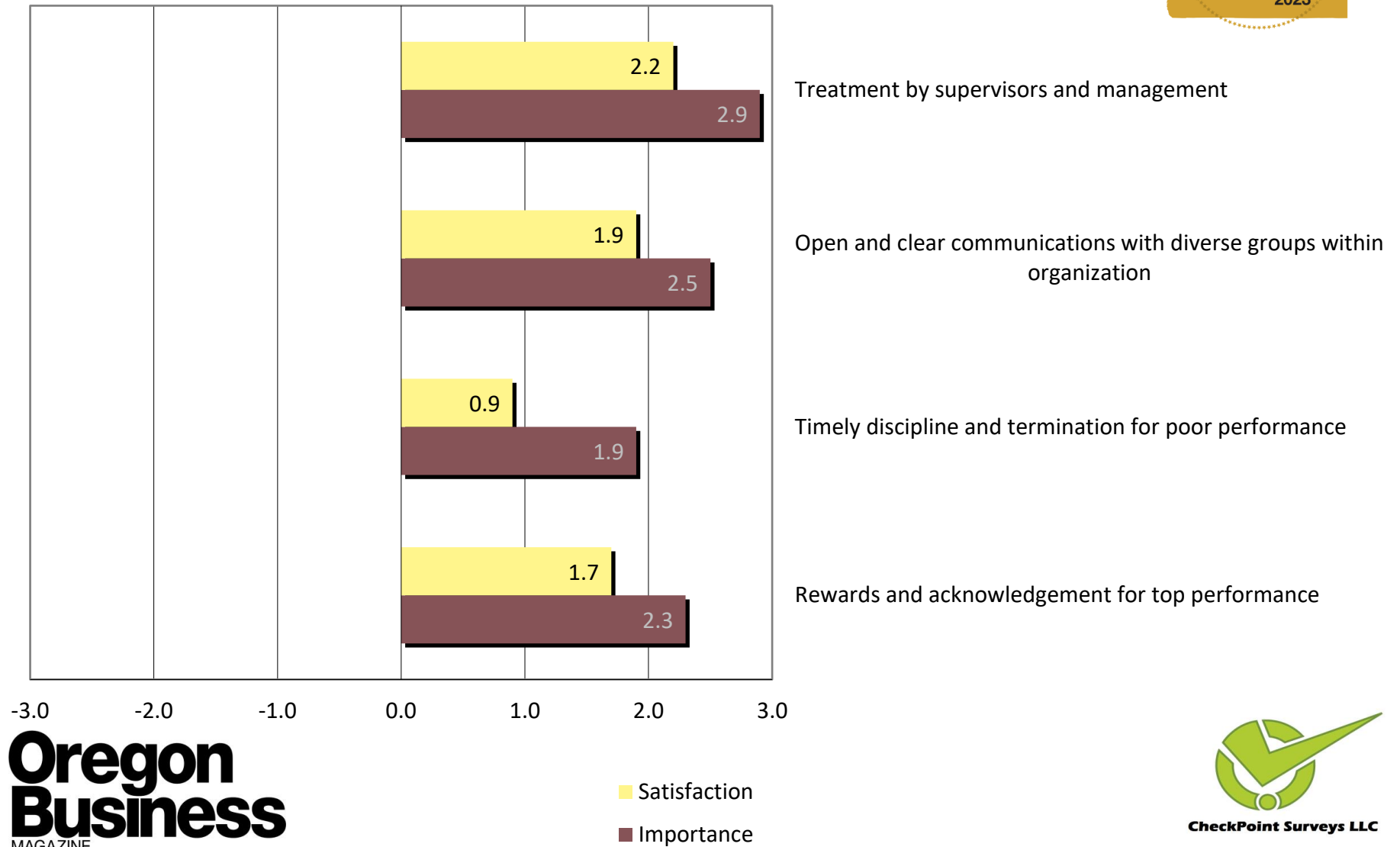
Overall category scores, 100-point scale
Employee SATISFACTION ratings vs. IMPORTANCE ratings



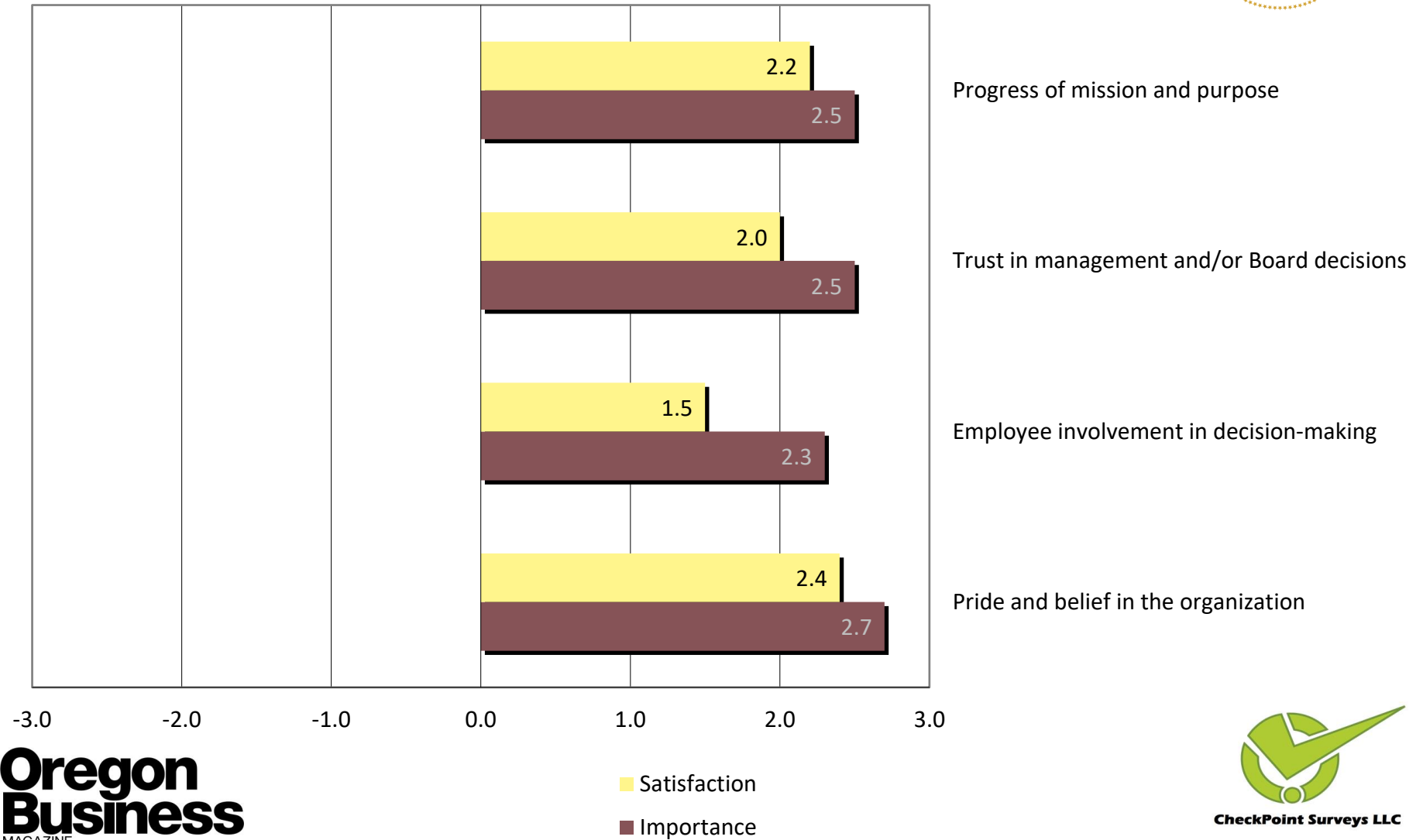
Employee SATISFACTION vs. IMPORTANCE ratings
Work Environment



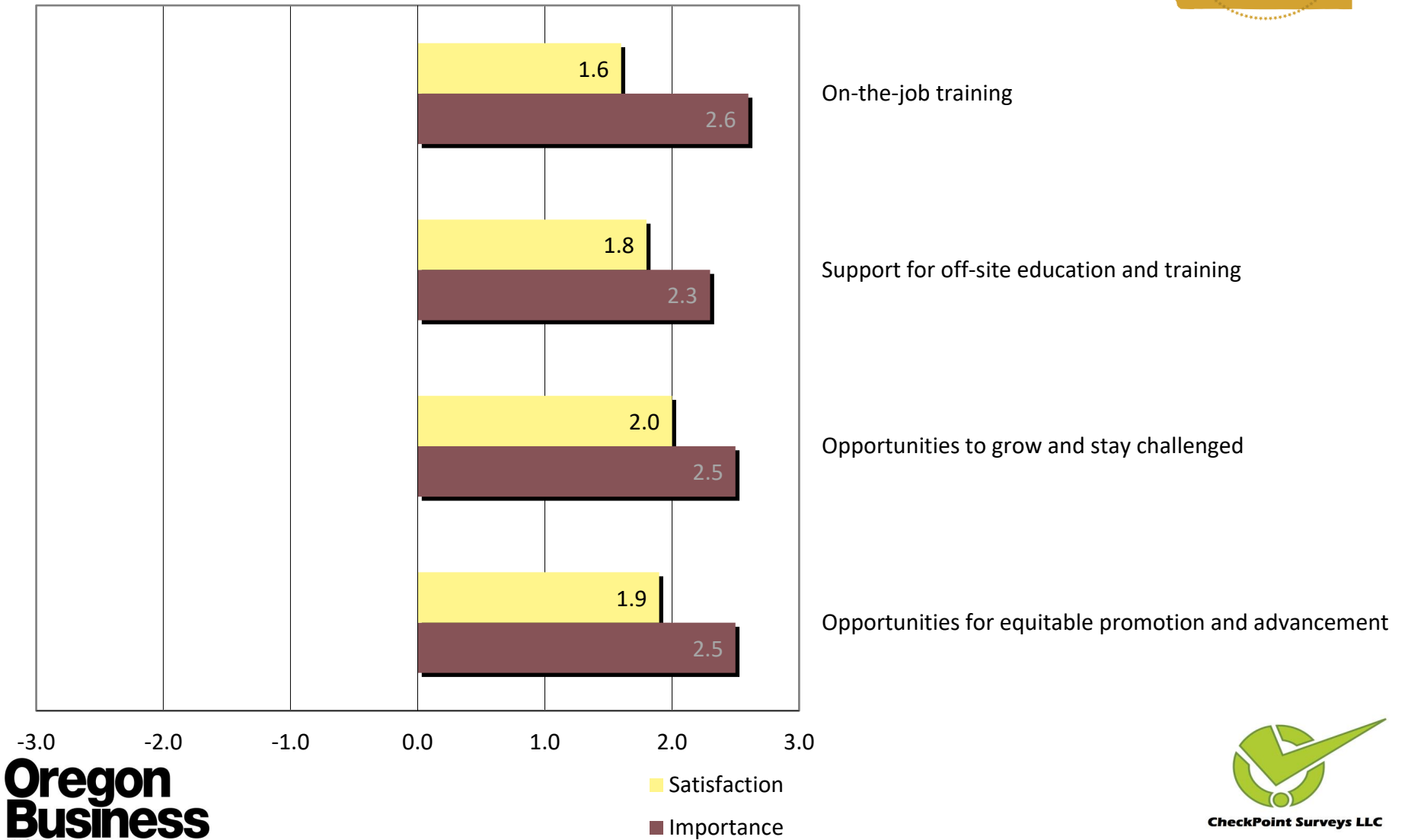
Employee SATISFACTION vs. IMPORTANCE ratings
Management & Communications



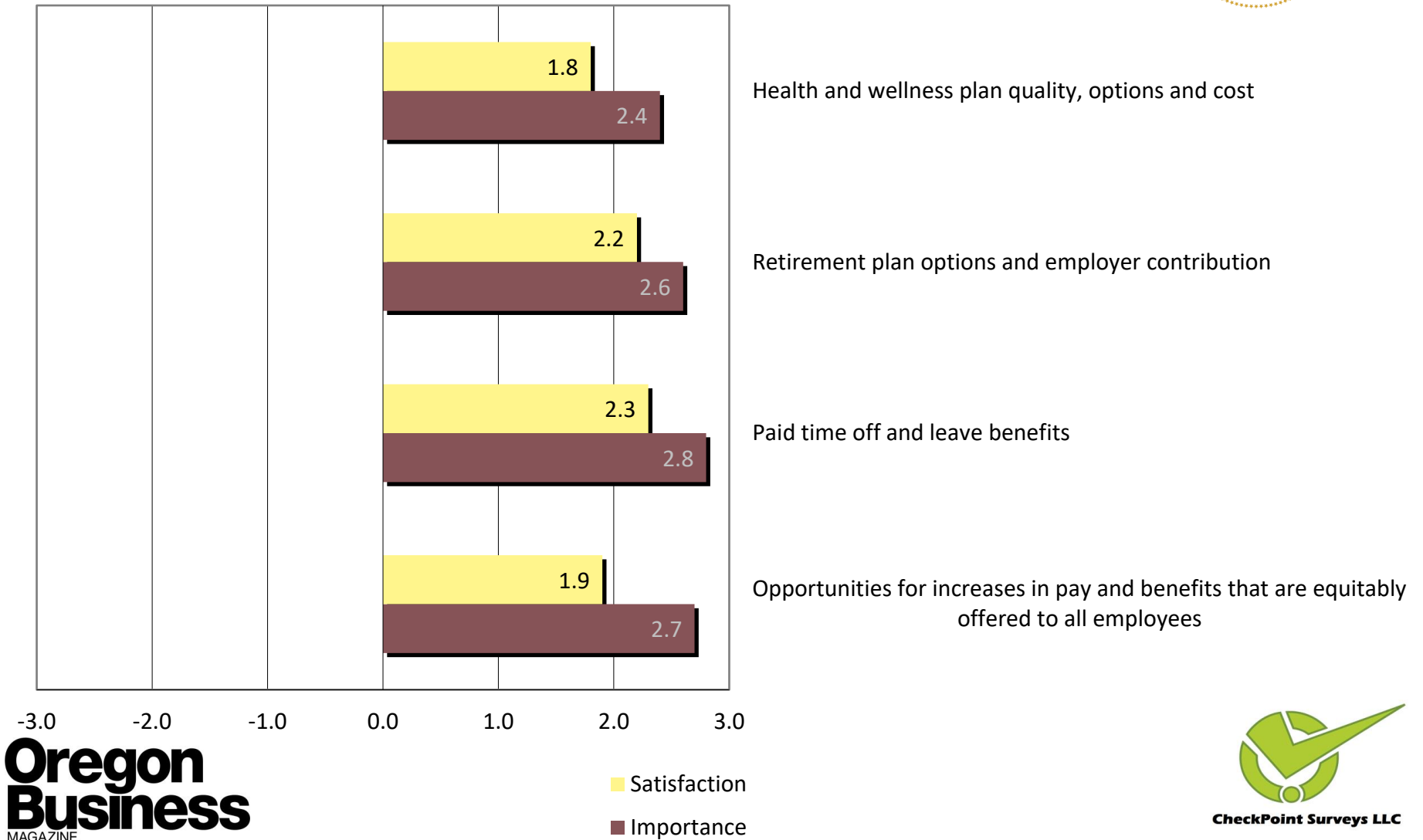
Employee SATISFACTION vs. IMPORTANCE ratings
Mission & Goals



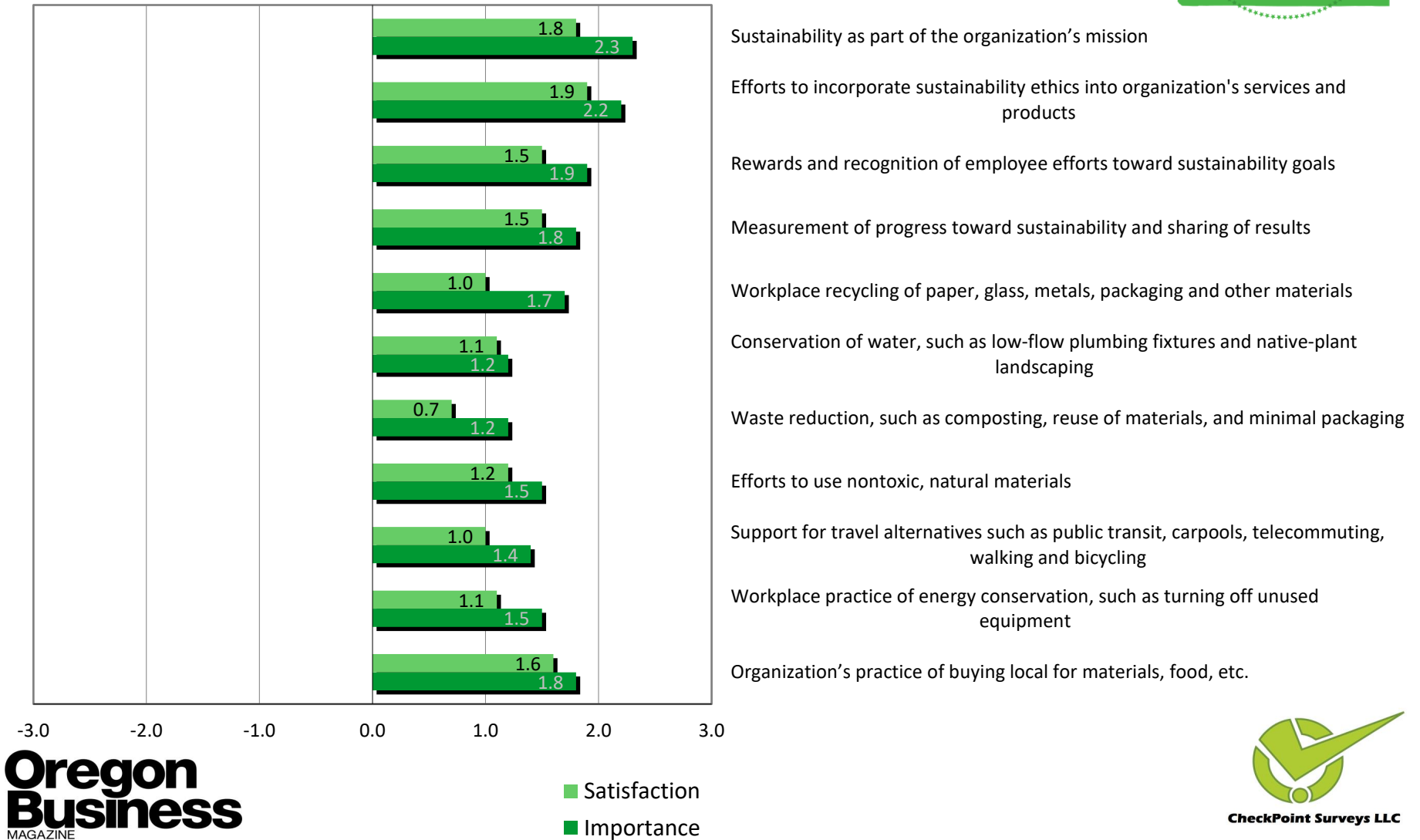
Employee SATISFACTION vs. IMPORTANCE ratings
Career Development & Learning



Employee SATISFACTION vs. IMPORTANCE ratings
Benefits & Compensation



Employee SATISFACTION vs. IMPORTANCE ratings
Sustainable Practices
(Used for 100 Best Green Workplaces in June issue of *Oregon Business*)





100 Best Nonprofits survey
2023 Comprehensive Report

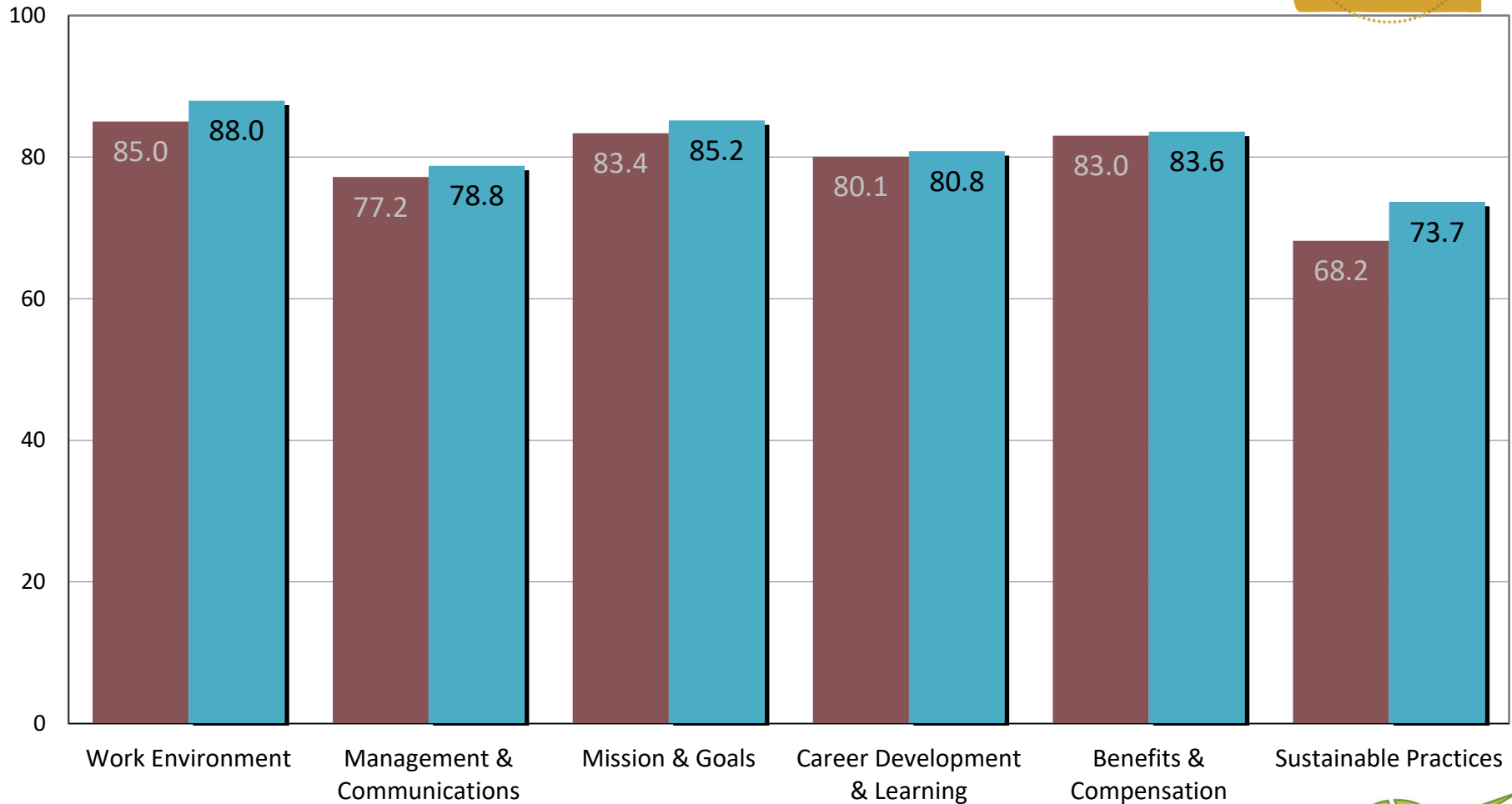
Community Counseling Solutions

Employee SATISFACTION ratings versus

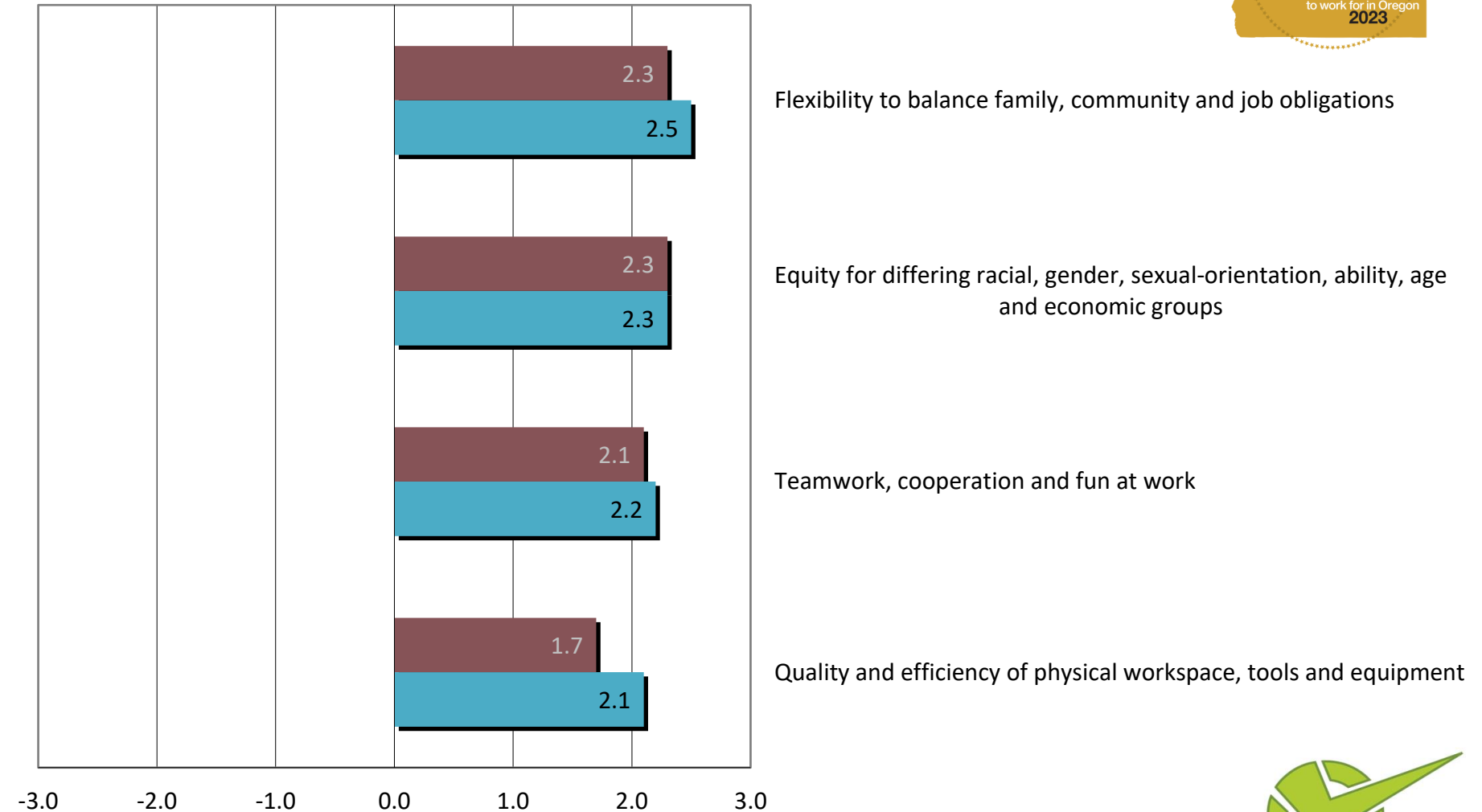
Top 34 Large Organizations



Overall category scores, 100-point scale
Employee SATISFACTION ratings vs. peer group

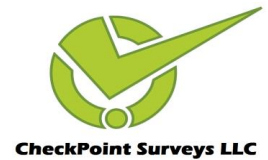
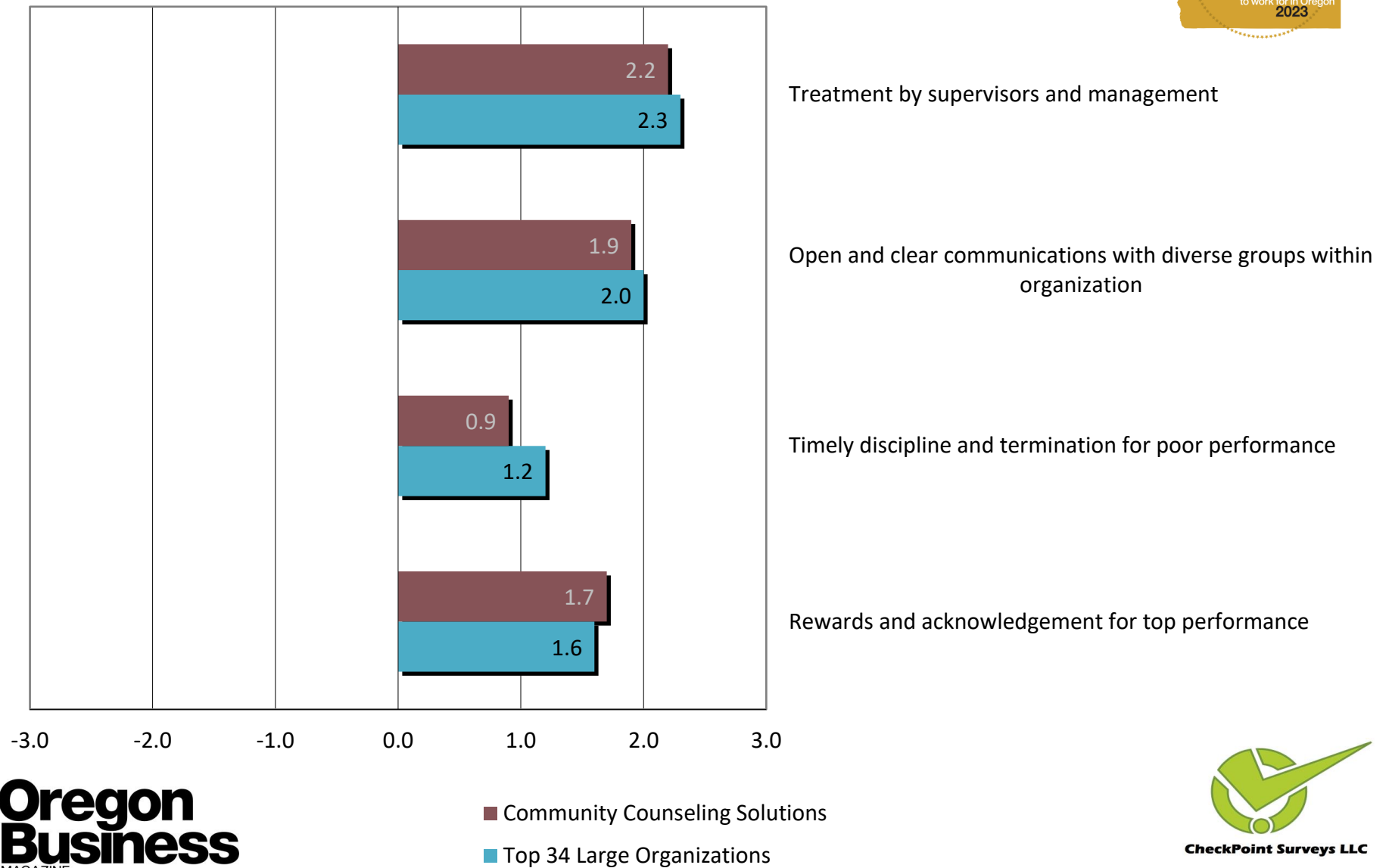


Employee SATISFACTION ratings
Work Environment



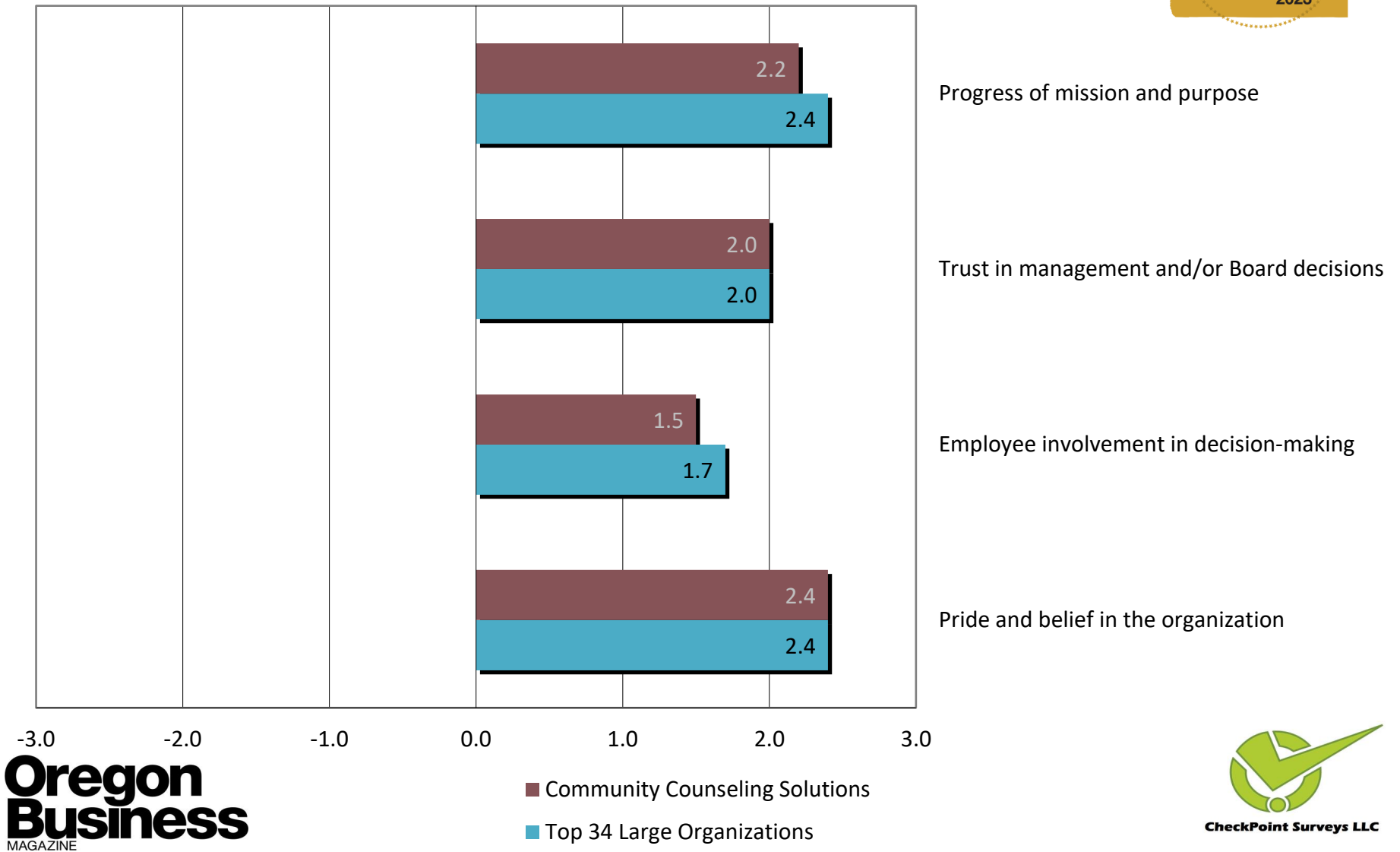


Employee SATISFACTION ratings Management & Communications



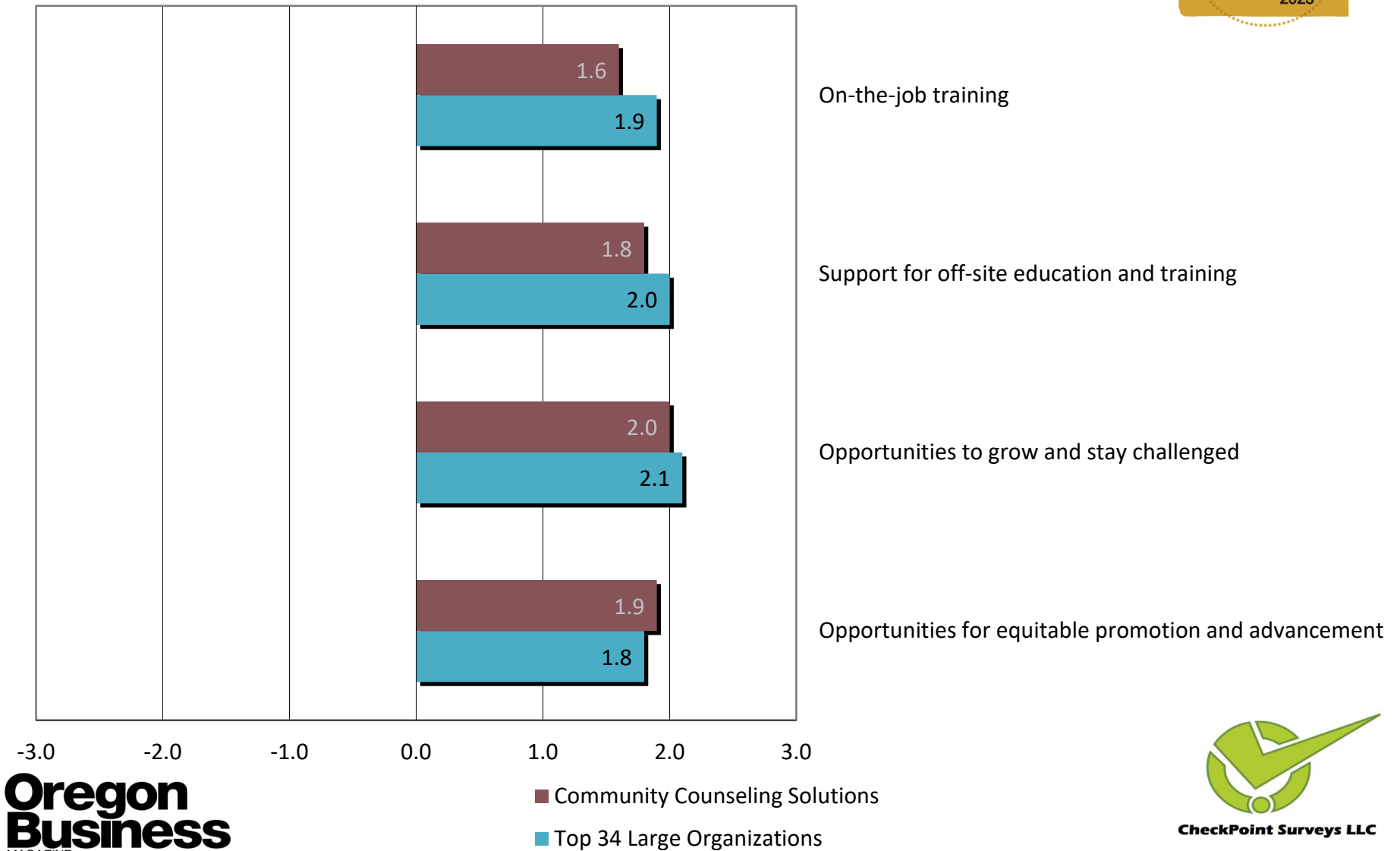


Employee SATISFACTION ratings Mission & Goals



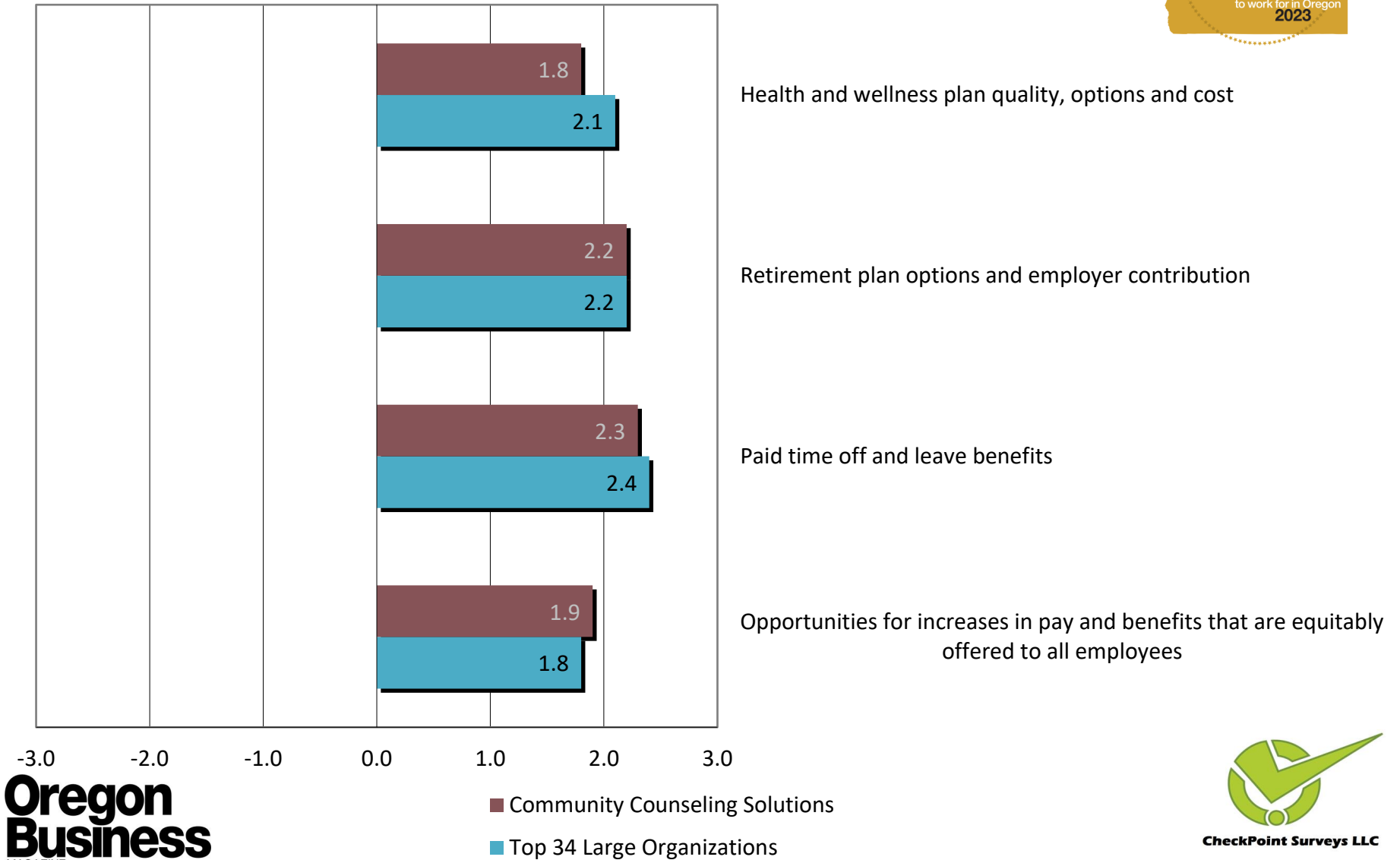


Employee SATISFACTION ratings Career Development & Learning





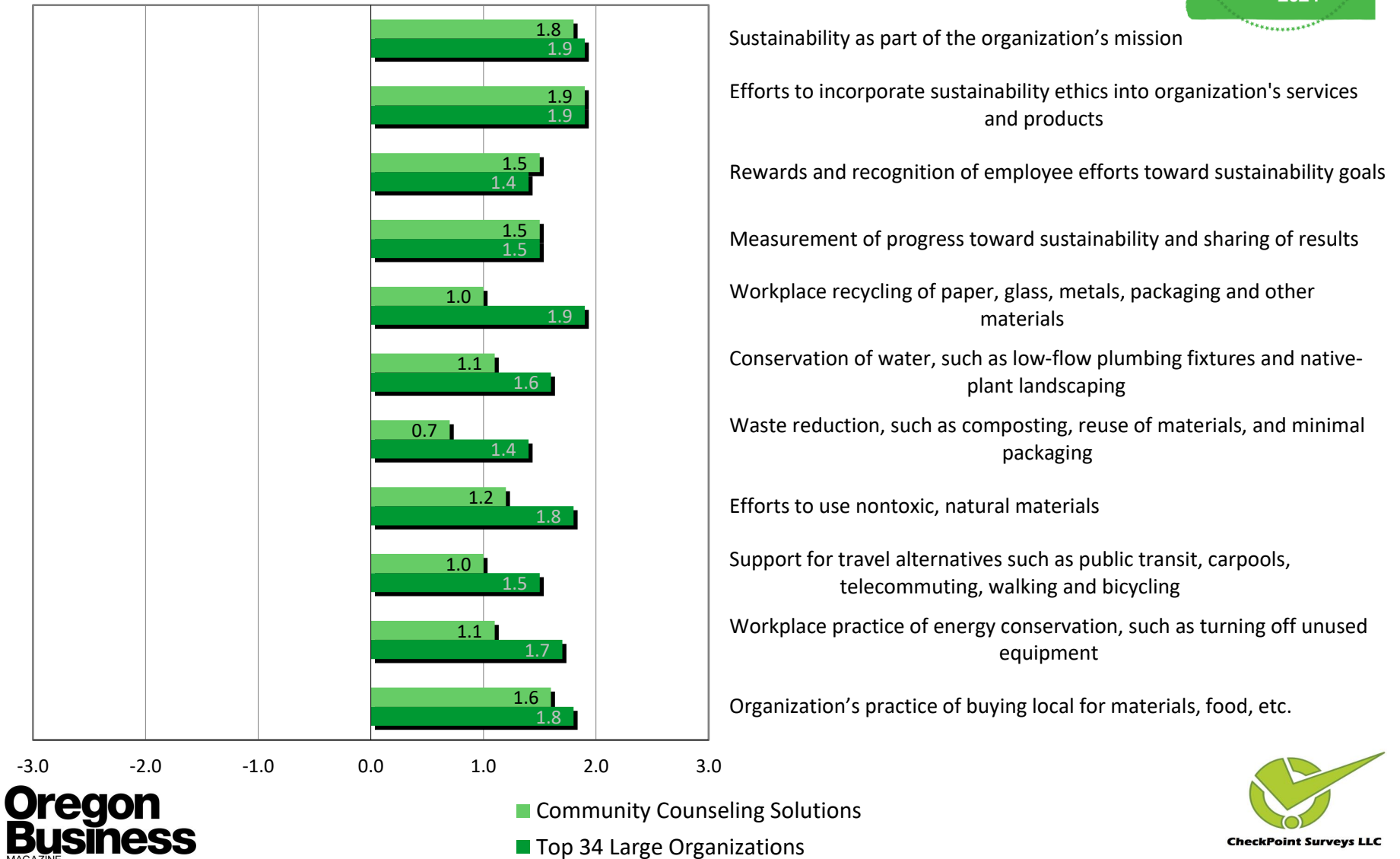
Employee SATISFACTION ratings Benefits & Compensation



Employee SATISFACTION ratings

Sustainable Practices

(Used for 100 Best Green Companies in June issue of *Oregon Business*)





100 Best Nonprofits survey
2023 Comprehensive Report

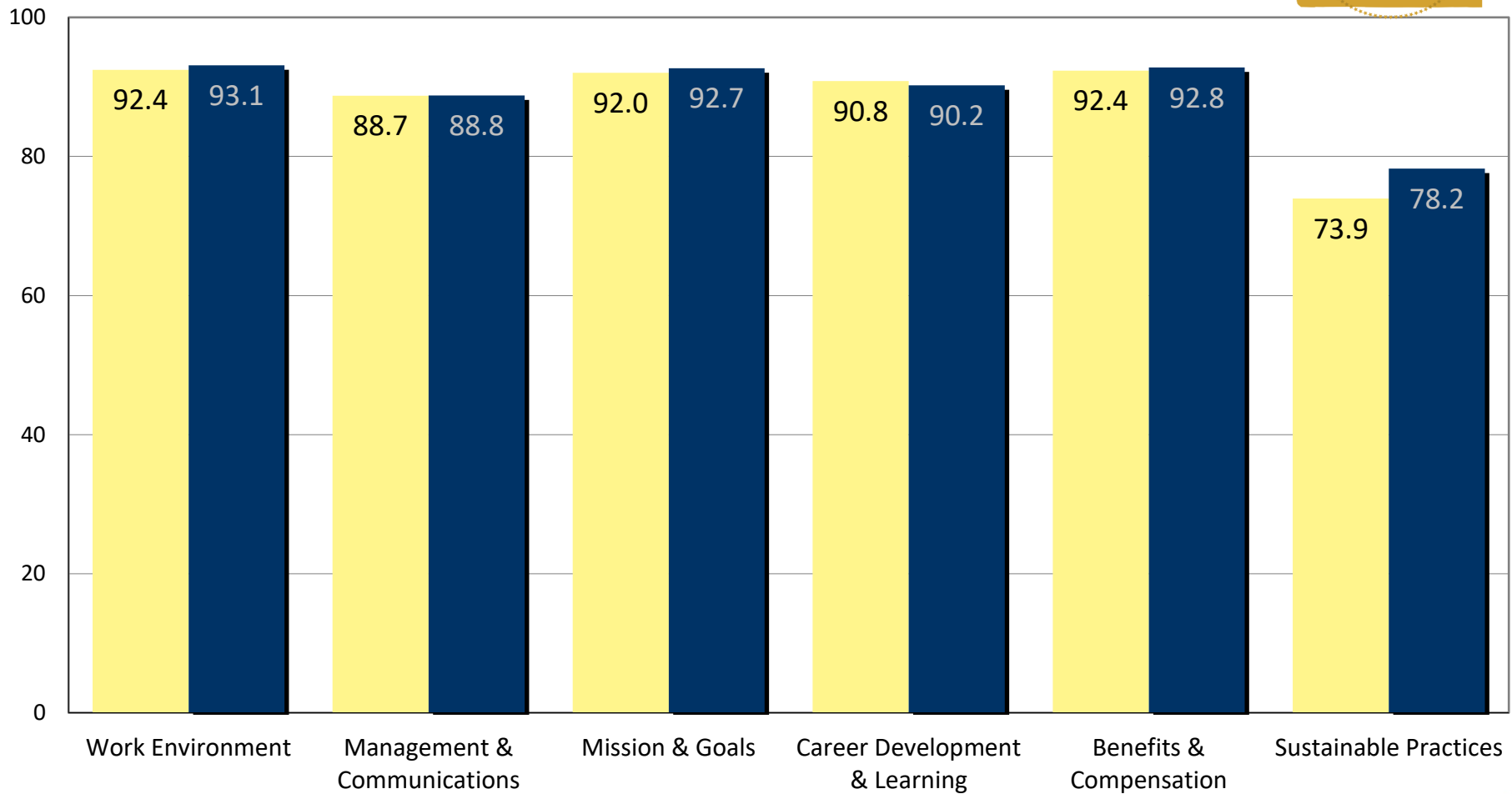
Community Counseling Solutions

Employee IMPORTANCE ratings versus

Top 34 Large Organizations

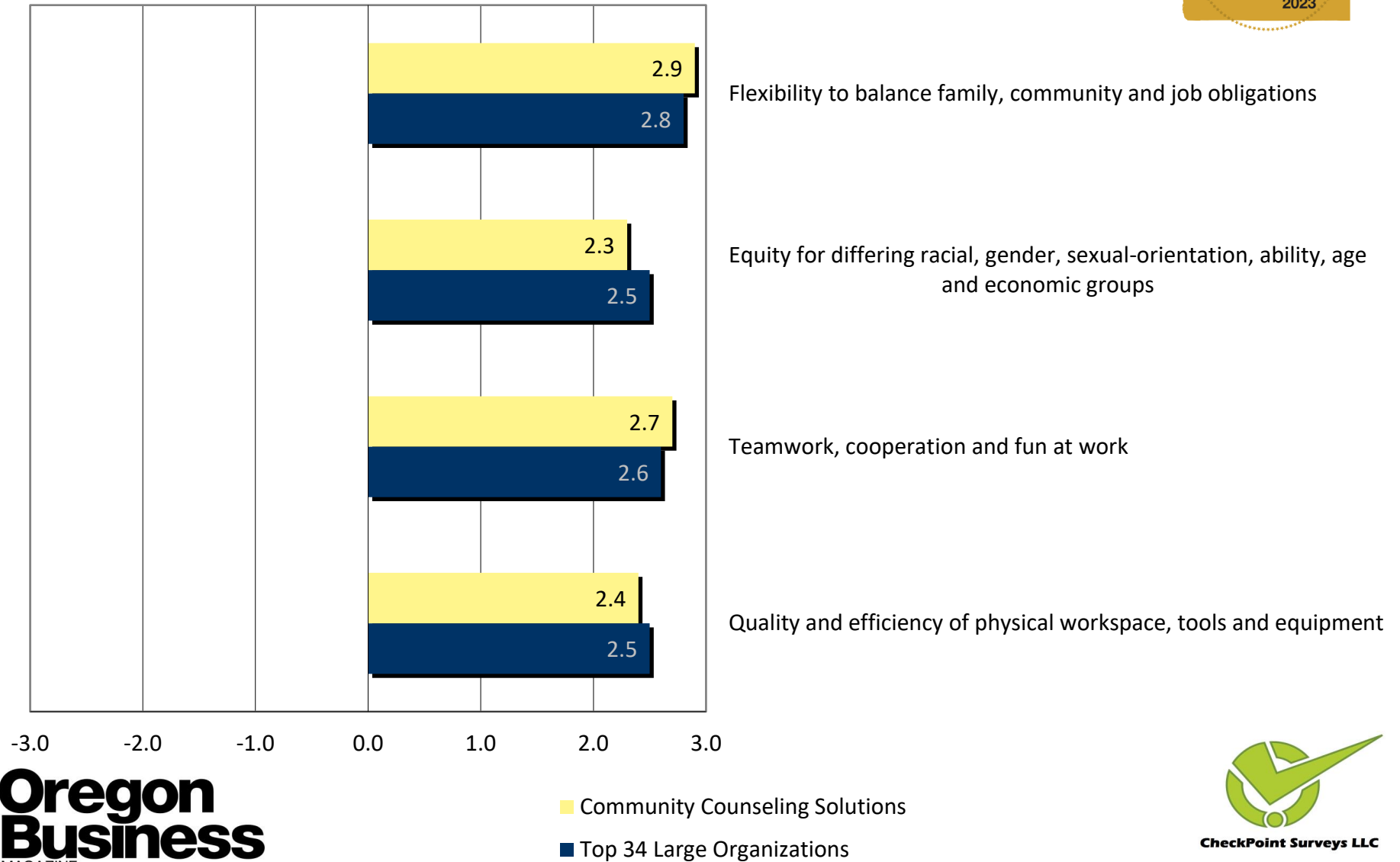


Overall category scores, 100-point scale
Employee IMPORTANCE ratings vs. peer group



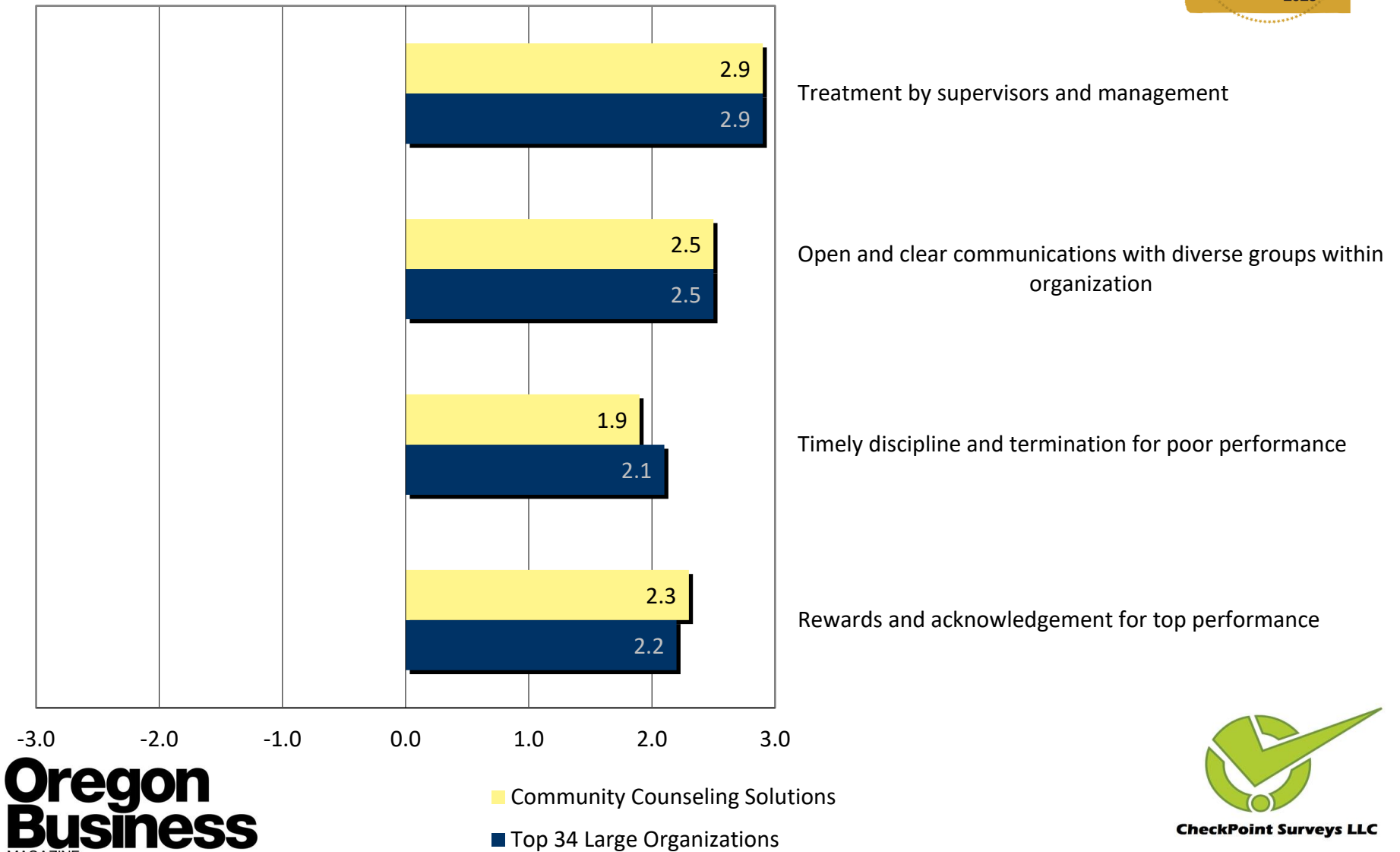


Employee IMPORTANCE ratings Work Environment



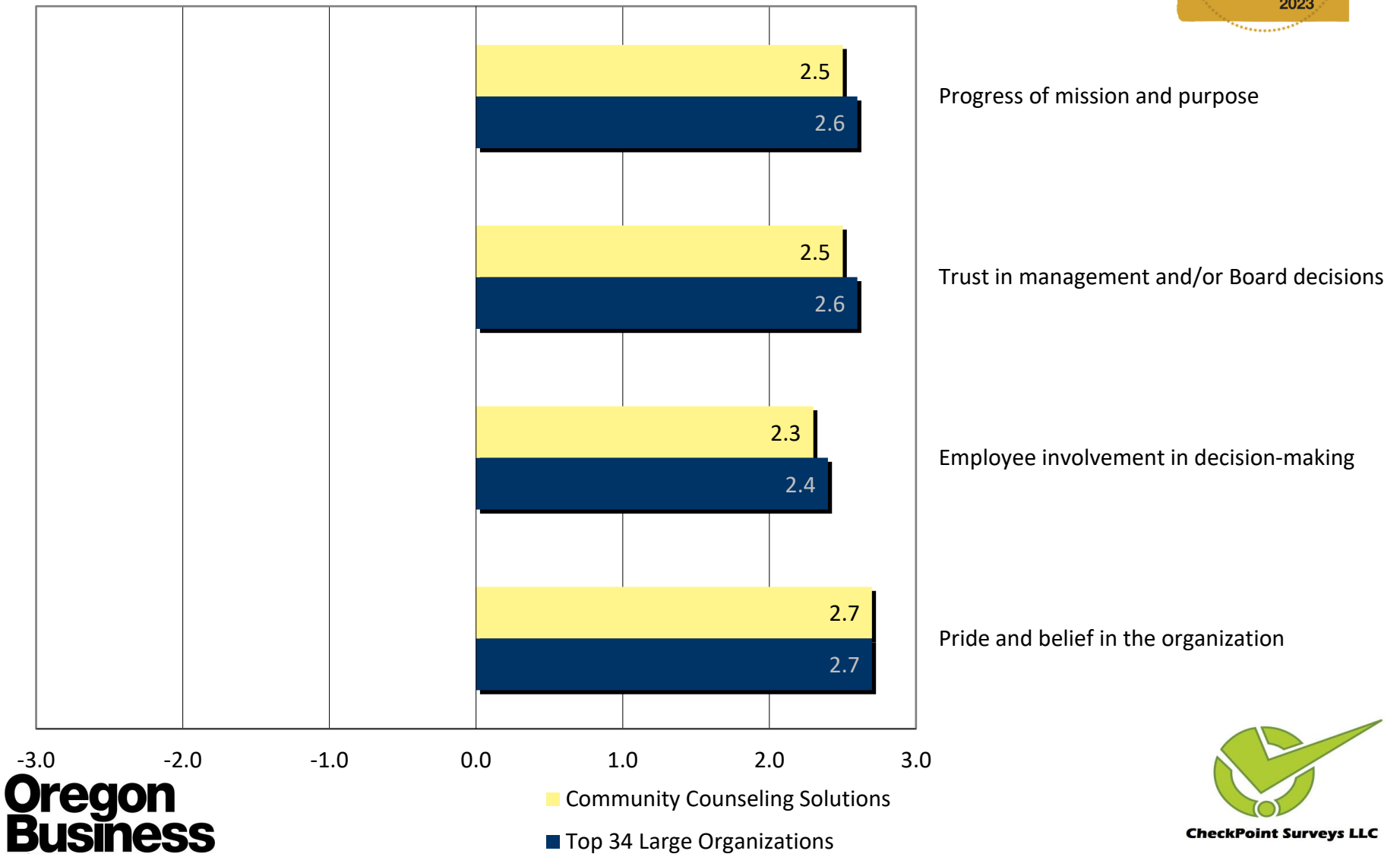


Employee IMPORTANCE ratings Management & Communications



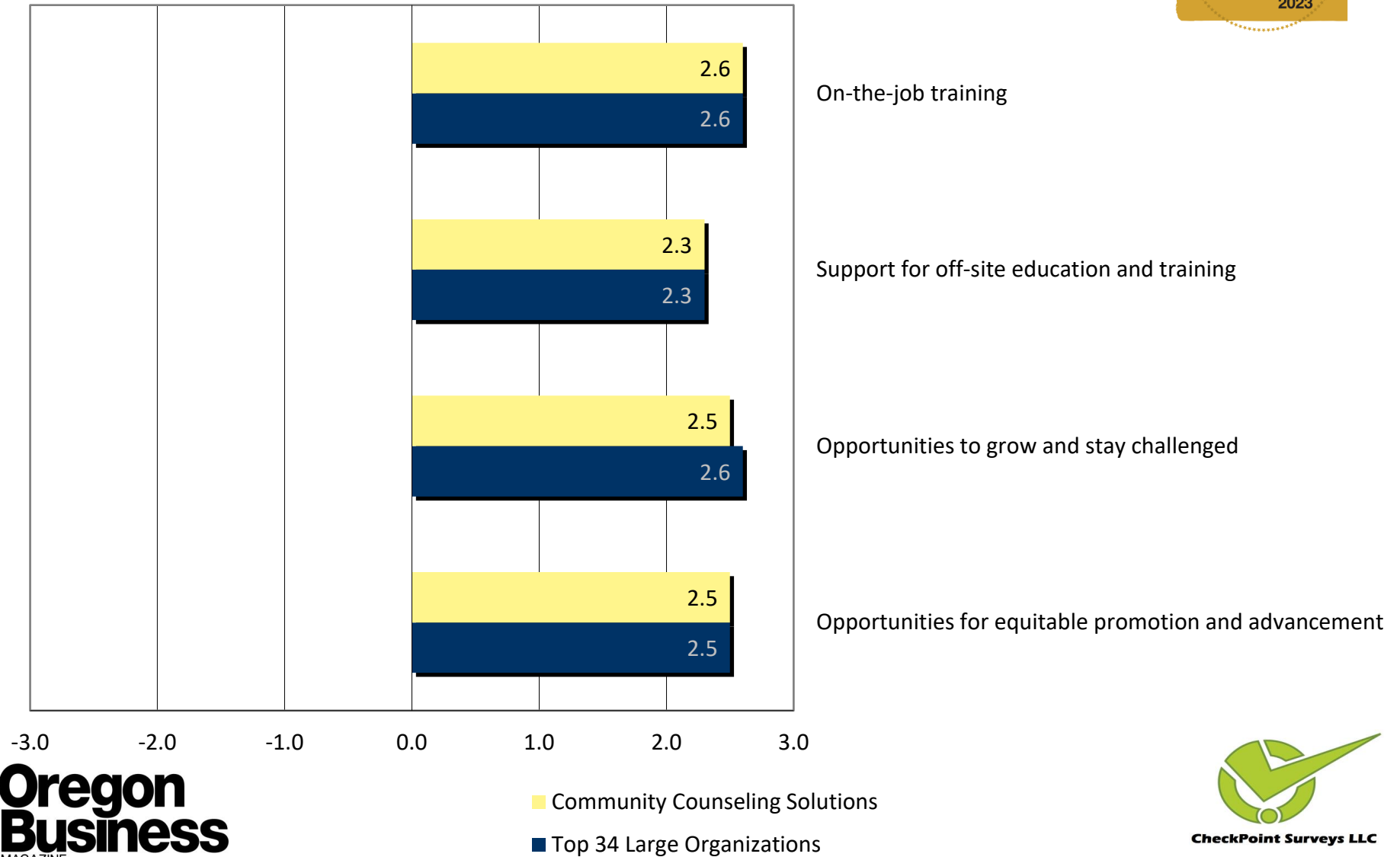


Employee IMPORTANCE ratings Mission & Goals



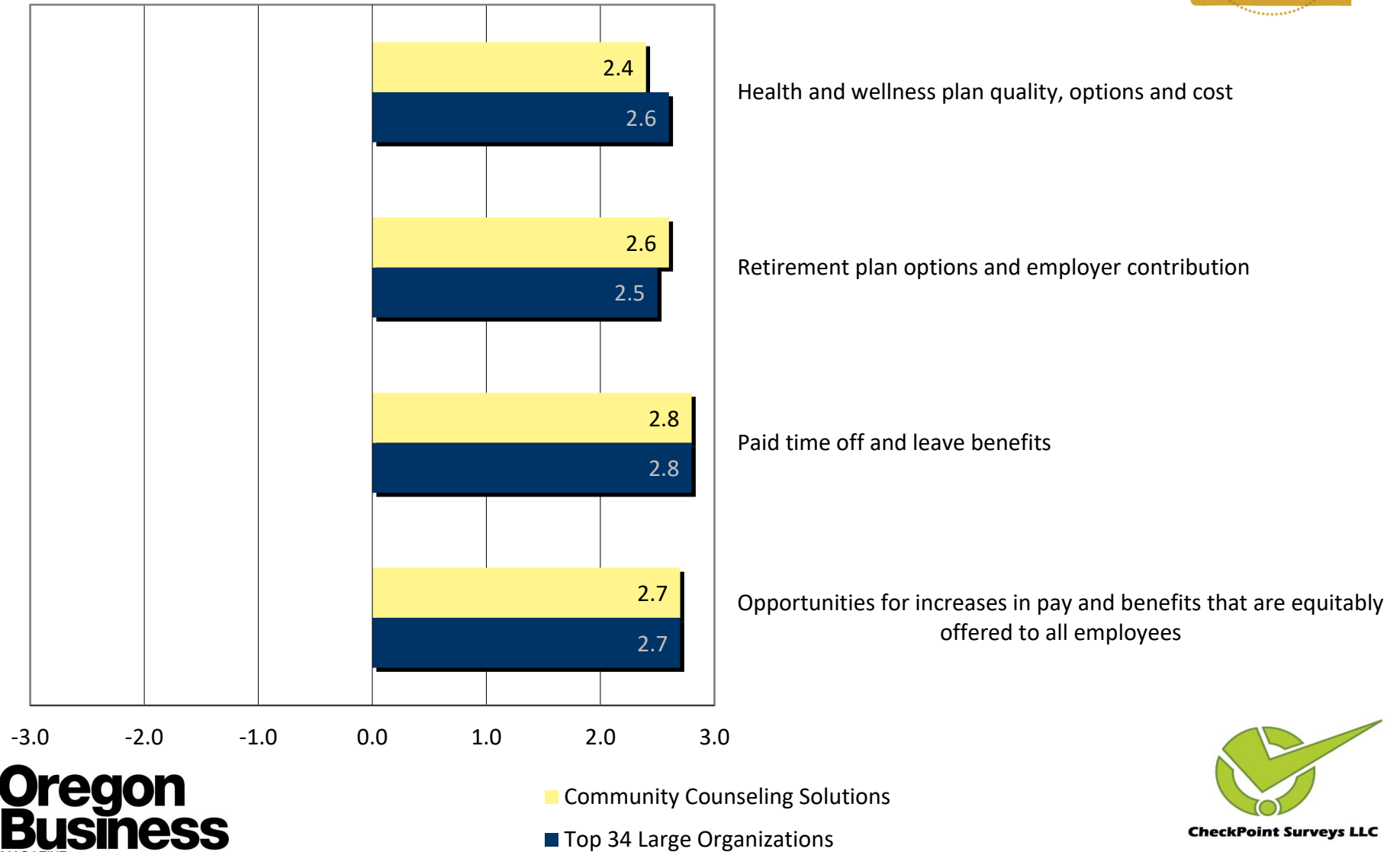


Employee IMPORTANCE ratings Career Development & Learning





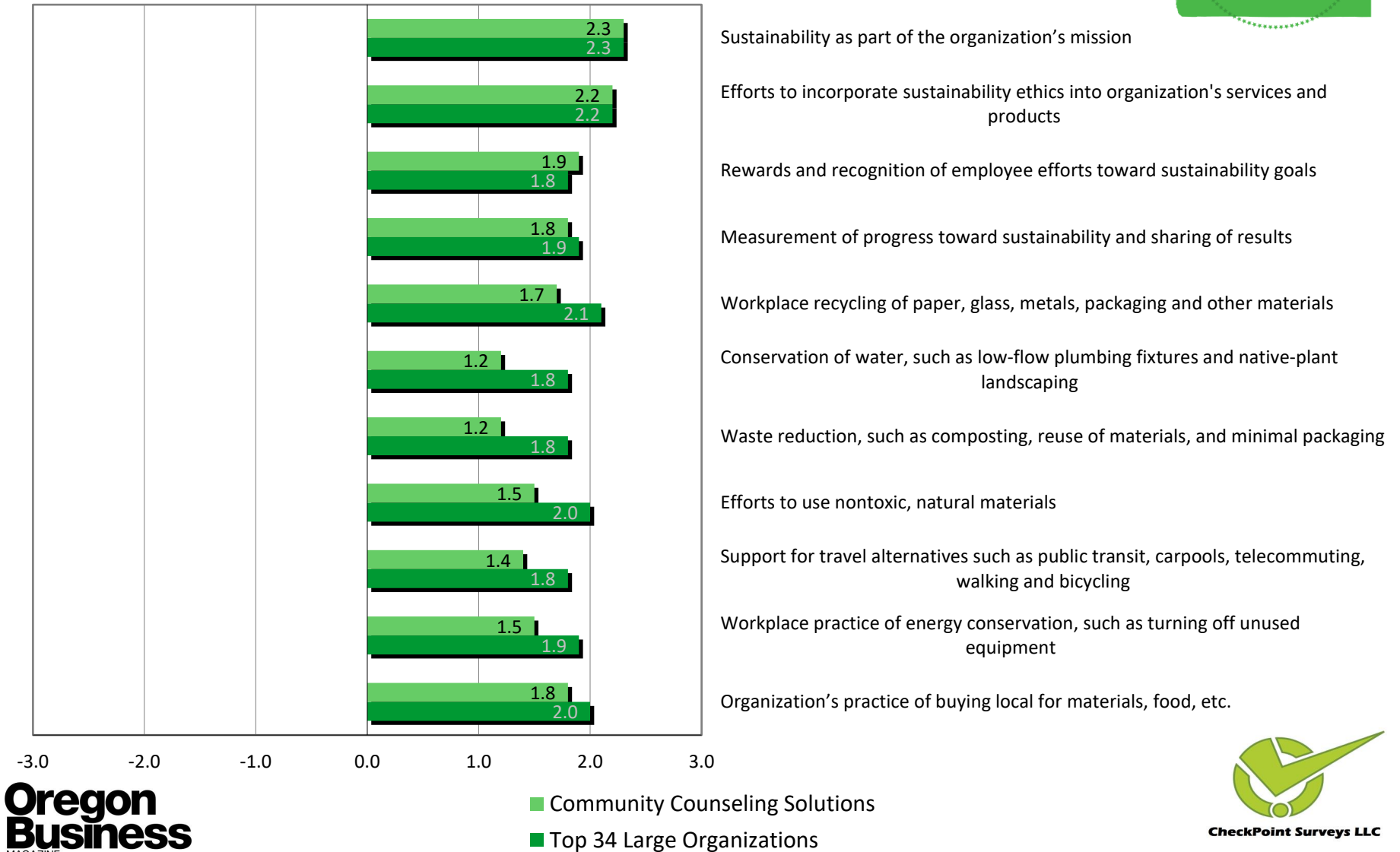
Employee IMPORTANCE ratings Benefits & Compensation



Employee IMPORTANCE ratings

Sustainable Practices

(Used for 100 Best Green Workplaces in June issue of *Oregon Business*)





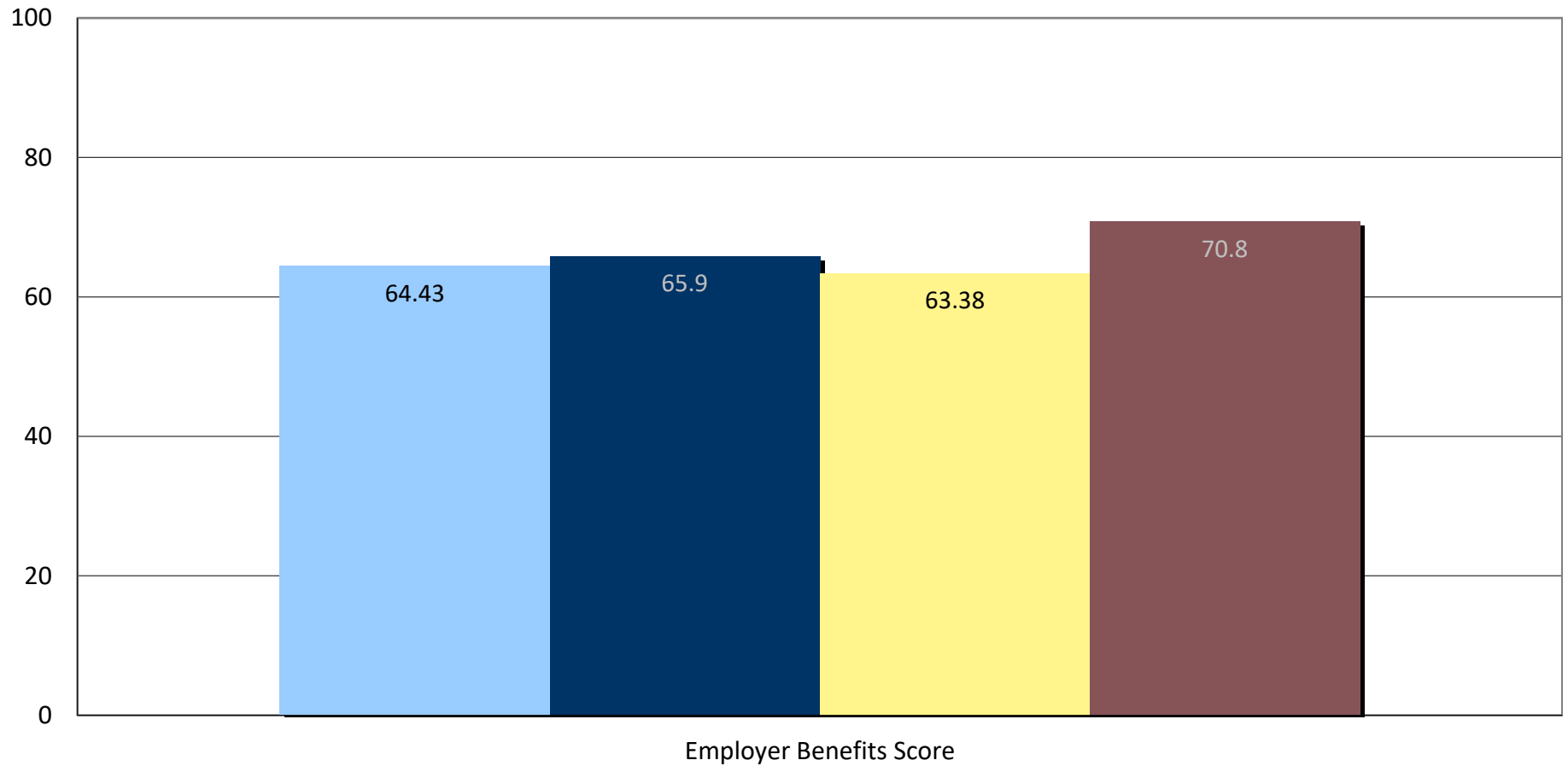
100 Best Nonprofits survey
2023 Comprehensive Report

Community Counseling Solutions

Employer benefits survey benchmarks



Overall score, 100-point scale Employer survey of benefits



100 Best Nonprofits

Top 34 Large Organizations

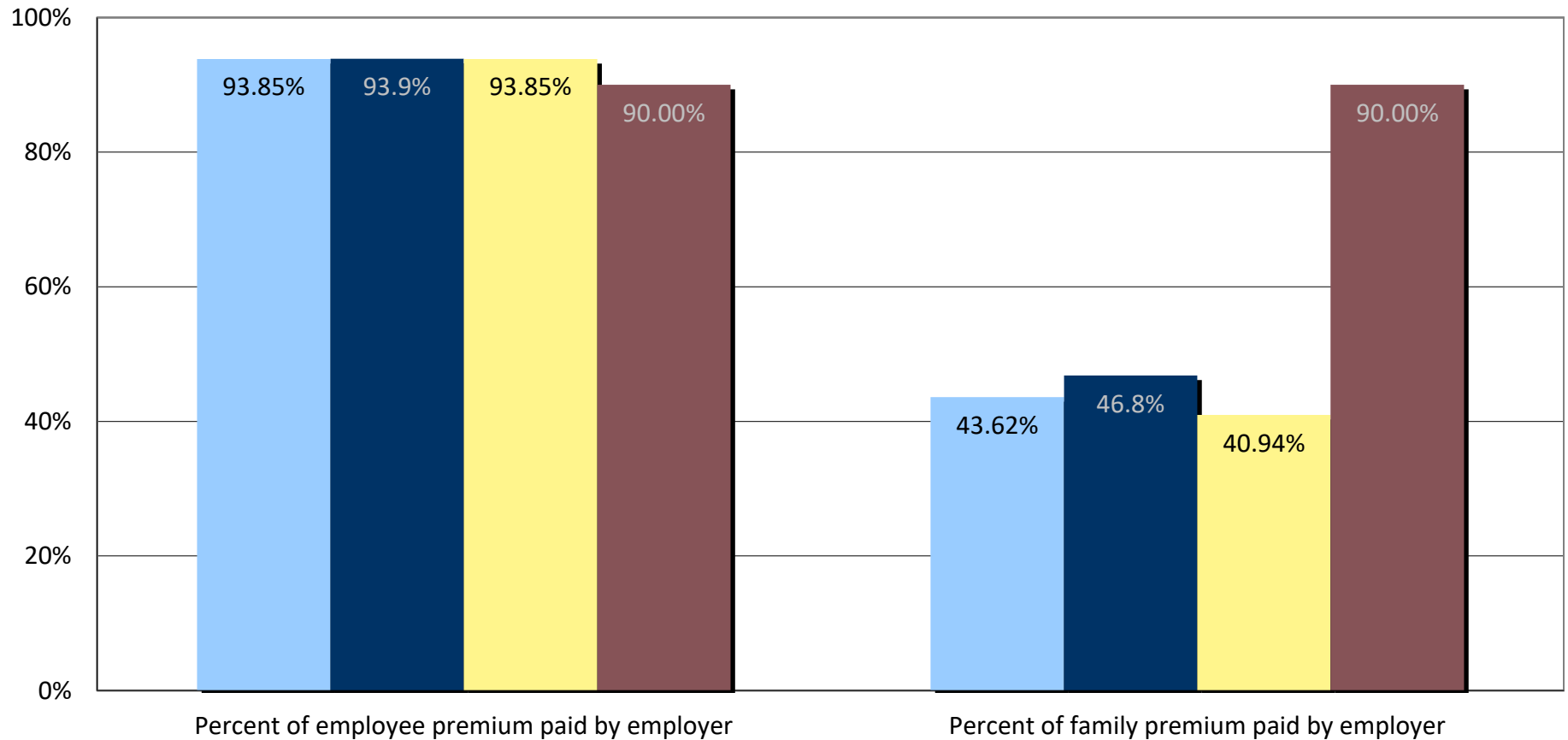
All participating organizations

Community Counseling Solutions



Percentage of health insurance premium paid by employer

Employer survey of benefits



100 Best Nonprofits

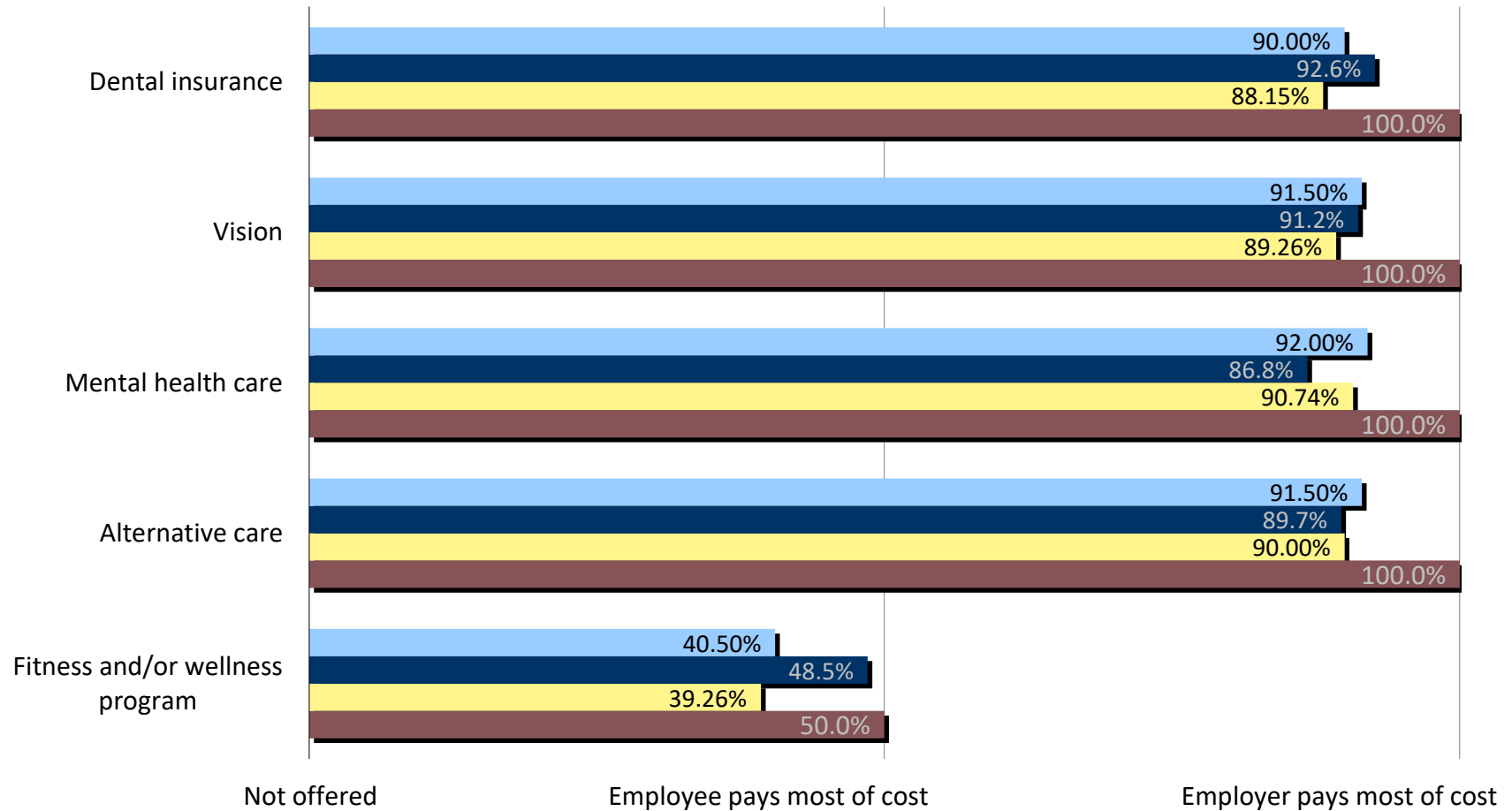
Top 34 Large Organizations

All participating organizations

Community Counseling Solutions

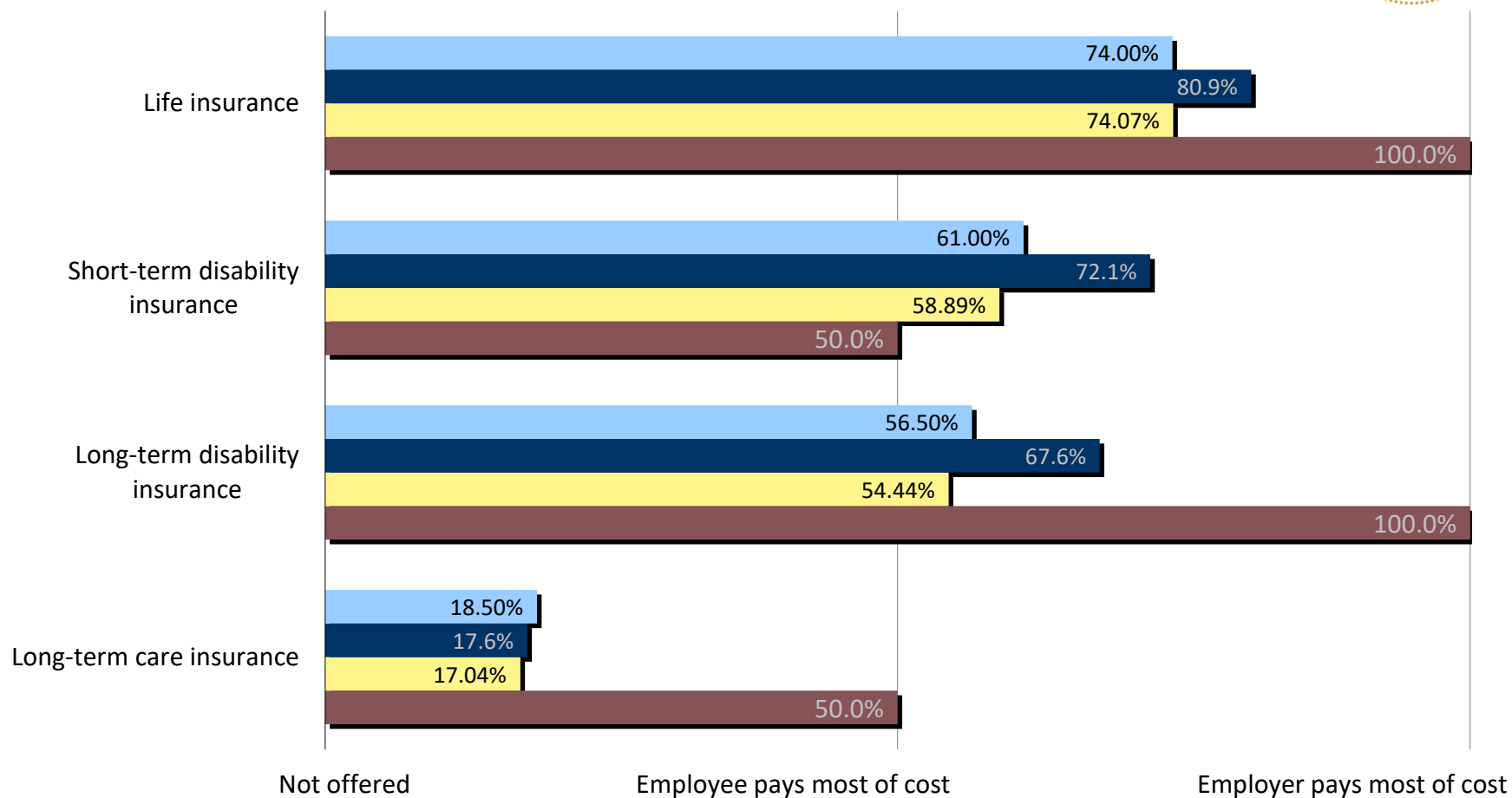
Health and wellness coverage

Employer survey of benefits



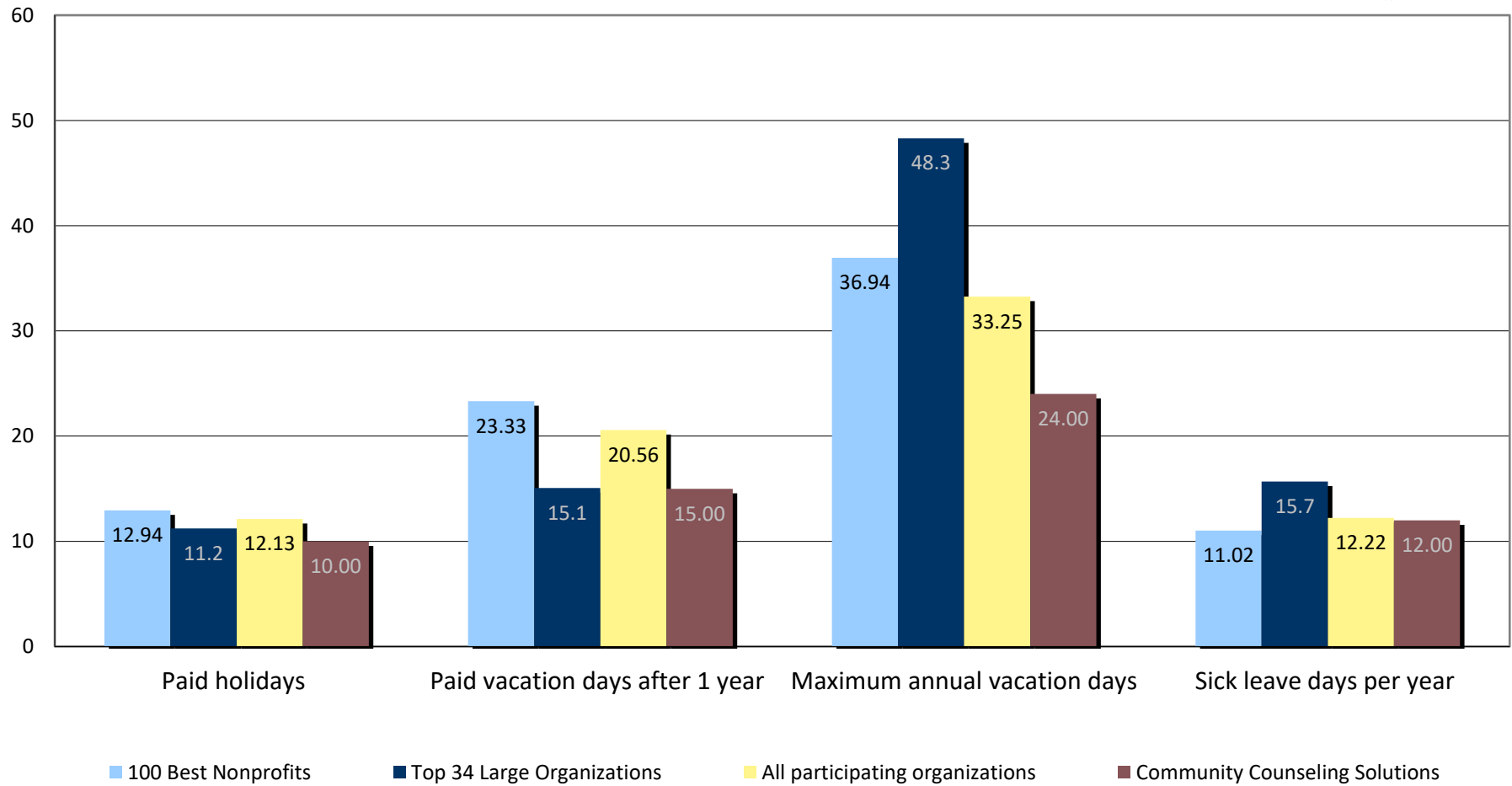
Insurance coverage

Employer survey of benefits



Paid time off, traditional plans

Employer survey of benefits

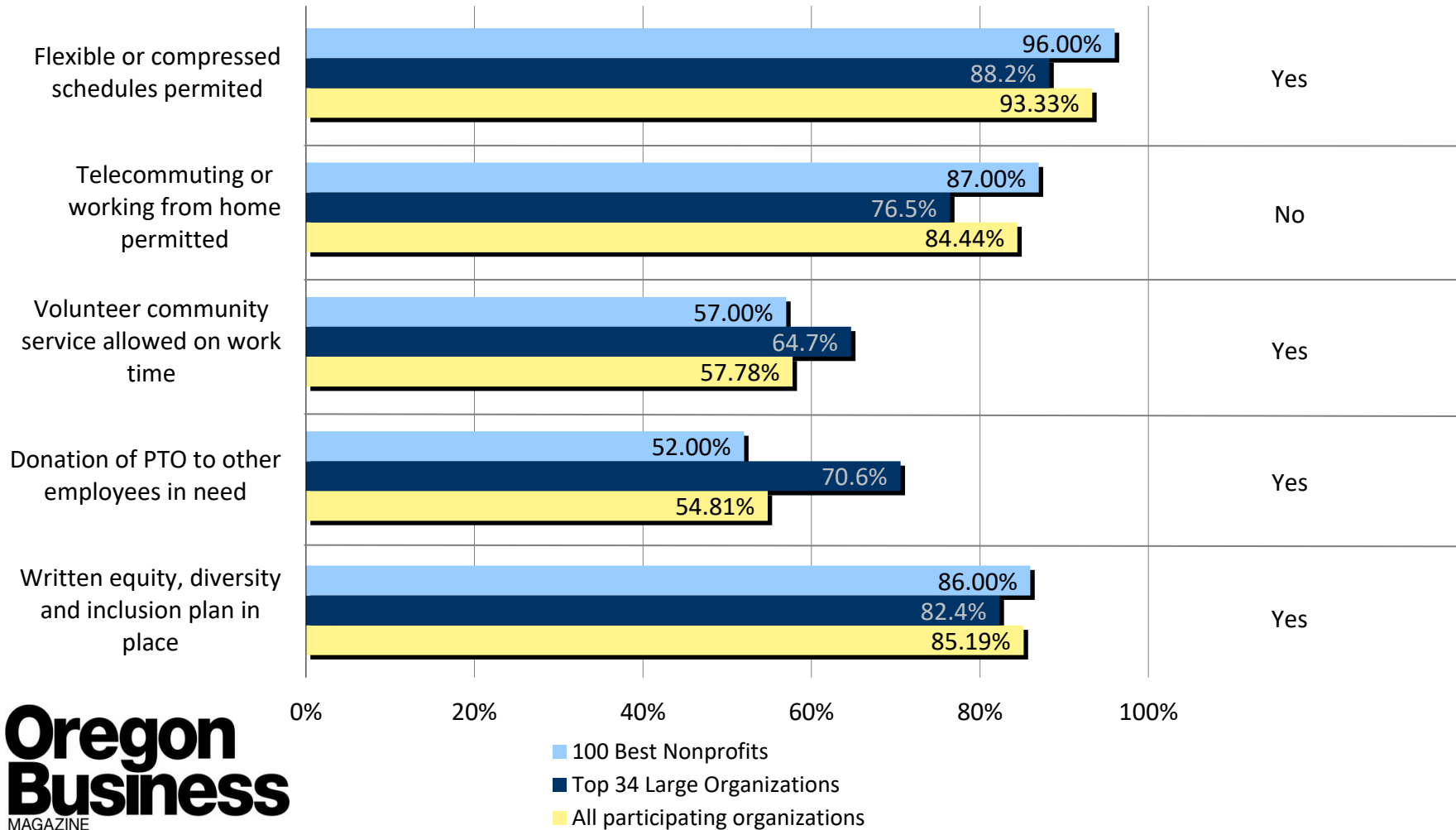


Work/life balance

Employer survey of benefits



Community Counseling Solutions

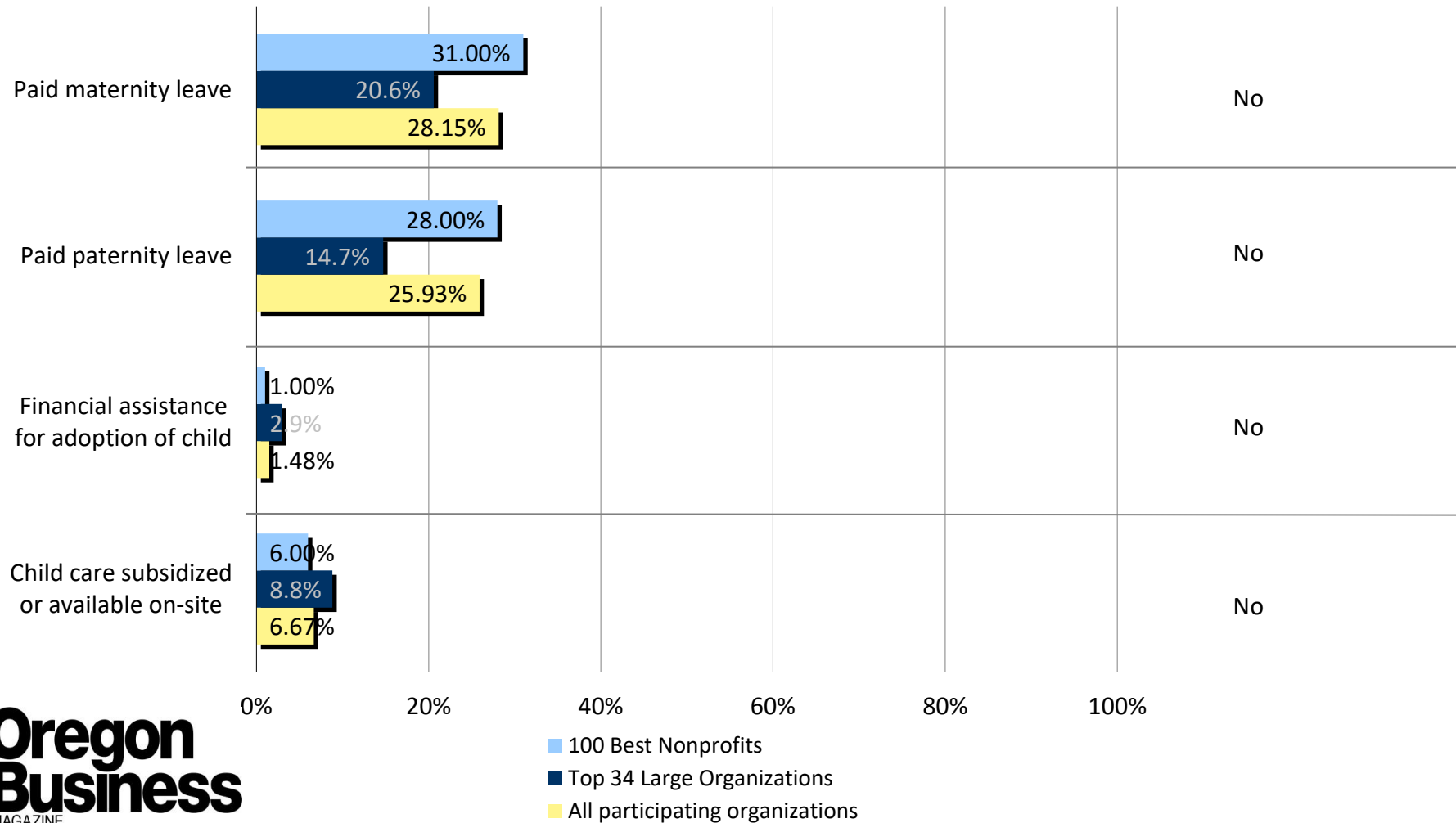


Family friendly policies

Employer survey of benefits



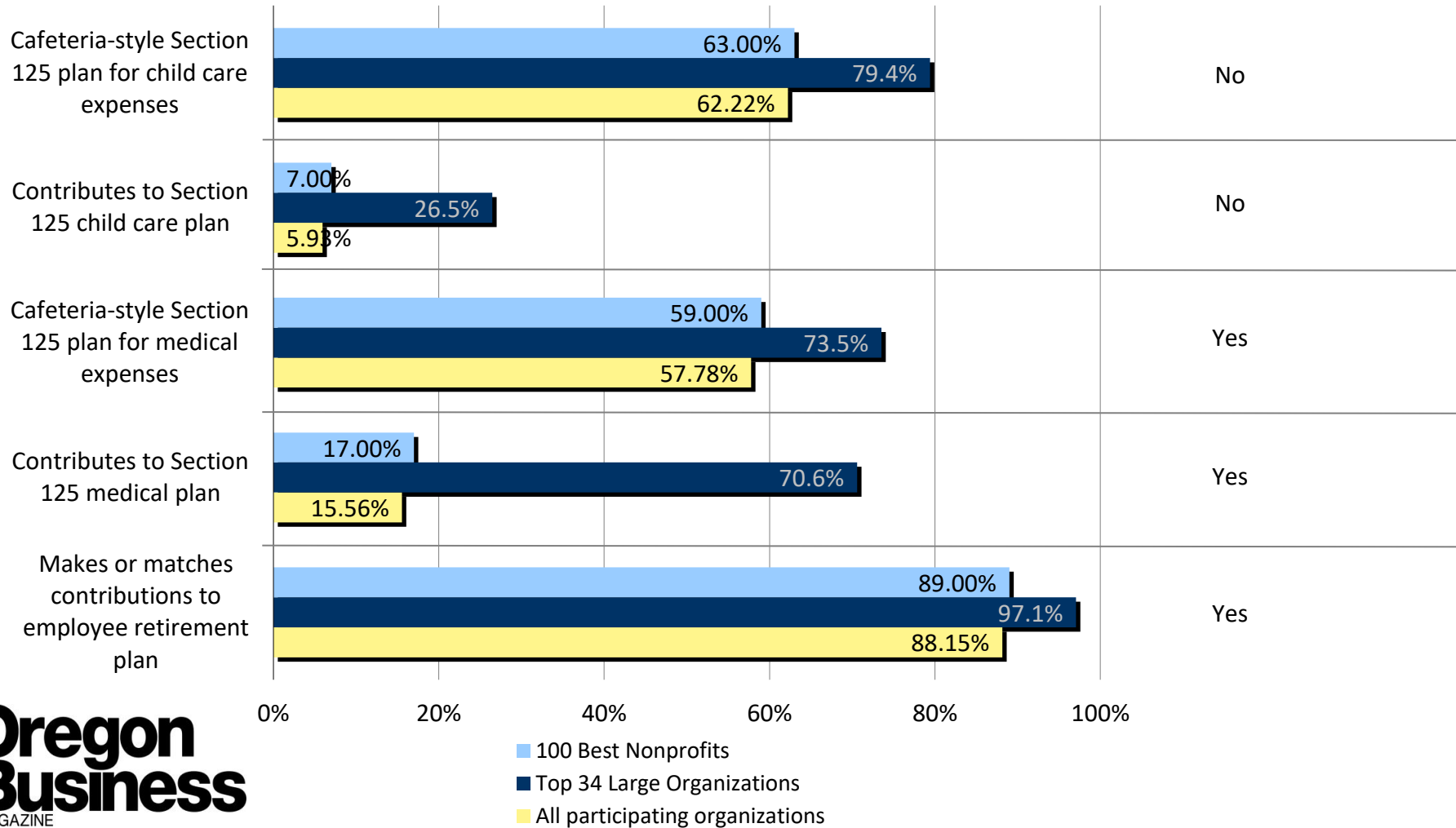
Community Counseling Solutions



Expense coverage and retirement plan Employer survey of benefits

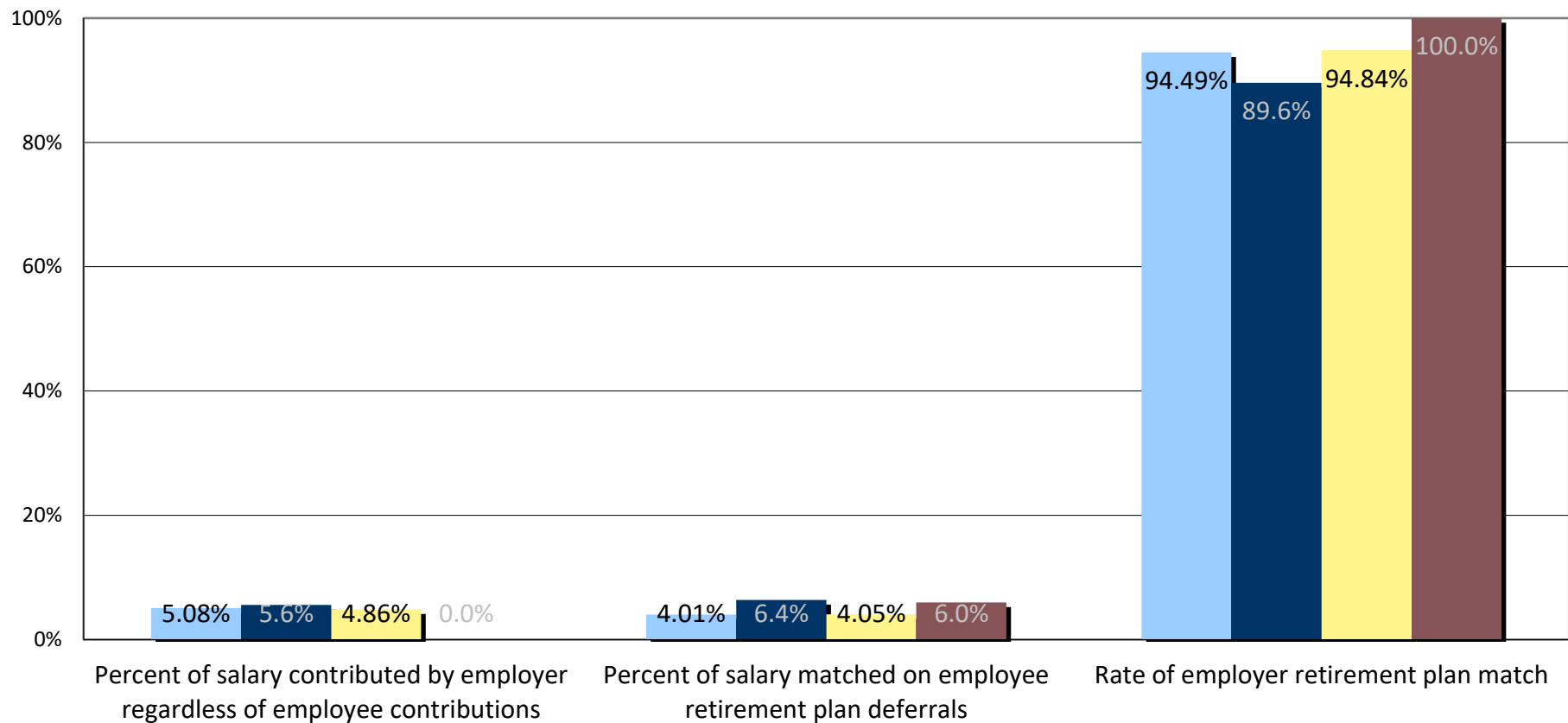


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Retirement plans

Employer survey of benefits



100 Best Nonprofits

Top 34 Large Organizations

All participating organizations

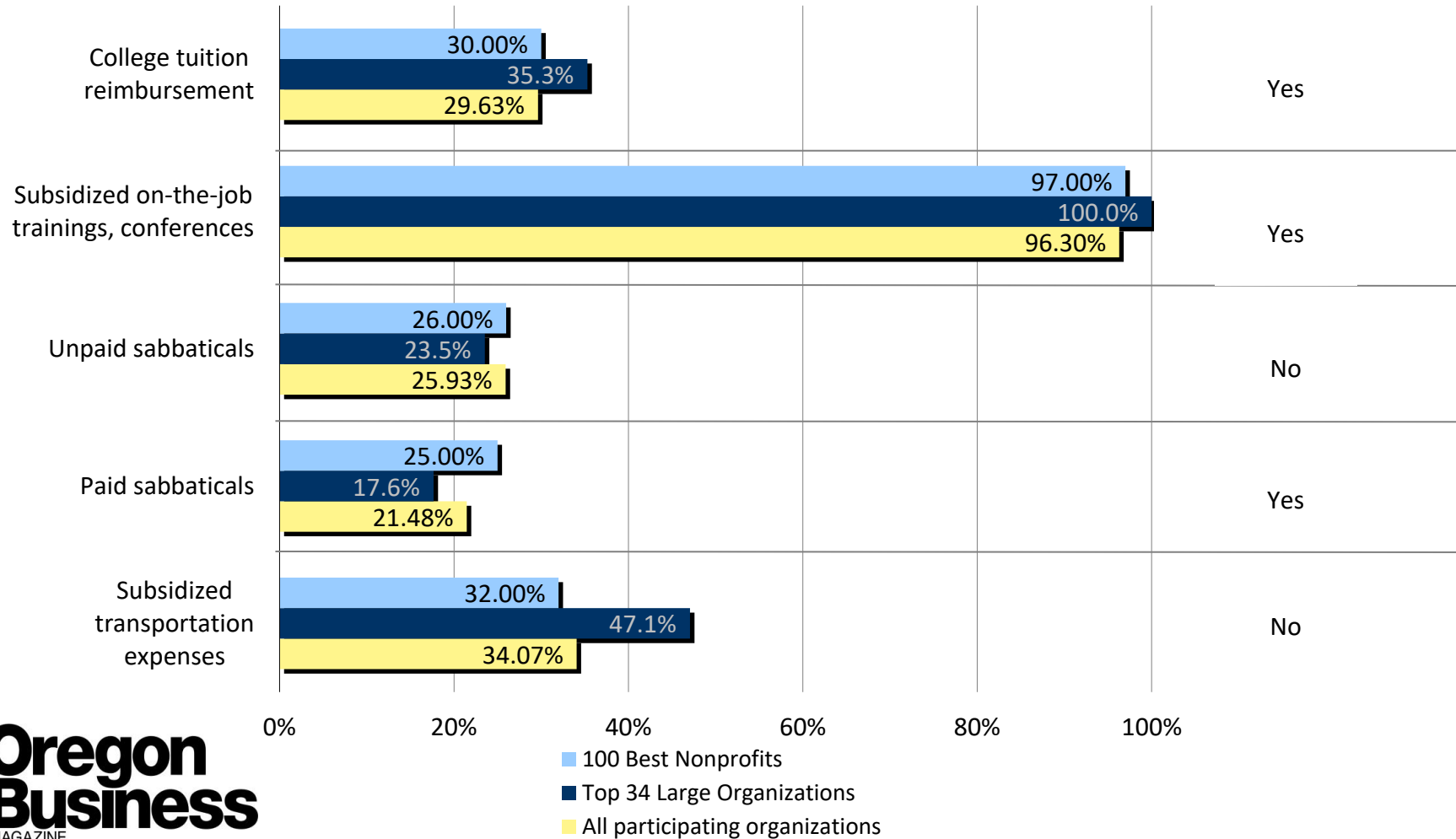
Community Counseling Solutions

Education and career development

Employer survey of benefits

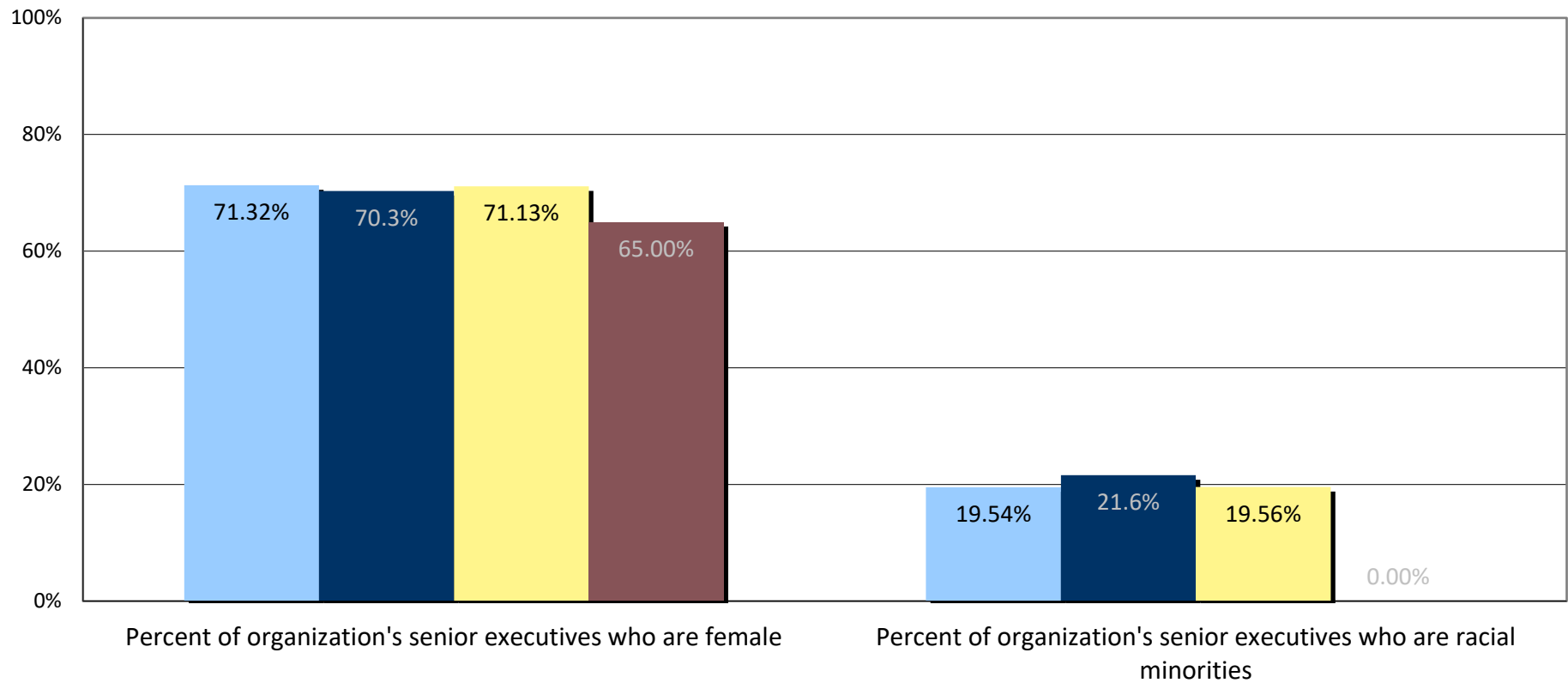


Community Counseling Solutions



Diversity in management

Employer survey of benefits



100 Best Nonprofits

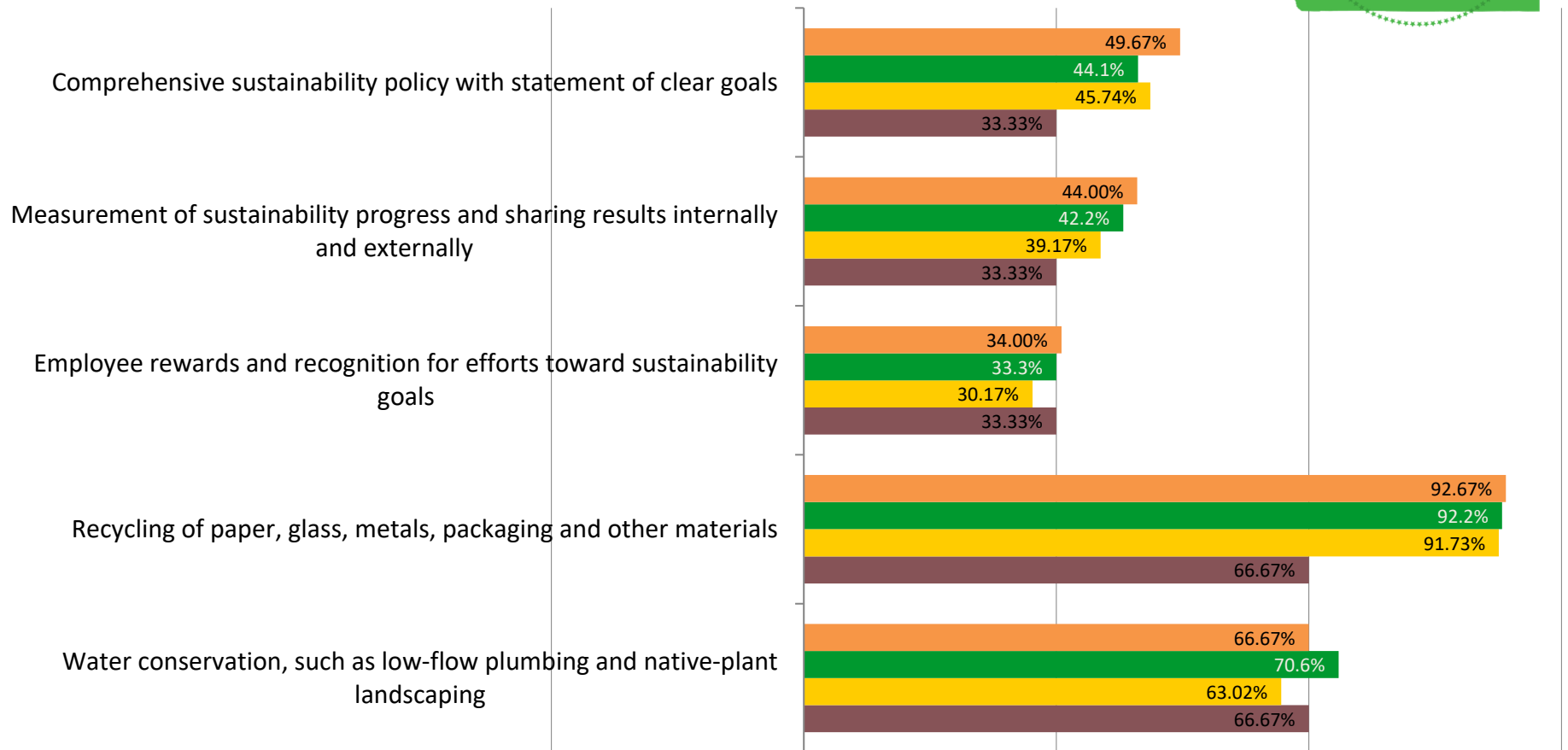
Top 34 Large Organizations

All participating organizations

Community Counseling Solutions

Sustainable practices

Employer survey of benefits
(Used for 100 Best Green Workplaces in June issue of *Oregon Business*)



Not at this time

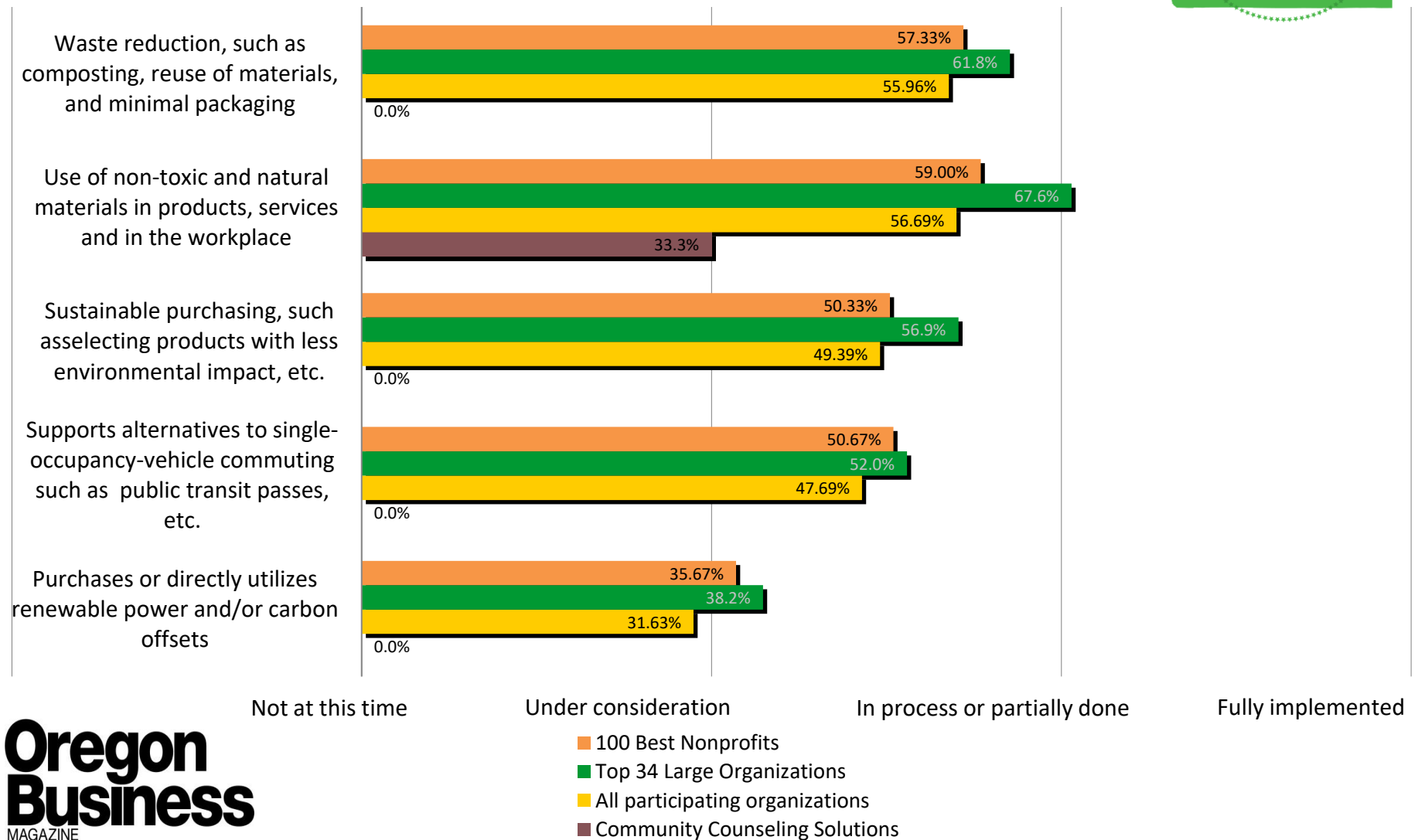
Under consideration

In process or partially done

Fully implemented

Sustainable practices

Employer survey of benefits
(Used for 100 Best Green Workplaces in June issue of *Oregon Business*)



Sustainable practices

Employer survey of benefits

(Used for 100 Best Green Workplaces in June issue of *Oregon Business*)



Not at this time

Under consideration

In process or partially done

Fully implemented



100 Best Nonprofits survey
2023 Comprehensive Report

Employee write-in comments

Employee Comments for Community Counseling Solutions — 2023

	<i>What about your organization makes it great?</i>	<i>What about your organization would you like to improve?</i>
1	Great board of directors. Senior management is committed. Agency truly cares for the employees and the services that are provided.	More professionalism.
2	Management is some of the best I've ever worked for from CEO to supervisors.	
3	Teamwork.	N/A
4	Our executive director is kind and thoughtful. Teamwork is amazing within the team I work on. My direct supervisor is fair and very supportive.	
5	Too much outsourcing...getting problems solved within ample time.	Getting paid 2x within the month, better insurance (medical).
6	CCS has a sense of community among staff and clientele. Staff genuinely enjoy the work they do and the cause they support. Leaders are fair. They listen to all sides and weigh outcomes in situations before making decisions, allowing staff to be heard.	At times growing pains can be detrimental to an agency and programs. When something is not fully developed or is struggling, it may not be the best idea to start another program. It tends to leave those in need behind and at times struggling more.
7	Dedication to the communities we service in 5 Eastern Oregon counties.	More communication among the different departments.
8	People-first agenda. We are starting to treat employees on par with partners and clients, which is refreshing. CCS is family-centric. Open-door policy. Equity is a focus.	We are already striving hard to improve what we need the most, which is to fill positions.
9	I think the culture is a positive one and one that equally looks out for its clients and employees.	We rely on paper and hard copies more than necessary. The electronic filing tools are available, but my program specifically uses them AND the old paper filing ways, doing double the work.
10	I have support from my clinical supervisor.	
11	CCS works hard to hire and retain good people.	Better insurance option.
12	People working to serve the community, genuine.	Create a "center" space, a place for employees to be healthy in mind and body.

Employee Comments for Community Counseling Solutions — 2023

	<i>What about your organization makes it great?</i>	<i>What about your organization would you like to improve?</i>
13	Great coworkers, amazing management, we are all here for our clients and work as a team.	
14	Community Counseling Solutions is great because the agency works hard to include everyone and values each employee as a unique individual. We have grown considerably over the past 2 years and that has brought some challenges, but CCS stays true to its mission to value everyone we serve in our communities, which includes customers and staff.	The main thing that needs to improve is largely out of the agency's control, and that's staffing. We are not fully staffed, and that does add stress to many people's day just trying to keep up and keep CCS at the front of the pack when it comes to serving our communities with Behavioral Health Services. Human Resources has done a great job including all staff with incentives to bring in new candidates, and are offering hiring bonuses now. However, in most cases there just aren't enough talented people willing to do the work anymore. It's a problem that faces many nonprofits.
15	The people are the heart and soul of the organization. It is a great place to work!	Nothing that I can think of.
16	I love our mission statement, and most of the people I work with are always willing to help.	The areas I believe need improvement have to do with our location being in Eastern Oregon. More services; however; we have a hard time finding qualified candidates.
17	The work we do in the community.	Equity among all staff for promotions, benefits and retirement parties and gifts. Wellness has not been a priority and should be. Our field is tough mentally, and an opportunity to work out, swim or take yoga or go for a walk on company time needs to be a priority. We need more than a small amount of money to put toward wellness. Also, policies shouldn't be changed constantly and should have employee input. Benefits get taken away and not replaced with something. I think this organization would benefit greatly from having a union.
18	Mission-based organization that listens and responds to their employees.	The building in John Day is woefully unequipped to achieve the CCS mission. It reflects poorly on the employees who work in that office.
19	The people we work with and the area in which we live.	More community involvement, more opportunities for staff to gather.

Employee Comments for Community Counseling Solutions — 2023

	<i>What about your organization makes it great?</i>	<i>What about your organization would you like to improve?</i>
20	Growth opportunities.	Attracting skilled staff due to growth.
21	Client/people-centered.	I feel it is a blurred boundary when a supervisor is in authority over their longtime friends. Friends expect and sometimes receive special concessions.
22	I think CCS has a lot of people working toward a common goal and a better organization. The majority of employees are working in mental health because they want to help people, and that shows in their work. They go the extra mile for our clients and work hard to ensure they get quality care. They also listen to our clients and provide individualized care.	I think our organization needs to weed out some employees who don't have the clients' best interests in mind. Like any organization, there are bad apples, but I think more effort could be put toward better people for these roles or training these individuals to be better in their role and treating others with more quality care.
23	Personally, I have support from many people within the organization. Not just supervisory support, but that of all involved.	Nothing at the moment.
24	Community Counseling Solutions works hard in the communities it serves. It is a beacon of hope for all of the clients and provides positive outreach with community partners.	Coordination of different departments needs to be improved. Also, the importance of support staff needs to be stressed. Oftentimes employees who are not a good fit or simply cannot do the job are held onto way longer than necessary, and this causes employees who work hard and care about the agency to leave.
25	CCS continues to be dedicated to excellent care in the communities they serve and strives to be an excellent community partner. I am proud to work for CCS because I can say without a doubt that our director will jump in and do the work alongside my team if we need her to.	Continued focus on leadership development as well as being a trauma-informed agency. Perfection is not needed, but leadership is stretched too thin and lack support in modeling the "servant leadership" model that the agency has adopted. Historical agency trauma also continues to be present and currently has no platform or apparent strategic plan for healing, again, likely due to current understaffing and leadership shortage.
26	CCS cares about the community, the people and the environment.	Administration/management should not consider shift differential as a reason why you don't get a raise or why your raise is less. Admin stating "Well, your shift differential makes up for you not getting a raise." Night shift is just as important as any other shift. Staff who work night shift get no

Employee Comments for Community Counseling Solutions — 2023

	<i>What about your organization makes it great?</i>	<i>What about your organization would you like to improve?</i>
		recognition. I can't even remember the last time admin/management said good job!
27	Internally: We do great things and have great support from our leadership.	Externally: Greater and more intentional collaboration with and between community partners.
28	Over the last 3 years, CCS has become much more employee-oriented. Administration has worked toward training leaders in servant leadership, and some admin have taken that to heart and changed the way they do things. Pay has increased to be more comparable to competitors.	The agency needs to continue to look at ways to take care of employees. Increasing the number of employees who do crisis work is killing the agency.
29	I feel this organization has come a very long way since I started, and in a good way. The most recent stages are how much we have grown to continue doing so many things in so many places, making us more accessible than ever! I also feel that those who have been here and are doing the work have finally received what they have deserved through the very gracious retention bonuses, the increase in merit-based pay and the cost-of-living increase.	I feel there are still so many open positions as we may be growing too fast, and many of those are the very crucial clinician positions that this company needs if it wants to continue to abide by our mission; otherwise, we are no good if we can't do what we are supposed to be doing. I not only hope to see these open positions filled, but I have always felt that we need more of those positions created, especially at the Heppner office, as expecting one clinician to adequately take care of a multitude of clients is negligent.
30	I love that CCS want to bring help to our community, and the passion shows in most of their efforts.	Recognition of the hard work each team does collectively and independently. It feels like most efforts are focused on mental health services, and it feels like substance abuse treatment is often an afterthought.
31	Teamwork.	We need more clinicians.
32	The organizations provides competitive pay and benefits, and is proactive in providing reviews and pay adjustments as appropriate. They value self-care and support staff in terms of their personal lives and families. Additionally, supervisors monitor staff schedules to ensure adequate time is blocked for internal activities and reasonable pause from client-facing services. The organization readily promotes and supports additional training, covering cost and	

Employee Comments for Community Counseling Solutions — 2023

	<i>What about your organization makes it great?</i>	<i>What about your organization would you like to improve?</i>
	travel in order to ensure a well-educated, well-prepared staff. Finally, the organization is proactive in making staff aware of beneficial programs and encourages staff participation in said programs, such as student loan forgiveness.	
33	I love the support the staff gives to the clients.	More interaction with community around.
34	I love that we feel like a family. We look out for each other and push each other to do better in our work and lives. I am very happy that I am able to complete continuing education, and that I am able to attend my children's events.	Space, which will be a never-ending battle as we continue to grow. But with the option of some work from home, this has been helpful.
35	CCS offers competitive salary/compensation along with benefits for longevity, including a recent "wellness benefit" option.	Communication from management to team members is not going well. The building is very old with no AC in parts of the building, causing community members to be uncomfortable. Exterior of the building is very rundown. Difficult transitions lately with team members having to be moved. There is supposed to be a remodel to the building, but there are never any updates. Flooring/walls/waiting room are very grimy.
36	What makes the organization great is that they are upholding the mission, and the company cares about its employees and what we think.	Better communication between individual programs.
37		Our HR team is overwhelmed and gives conflicting information.
38	Their mission and ethics.	Dental and vision benefits.
39	Helping people.	Continuity of care. Do not just start something but see it to a conclusion.
40	Very supportive and flexible.	
41	There are numerous opportunities available for individuals to enhance their skills and broaden their education. The supervision provided is carried out efficiently and effectively. CCS values its staff members and consistently seeks out ways to provide support. The company raises its	It would be great to see more uniformity in the way services are delivered across all locations, as well as the implementation of necessary programs.

Employee Comments for Community Counseling Solutions — 2023

	<i>What about your organization makes it great?</i>	<i>What about your organization would you like to improve?</i>
	employees' pay every year, and CCS strives to ensure that they feel appreciated and receive fair compensation.	
42	Great support for employees, an effort to promote sustainability, clear communications from the top levels of the organization.	
43	Great workweek — three 12-hour shifts make a wonderful balance of work and family time.	It would be nice if my supervisor would reprimand employees she supervises. Many justifiable complaints are ignored and not corrected.
44	My organization genuinely helps people and is filled with authentic employees who want to help our community in any way they can.	I would like to increase the number of mental health specialists and crisis workers in the rural areas of our counties due to the ever-increasing number of clients we are taking on. Caseloads are overflowing and employees frequently face symptoms of burnout.
45	Health benefits, teamwork.	I think CCS should step back and look at the people who are getting programs up and running and pay them more. When these employees could go bottle-drop or to Walmart and make more than working for CCS. I know it's crappy when clients tell you how much they make at their job or they just got a raise and you spent \$15,000+ to go to school for something and still are making less than them.
46	CCS is a very family-oriented organization.	Nothing, they are awesome.
47	The dedication to the people who work here and the clients they serve.	Slightly higher accrual rate of sick time
48	I love how it is very team-oriented and client-focused.	I would like to improve on trainings for all staff, especially training around crisis de-escalation, mental health disorders, safety training for residential/outpatient staff and staff that work directly with clients to ensure their safety along with the clients'. And maybe some improvement on energy-efficiency upgrades and cardboard recycling bins, etc.
49	CCS is very supportive of its employees.	Eliminating the red tape. Sometimes the organization puts up barriers for clients to make appointments.

Employee Comments for Community Counseling Solutions — 2023

	<i>What about your organization makes it great?</i>	<i>What about your organization would you like to improve?</i>
50	Staff and management are very supportive. This is an excellent place to work.	Hiring process is too slow.
51	The flexibility for my family. CCS has been a great company to work for, always very understanding and wanting to help.	Nothing, they are great.
52	Effort to improve quality of life in community.	More support staff. Communication in the community about who, what, where, why.
53	The best place to work, our CEO is the best!	None.
54	I love that CCS focuses on the client.	Better communication between mental health services and SUD services.
55	Family-oriented, flexible schedules, paid time off, retirement benefits.	
56	Very high degree of integrity and community involvement. Deep emphasis on ethical treatment of all persons we encounter — clients, community members, each other. Although we do have a hierarchy, we use it only where necessary and have an open-door policy regarding availability and accessibility. We practice servant leadership culture in a very real manner, supporting our employees so they have the care and inspiration along with logistical and organizational support to serve those we meet in our community. Our workplace culture places a high value on treating each other like members of a family, and although our organization has grown by leaps and bounds, we still do this. I have worked in five different agencies over the past 13 years and have been in frequent contact with quite a few more over the years, and this is by far the best of them all. I have never encountered upper management who I could trust to the degree I do here. I work in the area of sharing lived experience in my job, and supervise those who do, and I have been in workplaces where support and respect for what we do got lip service at best. There can be a deep-seated	I would love to see improvements in our ability to become more sustainable in the areas of our environmental impact. Much of this is the need for materials and better facilities, and with the high financial outlay necessary for such things, it is sad that only gradual improvements over a period of time can happen. We do have plans, and we do have a plan in process and also discuss frequently the importance of making changes in this area, so it will happen. I would also like to see improvements in our health care, but in a similar manner to the above subject, the complex nature of the private health care insurance market makes it terribly difficult to make improvements in this area. I think to a great extent this is going to be the case pretty much anywhere I go. I think our company is as generous with its insurance plan as they can be given the circumstances.

Employee Comments for Community Counseling Solutions — 2023

	<i>What about your organization makes it great?</i>	<i>What about your organization would you like to improve?</i>
	cynicism toward clients and those with lived experience that can elude solutions, and that is not present here. This place is the real deal, and I count myself lucky to be here.	
57	The people that I work with make a "bad day" better.	
58	The people.	It's already shooting for the stars!
59	The people!	I think it is already great, no improvements needed.
60		Working with their employees who are parents that struggle with daycare and have no family or friends nearby to help.
61	Mission-driven.	
62	I personally have never had the chance to work for an organization where they are so understanding of you and your time. You wake up in the morning knowing that you'll have a great team waiting at the office. On bad days, they'll make you smile and they keep the good days coming. I'm glad to be a part of this team. I'm proud of us.	I'd prefer if we worked four 10s instead of five 9s. I truly wish for this to be in effect. Especially if one hour in the morning and afternoon were for us to work on excess assignments. This means that we would have extra time in the mornings and end of the day where we'll be able to finish paperwork, records, referrals, etc. I can't stress how useful it would be. Also having a three-day weekend would be best for everyone's mental health. With only a jammed-in two-day weekend, personally, my insomnia is knocking down the door and I'm unable to get a good night's rest within those two nights. With the extended day, we'd have more family time, self-care time, our errands, our projects, rest, etc.
63	Community Counseling Solutions offers a plethora of services to five counties in rural Oregon and are very well organized. They treat employees like gold and provide great benefits and opportunities for growth. Everyone I have worked with so far has passion and heart and makes working here enjoyable.	Due to their contract with the counties, they are not allowed to put a pause on accepting new patients. We must serve everyone that seeks help. This has created long wait lists. Although CCS has increased their staffing and continues to recruit, the demand for services in these areas are high and it is often difficult to attract qualified employees to rural areas. However, the people

Employee Comments for Community Counseling Solutions — 2023

<i>What about your organization makes it great?</i>		<i>What about your organization would you like to improve?</i>
		they hire have a lot of passion for this work.
64	The people I work with, and that we all share one common goal, and that is to help those in need.	More flexibility with schedules.
65	CCS has a lot of transparency, and they encourage positive management/supervisor skills. They encourage open communication of successes and achievements in group meetings.	CSS could create more opportunities for local sites to connect through informal social gatherings.
66	Executive director has strong commitment to excel and provide quality service delivery to community.	All positions available will be filled someday.
67	How caring and supportive the organization can be.	Not too sure about this one. The organization has improved so much over the years and is doing amazing.
68	Cares about and supports its employees while also challenging them to grow with the company.	Be honest and offer solutions as well as critique.
69	The flexibility and good pay/benefits.	The organization of project management.
70	The leadership is very supportive of staff. They hire good staff from the beginning rather than just hiring a body to fill a position.	I just want to learn more from my direct supervisor and more about the global picture of how the organization works in larger framework than the day-to-day workings.
71	The mission of the company. There blatantly are not enough recourses for mental health in Eastern Oregon. The fact that CCS employees work as hard as they do for each client is simply amazing. Especially with the limited recourses making their jobs more difficult.	I would like for Mental Health Clinicians and A&D staff to be more integrated. If someone has a dual diagnosis, I feel anyone working with that client should be working more closely together.
72	The benefits.	There is an inequity in what is acceptable regarding duties/responsibility with employees. Some carry a heavier workload than others doing the same job.
73	Peer support is very greatly needed, and I love to be a part of this team. We are available 24/7 to our community.	It would be nice to have a company picnic to just all come together and to get to know one another.
74	1) Benefit package is excellent. 2) Good roots/established business. 3) Some good leadership (some new, some been here awhile).	1) Communication: I think the company looks at communication as technology being its best. The communication gap I am seeing is that technology

Employee Comments for Community Counseling Solutions — 2023

	<i>What about your organization makes it great?</i>	<i>What about your organization would you like to improve?</i>
	4) Established Board of Directors and active in business matters.	needing to be used to communicate amongst the agency to the right people. Some get it, some don't, and those that do do not know who to distribute it to. Distribution lists would be so valuable. 2) Retainment pay amounts in the agency are based on time worked. Full-time gets one thing and half-time always gets half of what full-time gets. That does not exactly fit the mold to performance. You can easily have a part-time person giving out more than a full-time person, yet the full-time person will forever get the higher amount. 3) Yearly rewards are based on nomination and chosen by administrative team. It feels and looks a little like running for high school president. 4) Maintenance/IT workers are needed at every site. We have at least 13 buildings plus residential sites.
75	How the director really cares for staff. Always making sure that she talks to all staff individually. The importance of the mission and to abide by it. The benefits (insurance). Finally, how it has become a family.	To include more culture training.
76	Changing the lives of our clients.	The understanding of the diverse communities that are employed by CCS.
77	Regular cost-of-living raises that make it possible to look forward to the future and growth. The people are amazing and work very hard.	Training.
78	Everyone is such a pleasure to work with. It is like a happy little work family. There are always updates on policy changes and the communication between all employees is stellar.	The office where I am located needs to be bigger for the employees and to be updated as the furniture is in shambles. It also gets the least amount of attention and focus compared to the other offices.
79		When first responders are asking people to stay off the roads, don't require people to travel long distances on those roads for a Christmas party. Also, an employee's personal assets belong to them and you should not be making financial decisions on those assets.
80	Great co-workers, positive company culture. Organized, efficient, transparent and supportive	Expand telehealth options for individual mental health therapy to expedite and expand these

Employee Comments for Community Counseling Solutions — 2023

	<i>What about your organization makes it great?</i>	<i>What about your organization would you like to improve?</i>
	management. Competitive salary for the field and area.	services to our community.
81	There are many opportunities to go in different directions with this agency, meaning there are many different job or career areas in behavioral health.	When there is toxicity in staff, to address and manage as needed. Although this may be happening behind the scenes, sometimes no change or differences are seen or made.
82	The teamwork! Everyone has the same goal and works together to find the best way to support the people we serve.	1) Better communication between upper management and the frontline staff. 2) Opportunities for staff that do not have a degree but have over 20 years' experience to advance into supervisory or management positions.
83	Positive attitude about employment with this agency.	Better in-house training.
84	The people I work with on a daily basis. The support we get from our peers and how they make us feel valuable.	More flexible schedules with childcare situations and the option to work from home if their child is sick. As long as we have things to keep busy.
85	Great working atmosphere. CCS is the best company that I have ever worked for, and I have worked for the state and a subcontractor for the federal government.	Communication between agencies within the company.
86	To be able to help people and make a positive change in their life.	They have increased the pay, but being compensated more would help greatly.
87		Training, communication.
88	The care and consideration for their employees sets CCS apart. I have never worked for a company that has cared about its employees so much. It is so exciting to work somewhere that really values you. I have grown in so many ways since I started working for CCS, and it is all because I finally feel supported. It makes a huge difference, and I am so grateful to work for a company with such a great mission and so much support on all levels.	
89	CCS is an amazing organization to work for. It's a family. There are growing pains, and for the most part we are able to get through it together because of the quality of people in that family and	

Employee Comments for Community Counseling Solutions — 2023

What about your organization makes it great?

What about your organization would you like to improve?

	the commitment to the mission.	
90		See more specific trainings that apply to select positions within the agency.
91	Flexibility to balance work and life schedules. Can attend most of my children's events.	With growth and staffing. Getting a response or follow-up from the business office can take multiple tries and consistent follow-ups.
92	The team and leadership are what make this organization so fabulous. To add to that, the Board of Directors is a strong board that has the best interests of the communities, clients and employees.	Being able to work from home some — that flexibility would be amazing and allow a better work/family life balance. Especially as many employees travel to remote areas and spend hours a week on the road, being able to work from home some would be incredible.
93	My relationship with management.	I would like to see full employment with other teams, which would help with my job.
94	Providing a pathway for entrance and staying true to their mission.	
95	The dedication to and by the staff to making sure the employees have what they need.	

**PROVIDING DYNAMIC, PROGRESSIVE AND
DIVERSE SUPPORTS TO IMPROVE THE WELL-BEING OF OUR COMMUNITIES.**

Director's Corner

Happy September!!

I'm experiencing whiplash from watching summer whiz by. In WinCo I saw Halloween goodies for sale. Say it isn't so. I'm desperately holding on to the final days of summer. Some sadness in that unlike a good book, we can't pause for a bit to prolong it. The next day comes. For those experiencing loneliness, long days are even longer days regardless of the season. Recently, the U. S. Surgeon General raised the alarm on loneliness, calling it an epidemic and a public health emergency. In the words of the Surgeon General "Loneliness is far more than just a bad feeling—it harms both individual and societal health. It is associated with a greater risk of cardiovascular disease, dementia, stroke, depression, anxiety, and premature death. The mortality impact of being socially disconnected is similar to that caused by smoking up to 15 cigarettes a day, and even greater than that associated with obesity and physical inactivity. And the harmful consequences of a society that lacks social connection can be felt in our schools, workplaces, and civic organizations, where performance, productivity, and engagement are diminished."



In 2008, CCS founded the David Romprey Oregon Warmline. The Warmline has become an effective resource throughout Oregon and the U.S. to assist in battling social isolation, depression and other factors associated with loneliness. Following are some fun facts about our Warmline:

- ◆ For the quarter ending June 2023, the Warmline served 23,295 individuals
- ◆ For the same quarter, the Warmline generated northwards of \$6.3 million in savings
- ◆ The Warmline provides up to 450 peer support sessions a day
- ◆ Services are now offered in both English and Spanish

The Oregon Health Authority (OHA) has been the primary funding source for the Warmline since 2015. Last year OHA increased the amount of the contract significantly, allowing us to add the bilingual line and increase operator hours. Re-



cently we learned that OHA was going to reduce the amount of the contract back to 2021 levels. Thanks to the advocacy of Commissioner John Shafer and Jessica Pratt at the Association of Oregon Counties, we were able to receive an extension on our existing contract and a commitment from OHA leadership to be diligent in working with us to try to find additional funding. While a bit daunting, it is an exciting opportunity to promote the great work of the David Romprey Oregon Warmline staff.

More Costly/ Clinical Service	Reallocation Savings
Crisis Line	\$ 3,704,610
MH or BH Provider	\$ 219,000
PCP / Doctor	\$ 427,000
911 or 988	\$ 286,224
Police	\$ 102,795
Hospital ER	\$ 928,400
Ambulance	\$ 380,335
Other	\$334,310
Total Quarterly Cost Savings	\$6,382,674
Quarterly Return on Investment	605%

To that end, I want to take a moment to recognize our recent holiday, Labor Day. A national holiday since 1894, it was created to promote recognition of both the contributions and the mistreatment of workers at the time. Businesses have come a long way in recognizing the work of employees and arguably there are more opportunities for growth. There are times that we soar when getting things right and times that we step in a pothole. I appreciate your patience as we continue to evolve as an organization. I appreciate all of the work that you do to support those we serve and each other. And I appreciate you.

Kimberly

ZERO SUICIDE

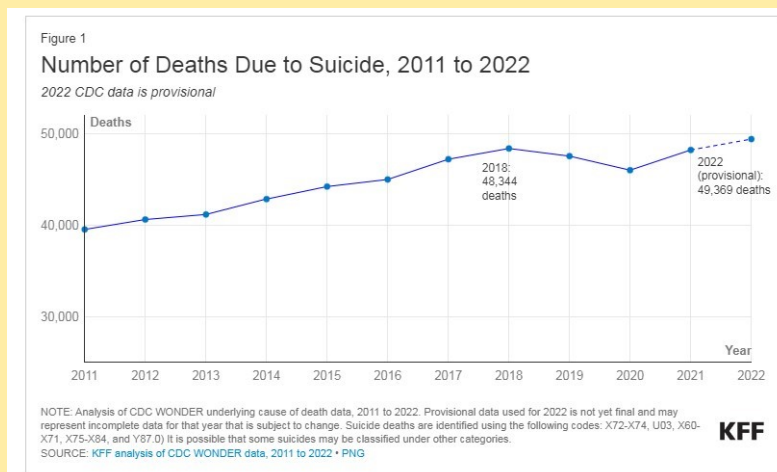
In the spring of 2019, Community Counseling Solutions took on the large task of addressing suicide prevention and its part in the process of the care of our clients and communities. A Zero Suicide Leadership Team was formed consisting of a diverse group of people in our (at the time) four-county region, now five counties with the addition of Umatilla County.

The Leadership Team uses the tools and practices put forth by the Zero Suicide Institute. The Zero Suicide framework is a continuous quality improvement initiative for transforming suicide prevention in health and behavioral health care systems. The framework is based on the realization that suicidal individuals often fall through the cracks in a sometimes fragmented and distracted health care system. A systematic approach to quality improvement in these settings is both available and necessary. In the Fall of 2021 CCS received a three year grant to fund a part time Zero Suicide Coordinator. We were lucky to hire Tim Handforth as our Zero Suicide Coordinator and appreciate his passion for this important initiative.

We know that Suicide Prevention is everyone's job. In order to have a comprehensive system in place to effectively serve, we must have all staff trained with specific skills to recognize the signs of crisis that are all around us. The very essence of CCS is our staff, who not only work for CCS, but have families, volunteer in our local communities and have a pulse in our small towns.

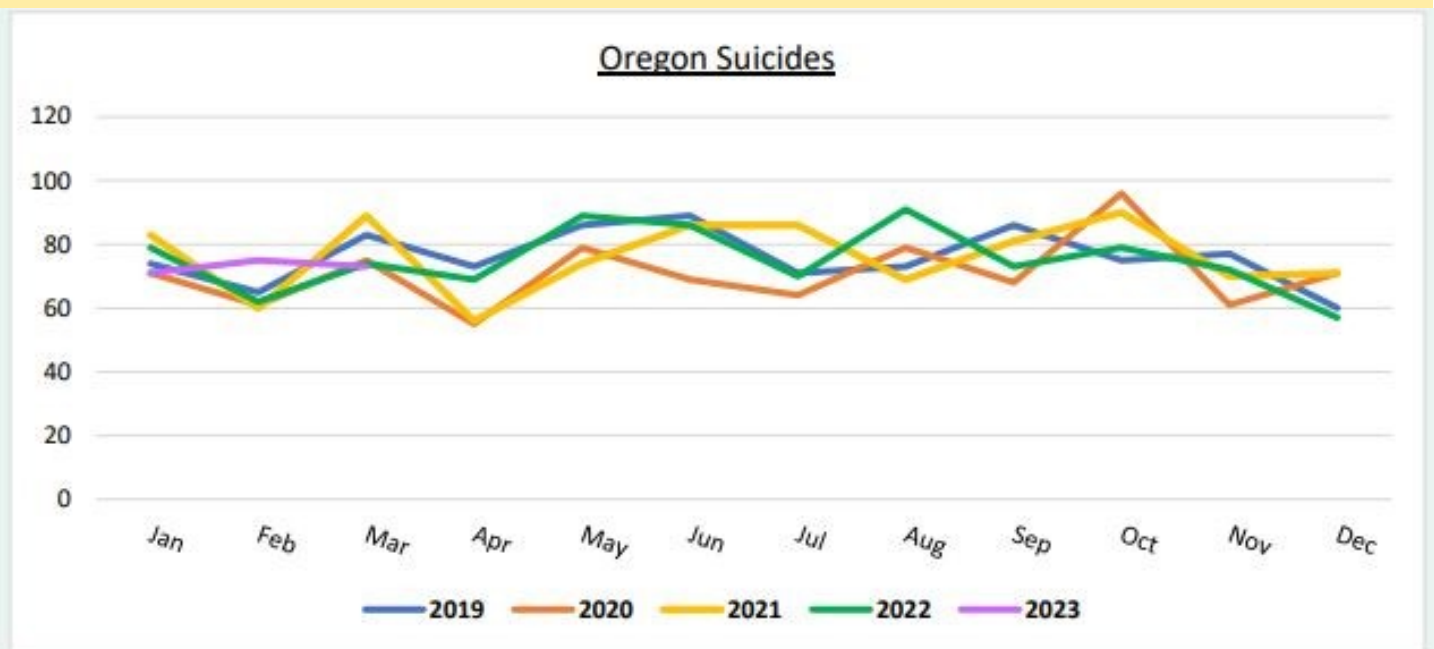
All CCS employees should be trained in Question, Persuade, Refer (QPR). The QPR mission is to reduce suicidal behaviors and save lives by providing innovative, practical and proven suicide prevention training. Quality education empowers all people, regardless of their background, to make a positive difference in the life of someone they know. If you have not completed your QPR training please reach out to Tim at tim.handforth@ccsemail.org.

Additionally, all staff are to complete Counseling on Access to Lethal Means (CALM) training. Although we are not all counselors, this training provides valuable knowledge and skills we can all utilize.



Here is some staggering information about suicide:

- * From 2011 to 2022, over half a million lives (539,810) were lost to suicide, with 2022 showing the highest number of deaths on record.
- * In July 2022 the federal government introduced a new crisis number, 988. The 988 Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States.
- * Suicide death rates in 2021 were highest among people of color, younger people, and those who live in rural areas with many groups seeing increases of 30% or more from 2011 to 2021.
- * Provisional CDC data show that the number of suicide deaths in 2022 is the highest recorded, exceeding the next closest year (2018) by over 1,000 deaths.
- * Suicide deaths in 2023 are similar to 2022. Mortality data is still being processed and numbers for recent months may change.



Umatilla County Fair Parade

I just wanted to thank everyone that came out to the Umatilla County Fair parade and helped out! We had so much fun! Special shout out to Emily and Hannah who spent hours building giant flowers with me and the Pendleton Peer Center for making all the small flowers for the sides! Thank you! 😊

~Melissa Barnes

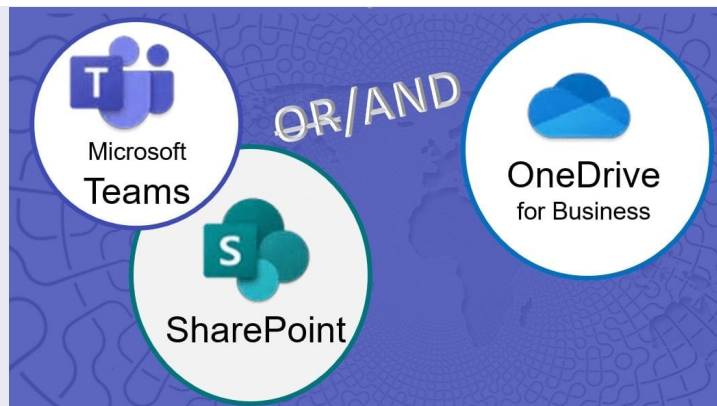


SharePoint

SharePoint is a web-based solution where teams can store, organize, access, and share files and information from any device.

Teams

Microsoft Teams is an all-in-one collaboration platform that's included in the Microsoft 365 portfolio. It features tools such as chat, video calling, conversation boards, document storage, online meetings, and more. In addition to messaging, people can be organized into groups or teams and receive department-specific updates as well as general company information.



OneDrive

OneDrive is Microsoft's online, cloud-based storage solution and includes 1 TB of personal storage. Users can access files remotely from any device, including mobile devices, and easily share them with others.

When to Use SharePoint, Teams, and OneDrive

All three Microsoft applications allow business teams to communicate and collaborate effectively. However, their subtle differences and unique features reveal their ideal uses.

SharePoint

SharePoint is ideal for storing and sharing files with a broad number of users. The platform includes tools that enable users to seamlessly collaborate on and share documents, including version control, co-authoring, file preview, file sync, data governance and compliance, and more.

It's SharePoint's focus on functionality that differentiates it from Teams and OneDrive. For example, the flexible, customizable platform allows users to create an intranet where they can share documents, assign and complete tasks, schedule meetings, and more. Users can also consolidate all shared work environments within SharePoint, providing users with faster, easier access to company information, tasks, data, and more. While both Teams and OneDrive feature file storage, neither features additional functionality like SharePoint.

Teams

As previously stated, Teams is Microsoft's all-in-one communication and collaboration center. The application essentially acts as a think-tank for users to brainstorm and collaborate on projects and tasks in real-time via the platform's built-in tools. From chat to real-time document collaboration, Teams is ideal for businesses who regularly collaborate on projects. Both SharePoint and OneDrive feature collaboration tools such as comments, @ mentions, and the ability to collaborate on documents but neither application has real-time, robust features like Teams.

OneDrive

OneDrive features both the file sharing and collaboration features of Teams and SharePoint but on an individual level. The cloud-based storage solution is ideal for storing personal business documents and files, and for sharing documents with a small number of colleagues. Files can easily be accessed from mobile devices, and users have the ability to write or update documents while offline.

While users can co-author documents and view previous document versions, the application is limited in scope. Organizations with large business teams or a broad partner base will find the collaboration capabilities they need within Teams or SharePoint.

Ultimately, the application is ideal for storing personal or private documents as the application provides all the security and accessibility needed for these types of projects.

~Mike Snyder, IT Manager



- ♦ *Shout out to the Maintenance Team for going above and beyond at Columbia River Ranch and upgrading our staff meeting room and our resident bathroom. Thank you for all your hard work and continued positive attitude while making a bunch of repairs and much needed facelift. ~Jayme Pettibone*
- ♦ *Kudos to Columbia River Ranch staff! They are always client focused while providing therapeutic services. They have endured many many changes since the transition to CCS and have remained positive and uplifting. I am honored to be a part of the team and look forward to continuing to see the change they are making in our client's lives. ~Jayme Pettibone*
- ♦ *To Danielle Gray for putting together an awesome weekly recap of what's going on in the Aid & Assist world. ~Kimberly Lindsay*
- ♦ *Olivia Steffey for going out of her way to support a mother and son who were in need of emergent medical care. ~Kimberly Lindsay*
- ♦ *Melissa Barnes, Hanna Foster, and Emily May for putting together a super cool float for the Umatilla County Fair and Rodeo Parade. ~Kimberly Lindsay*
- ♦ *Linsey Hanna for putting in many hours working on a strategic objective. ~Kimberly Lindsay*
- ♦ *Kristie Bingaman for putting up with me ~Kimberly Lindsay* 🤔
- ♦ *Timmy Clark for putting in countless additional hours on peer services in Umatilla County.*
- ♦ *Tara McIntosh for stepping out of her comfort zone and presenting on the Intensive In Home Behavioral Treatment services program to the CCS Board of Directors. ~Kimberly Lindsay.*
- ♦ *To everyone, especially my staff, for keeping the ball rolling while I was out on unexpected medical leave. ~Rick Worden*



On June 9th, Matt Bergstrom (COO), Nate Kennedy (Facilities Manager), Mike Kemper (Data Analyst) and Clayton Ensign (EHR Manager) were able to participate in the Good Shepherd Foundation 30th Scramble for Scholarships golf tournament. CCS was a sponsor for the tournament which will help the Good Shepherd Health Foundation award over \$68,000 in scholarship funds to local students pursuing a career in health care. The team finished second out of thirty-six teams with a score of 58, which was 12 under par. Nice work gentlemen!



EMPLOYEE SUPPORT PROGRAM

esp@ccsemail.org

As part of CCS's Zero Suicide Initiative the team developed the Employee Support Program as a resource for employees going through difficult or stressful times who might benefit from a check-in offering support and/or resources.

Simply send an email to esp@ccsemail.org with the employee's name and pertinent information and the ESP members will coordinate the appropriate outreach within the agency to support the employee.

[NOTE: This is a separate program from the Employee Assistance Program (EAP) and is not counseling.]

OPEN CCS POSITIONS

- SUD Treatment Coordinator-BHRN, John Day
- On-Call Residential Associate, Lakeview Heights, Heppner
- Mental Health Specialist I—Exceptional Needs Care Coordinator (ENCC), Boardman
- Office Support Specialist, Hermiston
- Wraparound Care Coordinator—Mental Health Specialist I, Pendleton
- Alcohol and Drug Counselor I, Hermiston
- Developmental Disability Service Coordinator, Boardman
- Residential Associate, Juniper Ridge, John Day
- Clinical Supervisor/Wraparound Specialist
- IMPACTS Program Peer Navigator, Umatilla Co.
- Peer Support Specialist, Pendleton
- Wraparound Care Coordinator—Morrow, Wheeler, Gilliam & Grant Counties
- Recovery Mentor—Umatilla County Municipal Intervention Program, Umatilla County
- Nursing Supervisor, REACH, Hermiston
- Nurse, REACH, Hermiston
- Cook (weekend), Lakeview Heights
- Alcohol and Drug Counselor I, John Day
- Maintenance Technician, REACH, Hermiston
- Cook, Reach, Hermiston
- Billing Specialist,
- Mental Health Specialist III—Crisis Worker, QMHP, John Day
- Residential Treatment Specialist-QMHA Certified, Lakeview Heights
- Mental Health Specialist I Skill Trainer, Milton Free-water
- Residential Associate, New Roads, Pendleton
- DD Service Coordinator, Lake County, Lakeview
- Supported Employment Specialist, John Day
- Residential Treatment Specialist—QMHA, REACH, Hermiston
- Mental Health Specialist III/QMHP, REACH, Hermiston
- Residential Associate, REACH, Hermiston
- Residential Treatment Specialist/QMHA, Westgate, Pendleton
- Residential Associate/Equine Specialist for Lakeview Heights, Heppner, OR
- Billing Specialist, Pendleton
- Crisis Supervisor I
- Mental Health Specialist II, Heppner
- Mental Health Specialist I, Pendleton
- Mental Health Specialist III, Hermiston
- School Based Counselor—MHS III, Irrigon
- Property Management Coordinator, Heppner
- Peer Support Specialist, Boardman
- Addictions Clinical Supervisor I, Boardman
- Mental Health Specialist II, Boardman
- Mental Health Specialist III/QMHP, Boardman
- Clinical Supervisor, Wheeler & Gilliam Counties
- Assistant Addictions Clinical Supervisor, Hermiston
- Residential Housing Specialist, Heppner
- Clinical Supervisor, Hermiston
- Clinical Supervisor, Lakeview Heights, Heppner
- Clinical Supervisor, Juniper Ridge, John Day
- Psychiatric Mental Health Nurse Practitioner, Hermiston
- Peer Support Specialist, Fossil
- On-Call Residential Associate, New Roads, Pendleton
- Clinical Supervisor, Pendleton
- Residential Clinical Supervisor, Columbia River Ranch, Boardman
- On-Call Residential Associate, Westgate
- Residential Associate, Westgate
- Mental Health Specialist IV, Hermiston
- Mental Health Specialist III/Early Assessment and Support Alliance (EASA) Coordinator, John Day
- Mental Health Specialist III, Arlington
- Bilingual LCSW Clinical Supervisor, Milton Free-water
- Alcohol and Drug Counselor I (CADC), Fossil
- ACT Nurse, Boardman



- ☆ Dana Ring, Developmental Disability Supervisor
- ☆ Elizabeth Garcia, Warmline Operator
- ☆ Jennifer Fernandez, RA—Columbia River Ranch (CRR)
- ☆ Donna Montgomery, RA—CRR
- ☆ Lily Mills, MHS I/Wraparound Coordinator
- ☆ Emily May, Supported Employment Specialist
- ☆ Terra Flowers, RA—Westgate
- ☆ Misty Eichholz, MHS III
- ☆ Joel Edmonds, RA—Westgate
- ☆ Pedro Pacheco Mendoza, MHS I
- ☆ Paul Emmons, Peer Support Specialist
- ☆ Eduardo Barrera, MHS I Skills Trainer
- ☆ Jeni Aubrey, Warmline Operator
- ☆ Medy Alcazar, Warmline Operator
- ☆ Jaydin Marlow, RA—CRR
- ☆ Darla Hammond Mote, On call RA, Lakeview Heights
- ☆ Paige Wayton, MHS IV
- ☆ Ashley Dancer, Peer Support Specialist
- ☆ Ivy Summers, Warmline Operator
- ☆ Nathan Smith, MHS III
- ☆ Meagen Jenkins, Peer Support Specialist
- ☆ Megan Leiser, Human Resources Assistant
- ☆ Cherril Beecroft, Supported Employment Specialist
- ☆ Kyle Murphy, MHS I
- ☆ Brett Koss, Law Enforcement Liaison
- ☆ Jakki Thompson, RA—CRR
- ☆ Kimberlee Steele, Mental Health Nurse
- ☆ Nancy Mejia, Office Support Specialist
- ☆ Andrea Moore, Psychiatrist
- ☆ RJ Bryant, Peer Support Specialist
- ☆ Teresa Boss, MHS III
- ☆ Suzanne Cox, MHS I
- ☆ Katy Stinchfield, Clinical Supervisor
- ☆ Juliann Evans, Warmline Operator
- ☆ Kylara Lewis, MHS II/EASA

*CCS said good bye to the following staff,
we wish them the best in their future
endeavors!*

- * *Julaine Wagner*
- * *Michelle Deming*
- * *Sheree Thomas*
- * *Serena Humphreys*
- * *Kaitlynn Evans*
- * *Beci Seelye*
- * *Ashley Givens*
- * *Alexus Browning*
- * *Emery Snyder*
- * *Kelly Jo Keithley*
- * *Carol Greene*
- * *Seth Alcorn-Perciano*
- * *Jennie Probst*
- * *Mindy Arnold*
- * *Susan Fordice*
- * *Joshua Tarvin*
- * *Ashleigh Velasquez*
- * *Dominique Mock*
- * *Rai Carvalho*
- * *Kimberly Bergstad*
- * *John Thoreson*
- * *Cheyenne Pierson*
- * *Tiffany Ratchick*
- * *Makayla Kelly*
- * *Bianca Avalos*
- * *Claudia Villa Estrella*

**It always seems
impossible until it's done.**
- Nelson Mandela

Congratulations!! The following staff have recently accepted new positions within CCS.

- ☆ Daja Challis, Asst Administrator—New Roads
- ☆ Kay Stewart, Office Support Spec/Proj. Coord—FGP
- ☆ Daisy Velasco, School Based Counselor
- ☆ Alyssa Espiritu, Outpatient Prg. Mgr—Umatilla Co
- ☆ Savannah Marker, REACH Facility Administrator
- ☆ Matthew Thornton, Housing Assistance Peer Support Specialist, BHRN
- ☆ Tina Miller, Assistant Administrator—Westgate
- ☆ David Rice, Lead Cook-Lakeview Heights
- ☆ Samantha Aldrich, Civil Commitment Abuse Complaint Investigator
- ☆ Katie Adams, MHS II, Jail Diversion
- ☆ Jessica Winegar, Public Health Administrator



CCS Mission Statement:

Providing dynamic, progressive and diverse supports to improve the well-being of our communities.





AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5b

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Justin Nelson
Department: County Counsel
Short Title of Agenda Item:

Date submitted to reviewers:
Requested Agenda Date: 10/4/2023

(No acronyms please)

Umatilla County Nolin Hills Project Appeal- Amicus Brief Update

This Item Involves: (Check all that apply for this meeting.)

- | | |
|---|---|
| <input type="checkbox"/> Order or Resolution | <input type="checkbox"/> Appointments |
| <input type="checkbox"/> Ordinance/Public Hearing: | <input type="checkbox"/> Update on Project/Committee |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input type="checkbox"/> Consent Agenda Eligible |
| <input type="checkbox"/> Public Comment Anticipated: | <input checked="" type="checkbox"/> Discussion & Action |
| Estimated Time: | Estimated Time: |
| <input type="checkbox"/> Document Recording Required | <input type="checkbox"/> Purchase Pre-Authorization |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Other |

☐ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000? ☒ Yes ☐ No

Reviewed By:

_____	Department Director	Required for all BOC meetings
DATE		
_____	County Administrator	Required for all BOC meetings
DATE		
_____	County Counsel	*Required for all legal documents
DATE		
_____	Finance Office	*Required for all contracts; other items as appropriate.
DATE		
_____	Human Resources	*If appropriate
DATE		

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

The Oregon Energy Facility Siting Council (EFSC) recently granted approval to the Nolin Hills Wind Power Project, a 48,196-acre wind and solar generation facility in Umatilla County. Umatilla County Board of Commissioners have approved an appeal of the project approval. Umatilla County has argued that the currently Umatilla County code requires a 2-mile setback of wind turbines from residences (Umatilla County does not allow landowner waivers to negate this provision). EFSC determined that there was no requirement to enforce the local provisions, so long as it otherwise complied with statewide planning goals. Umatilla County has requested Morrow County consider writing an amicus brief that would support the argument that local land use laws and local land use planning should be observed and respected by EFSC when considering approving a project. The brief would not argue agreement with the Umatilla County 2 mile set-back rule (with no landowner waivers available), but instead would focus on EFSC needing to apply local rules when approving a project.

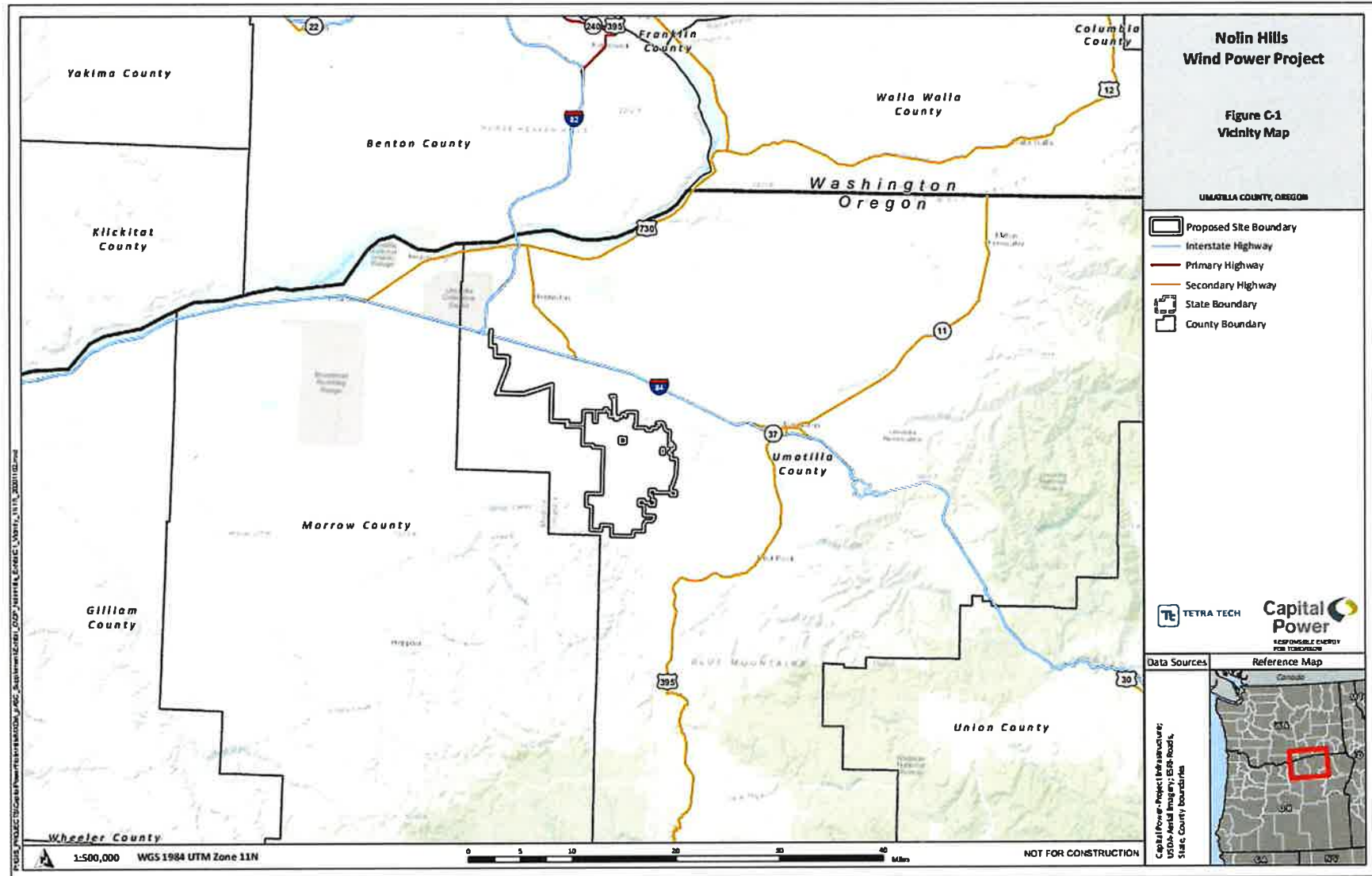
2. FISCAL IMPACT:

To be determined

3. SUGGESTED ACTION(S)/MOTION(S):

☒ Attach additional background documentation as needed.

Nolin Hills Wind Proposed Facility Location





AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
50

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Robin Canaday / Justin Nelson
Department: Health Department / County Counsel
Short Title of Agenda Item:

Date submitted to reviewers:
Requested Agenda Date: 10/4/2023

(No acronyms please) **Amendment to Health Officer Contract**

This Item Involves: (Check all that apply for this meeting.)

- | | |
|---|--|
| <input type="checkbox"/> Order or Resolution | <input type="checkbox"/> Appointments |
| <input type="checkbox"/> Ordinance/Public Hearing: | <input type="checkbox"/> Update on Project/Committee |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input type="checkbox"/> Consent Agenda Eligible |
| <input type="checkbox"/> Public Comment Anticipated: | <input type="checkbox"/> Discussion & Action |
| Estimated Time: | Estimated Time: |
| <input type="checkbox"/> Document Recording Required | <input type="checkbox"/> Purchase Pre-Authorization |
| <input checked="" type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Other |

☒ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

Total Contract Amount:

Through:

Budget Line:

Does the contract amount exceed \$5,000? ☒ Yes ☐ No

Reviewed By:

DATE Department Director

Required for all BOC meetings

DATE Administrator

Required for all BOC meetings

DATE County Counsel

*Required for all legal documents

DATE Finance Office

*Required for all contracts; other items as appropriate.

DATE Human Resources

*If appropriate

**Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.*

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AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

Amend current Health Officer Agreement to clearly state liability coverage by county for physician performing Morrow County Health Officer duties.

2. FISCAL IMPACT:

3. SUGGESTED ACTION(S)/MOTION(S):

Motion to approved Amended Agreement Morrow County Health Officer.

☒ Attach additional background documentation as needed.

**AMENDED AGREEMENT
MORROW COUNTY HEALTH OFFICER
Amended: October 4, 2023**

This agreement hereby entered into between Morrow County, a political subdivision of the State of Oregon (County), and Dr. Rodney Schaffer (Physician).

WITNESSETH,

WHEREAS, it is necessary to the interests and welfare of the people of Morrow County that the services of a Morrow County Health Officer be obtained; and

WHEREAS, said Health Officer must be a physician duly licensed to practice medicine in the State of Oregon; and

WHEREAS, Physician is duly licensed to practice medicine in the State of Oregon; and

WHEREAS, Physician is willing to contract with County to perform the duties of Morrow County Health Officer;

WHEREAS, Agreement was amended in September of 2023 to clearly state that Physician's liability coverage for work performed as Morrow County Health Officer;

NOW THEREFORE, the parties are agreed upon the following terms and conditions:

1. Commencing March 15, 2023, or as soon as this document is executed, Physician shall serve as Morrow County Health Officer for a one-year period. This agreement shall automatically renew for successive one-year periods unless terminated as provided for herein.
2. The duties of Physician in the capacity of Morrow County Health Officer shall include, but shall not be limited to, the following:
 - a) Share in medical decisions necessary to the activities of the Morrow County Health Department.
 - b) Provide, as may be necessary, medical consultation services to the staff members of the Morrow County Health Department.
 - c) Provide final approval of written standing orders, alerts for potential vaccine/drug contraindications, and approval of procedures relating to emergency medical care.
 - d) Support the services offered, or arranged for, by the Morrow County Health Department include at least the following:
 - i. Epidemiology and control of preventable diseases and disorders
 - ii. Parent and child services, including family planning
 - iii. Collecting and reporting health statistics
 - iv. Providing health information and referral services, and

- v. Providing environmental services (which is currently contracted with Umatilla County).
- e) Support and promote Health Department core functions, including:
 - i. Supporting the assessment of community health status and available resources.
 - ii. Policy development resulting in proposals to support and encourage better health.
- 3. In addition to any other provision contained herein, Physician shall comply with the requirements of the Oregon Revised Statutes regarding the duties and responsibilities of County Health Officers.
- 4. County shall pay to Physician, for the first month of this agreement only, \$100 per hour for up to 10 hours of work (up to \$1,000) as compensation for physician services as Morrow County Health Officer. Each month of the agreement thereafter, the County shall pay to Physician the sum of seven hundred and fifty dollars (\$750) per month during the term of this agreement to reflect up to seven and a half hours of services per month. Reassess number of hours spent as needed and compensate accordingly.
- 5. Physician agrees that he is an independent contractor serving as an agent of the County. Notwithstanding the Physician's independent contractor status, it is agreed and understood that Physician's actions pursuant to this contract and the outlined scope of work will be assumed by Morrow County and covered by the County's general liability coverage. In the event of any loss or claim made based upon Physician's actions pursuant to this contract, Morrow County will defend and indemnify Contractor. In the event there is any change in the County's insurance coverage Contractor shall be notified within 30 days of such change. agrees that liability coverage and coverage or loss or claims shall begin on March 15, 2023.
- 6. ***Acts and Omissions Coverage:*** County shall indemnify and hold harmless the Physician from and against any and all liability, actions, claims, demands or suits, and all related costs, attorney's fees and expenses arising out of, or resulting from any acts or omissions of Physician in the execution or performance of any agreements, decisions, or actions taken under this agreement. County agrees that Acts and Omissions Coverage shall begin on March 15, 2023.
- 7. Physician shall, in consultation with the Morrow County Public Health Nurse, determine the time, method and manner of performing the herein described duties, but shall do so in a manner conducive to the facilitation of the ongoing activities of the Morrow County Health Department, and shall provide Health Officer services pursuant to this agreement within medically reasonable and business appropriate deadlines.
- 8. It is the understanding and intention of the parties that Physician shall work independently in the performance of this agreement, and this agreement shall operate as a contract with an independent contractor.
- 9. In accordance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination act of 1975, Physician agrees to assure that the services provided in the capacity of Health Officer to the Morrow County Health Department shall be provided without regard to the recipient's race, color, national origin, sex, age, or handicap.

10. Each party shall be responsible for their own acts and omissions and shall not be responsible for the acts and omissions of the other party in carrying out this agreement. Each party agrees to indemnify and hold harmless the other party against all actions, claims, or demands whatsoever including costs, expenses and attorney fees to which the other party may be put arising out of each party's negligent acts and omissions during the performance of this agreement.
11. Either party may terminate this agreement at any time by providing 30 days' written notice to the other party.
12. In the event legal action is commenced to enforce the terms of this agreement, the prevailing party shall be entitled to attorney fees in addition to costs and disbursements.

PHYSICIAN

By: _____ Title: _____ Date: _____
Rodney Schaffer, M.D.

COUNTY
MORROW COUNTY BOARD OF COMMISSIONERS

Date: _____

David Sykes, Chair

Jeff Wenholz, Commissioner

Roy Drago Jr., Commissioner



AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 1 of 2)

(For BOC Use)
Item #
5d

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Lindsay Grogan
Department: Human Resources
Short Title of Agenda Item:

Date submitted to reviewers: 9/18/23
Requested Agenda Date: 10/4/2023

(No acronyms please)

Amendment to Personnel Policy: Paid Leave Oregon

This Item Involves: (Check all that apply for this meeting.)

- | | |
|---|---|
| <input type="checkbox"/> Order or Resolution | <input type="checkbox"/> Appointments |
| <input type="checkbox"/> Ordinance/Public Hearing: | <input type="checkbox"/> Update on Project/Committee |
| <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading | <input type="checkbox"/> Consent Agenda Eligible |
| <input type="checkbox"/> Public Comment Anticipated: | <input checked="" type="checkbox"/> Discussion & Action |
| Estimated Time: | Estimated Time: |
| <input type="checkbox"/> Document Recording Required | <input type="checkbox"/> Purchase Pre-Authorization |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Other |

☒ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000? ☒ Yes ☐ No

Reviewed By:

DATE Department Director

Required for all BOC meetings

DATE County Administrator

Required for all BOC meetings

DATE County Counsel

*Required for all legal documents

DATE Finance Office

*Required for all contracts; other items as appropriate.

Lindsay Grogan 9/18/2023 Human Resources
DATE

*If appropriate

**Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.*

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AGENDA ITEM COVER SHEET
Morrow County Board of Commissioners
(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

On August 16th, a Paid Leave Oregon policy was brought forward by Human Resources, and approved by the Board of Commissioners for the State-run program with an effective date of September 3rd, 2023.

In the original statute, which reflected in the policy - employees could supplement their state benefit with their paid time off from the County up to 100% of their wages.

Since that date Section 14 ORS 657B.030 has been amended to read: "An employer may permit an employee to use all or a portion of paid sick time, vacation leave, or any other paid leave earned by the employee in addition to receiving paid family and medical leave insurance benefits during a period of leave taken for family leave, medical leave, or safe leave.

We have been advised by HR Counsel that this change means the supplemental pay is no longer capped at 100%. Thus, the policy has been simplified to take out that specific language of the cap and inform the employee that they are able to supplement their PLO benefits with accrued leave.

Please see attached amended policy with the proposed changes in red font.

2. FISCAL IMPACT:

3. SUGGESTED ACTION(S)/MOTION(S):

Suggested motion to approve the amended Paid Leave Oregon Personnel Policy.

☒ Attach additional background documentation as needed.



Morrow County Paid Leave Oregon Policy

Effective September 3, 2023

Revised: October 4, 2023

Paid Leave Oregon

Poster

A poster with Paid Leave Oregon (PLO) information, including information about how to apply for benefits is in the Shared Drive and should be cross-referenced while reviewing this policy. The poster is also available in the main employee areas of each building.

Reasons for Leave and Leave Length

PLO is a state-run program that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

- *Family leave* – for an employee to care for a family member with a serious illness or injury, or to bond with a new child after birth, adoption, or foster care placement.
- *Medical leave* – for an employee experiencing their own serious health condition or disability due to pregnancy.
- *Safe leave* – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, or stalking.

The PLO program also allows employee to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical conditions.

An additional four (4) weeks of unpaid leave is also allowed for other OFLA protected reasons.

Notification Requirements

Although the plan is administered by Paid Leave Oregon, Morrow County requires employees to notify Morrow County when they have applied for PLO leave.

Foreseeable Leave: If the need for PLO leave is foreseeable or planned, the employee is required to provide Morrow County at least 30 days' written notice before paid leave is to begin (see notice requirements below). Written notice should be submitting using the Employee Leave Request Form.

Unforeseeable: If the need for PLO leave is unforeseeable or unplanned, an employee is required to provide oral notice to Morrow County within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave. Written notice should be submitted using the Employee Leave Request Form.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing and duration of leave should include the employee's plan for taking leave on an intermittent basis or in one block of time.

If the employee's dates of scheduled leave change, are extended by PLO, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the original request, the employee must notify the Human Resource Director within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with Morrow County's normal call-in procedures.

Under Oregon law, an employee who fails to follow these notification requirements may receive reduced PLO benefits; specifically, the first weekly benefit amount will be reduced by 25 percent (the penalty calculated for leaves that are taken in increments of less than a full work week differs). See OAR 471-070-1310(9) and (10).

Concurrent use of FMLA/OFLA Leave

As allowed by law:

If an employee's PLO leave is also eligible for protected leave under the Oregon Family Leave Act (OFLA) and/or the Family Medical Leave Act (FMLA), OFLA and/or FMLA leave must be taken concurrently with PLO leave.

Employees must provide sufficient information for Morrow County to determine if the leave qualifies for FMLA and/or OFLA protection. Employees who have requested or have been approved for PLO leave are required to complete a FMLA/OFLA Leave Request Form and return it to Human Resource Director.

If an employee is eligible for OFLA and/or FMLA leave due to a "serious health condition" or has a family member with a "serious health condition", employees must furnish Morrow County's medical certification information as required by Morrow County's FMLA and/or OFLA policy.

Please refer to Morrow County's FMLA/OFLA policies for more information about submitting a FMLA/OFLA Leave Request Form, and/or medical certification. Morrow County's FMLA/OFLA policies start under *Section IV. Time Off and Leaves of Absences*.

Accrued Leave and Holiday Pay While on Leave

Employees on PLO leave will accrue sick, vacation, or other employer-provided leave on County-hours paid. Employee will receive holiday pay in accordance with Morrow County's Holiday Pay policy.

Benefits While on Leave

If an employee is on a state approved PLO leave, Morrow County will continue the employee's medical, vision, dental, life, disability, and all eligible voluntary coverage, on the same terms as if the employee had continued to work. An employee wishing to maintain coverage when on a state approved PLO leave, is responsible for paying his/her share of premiums, the same as when premiums were paid by the employee, prior to the PLO leave.

Medical Certification Prior to Returning to Work

If an employee takes more than three consecutive scheduled workdays for their own serious health condition, and the leave is used concurrently with FMLA and/or OFLA, the employee may be required to furnish, prior to returning to work, medical certification from his/her health care provider stating that the employee is able to resume work.

Job Protection (ORS 657.060)

Employees who have worked for Morrow County for more than 90 consecutive calendar days prior to taking PLO leave will be reinstated to their former position, if the position still exists. If the position has been eliminated, the employee will be reassigned to an available equivalent position for which the employee is qualified with equivalent employment benefits, pay and other terms and conditions of employment.

Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring PLO leave have been resolved. If an employee does not return to work at the end of a PLO leave, reinstatement may not be available unless the law requires otherwise.

Employees who work for other employers while taking PLO leave may be subject to discipline up to and including termination. Additionally, all employees who use PLO leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

Use of Accrued Leave to Supplement Paid Leave Oregon Benefit

Paid Leave Oregon benefits will not provide the majority of employees with 100% of their gross regular wages, so employees receiving PLO benefits, may choose to supplement their PLO benefits with other available paid leave such as accrued paid leave [sick, vacation, comp time, float, admin leave, etc.]. ~~up to 100% of the employee's regular gross wage. When PLO Benefits and supplemental employer compensation are added together, the amount paid cannot exceed the employee's regular gross bi-weekly wage.~~

To request use of employer compensation, employees are required to complete, sign, and then submit, a Supplemental Compensation Request Form, along with their PLO Benefit Determination Letter, no later than the last date and time the Morrow County requires employees' regular payroll submissions to be submitted. Failure to complete, sign, and return the Supplemental Leave

Authorization Form to Human Resource Director in a timely manner may result in the employee not being allowed to use employer compensation to supplement PLO benefits.

Complaint Procedure

Morrow County prohibits discrimination and harassment against an employee who takes protected paid leave. Conduct that violates the Morrow County's no-harassment and no-discrimination policies will not be tolerated and may subject an employee to discipline, up to and including termination. See the No-Harassment Policy in the employee handbook.

Employees who have experienced discrimination or harassment, or have witnessed such behavior, should bring the matter to the attention of a supervisor or member of management as soon as possible.

Who to contact for more information?

For more information about Morrow County's Paid Leave Oregon policy, contact the Human Resource Director.

For more information about the state's Paid Leave Oregon program, employees need to contact Paid Leave Oregon directly. Employee information and Paid Leave Oregon contact information is available at the following website:

[Paid Leave Oregon: Employees: Employees: State of Oregon](#)



HUMAN RESOURCES

P.O. Box 593
Heppner, Oregon 97836-0412
(541) 676-5620

Lindsay Grogan
Director
lgrogan@co.morrow.or.us

TO: Board of Commissioners
SUBJECT: Human Resource Quarterly Report
DATE: July 6, 2023 – October 4, 2023

Recruitment



Active positions

Admin Technical Specialist – A&T
Accounting Clerk
Clinic Registered Nurse
County Surveyor
Deputy District Attorney
Deputy Sheriff

Home Visitation Nurse
Lay Health Promoter/Translator
Senior Road Maintenance Specialist
Transit Driver (CDL)
Transit Driver (DL)
Work Crew Supervisor (Comm Corrections)



Hires

Iryna Pustyakova – Parole & Probation Administrative Assistant – July
Paige Gerry – Parks Maintenance Associate – July
Diana McElroy – Public Health Administrative Clerk – July
Kayla Draper – 911 Dispatcher – July
Daniel Dornan – Road Maintenance Specialist – July
Rosemarie Kylo – Public Works Administrative Assistant - July
Lisa Patton – Transit Operations Supervisor – August
Landon Jones – Planning Technician – August
Robert Morehouse – Senior Road Maintenance Specialist – August
Matthew Jensen – County Administrator – August
Colby Murray – Road Maintenance Specialist – August
Tim Wright – Park Ranger – August
Jordan Dibartolo – Patrol Deputy _ September
Jessica Calderon Castro – Public Health Interpreter – September
Steve Freeland – Emergency Manager – October



Promotions/Transfers

Stephen Wrecsics – Promotion to Associate Planner – July
Valerie Ballard – Promotion to BOC Executive Assistant
Gina Wilson – Promotion to Parole and Probation Lieutenant – September
Colten Seelye – Promotion to Patrol Deputy – September
Pat Keely – Promotion to Transit Operations Supervisor at the Loop – September
Drew Coe – Transfer to Weed Control Applicator – October



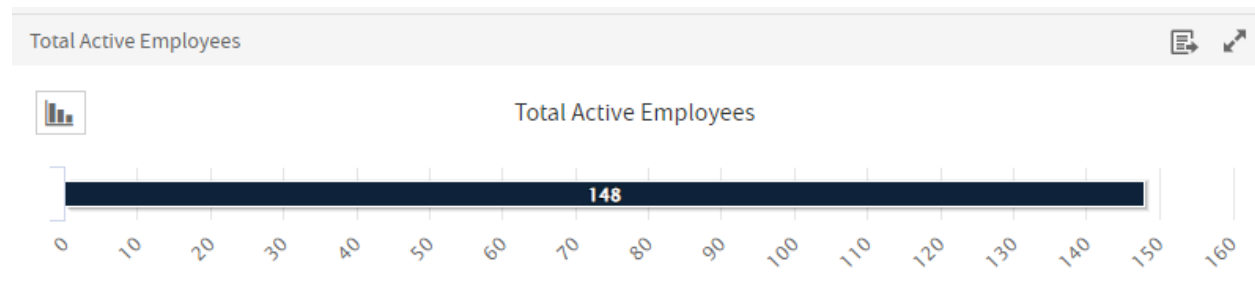
Retirements

Linda Skenzdel – Veterans Service Officer – August – 14 years of service

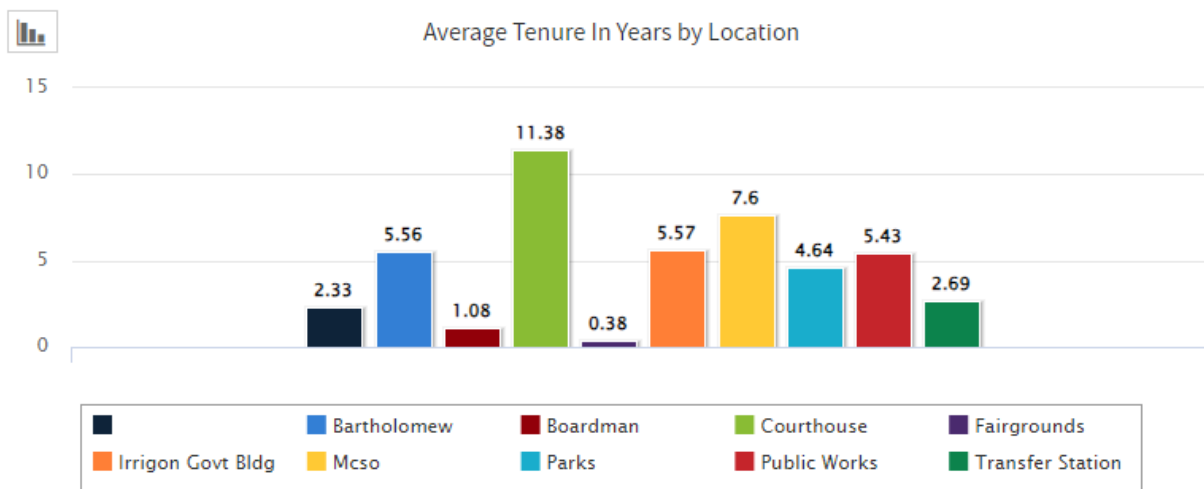


Resignations/Terms

Jesse Husband – Transit Driver – July
Ron Aliangan – Transit Driver – August
Roberta Vanderwall – Interim Administrator – August
Lisa Patton – Transit Operations Supervisor – August
Jace Coe – Traffic Control Flagger – August
Trevor Wilson – Road Maintenance Specialist – September
Paige Gerry – Parks Maintenance Associate – September
Caren Cardenas – Planning Office Assistant – September
Jasmine Garcia – A&T Administrative Technical Specialist – September
Zach Williams – Deputy District Attorney – September
Matt Crowell – Patrol Sergeant – September
Jovanny Bedolla – Deputy Sheriff – September
Aaron Haak – Deputy Sheriff (SRO) - October



Average Tenure by Location



Projects



Negotiations with the Morrow County Sheriff's Office Association have been ratified and verbally agreed upon. The contract is being finalized for signature. The contract duration is set for three years and will expire on June 30, 2026.



Finance and HR will be implementing a third-party administrator through Nationwide for the Defined Benefit plan with a planned go live date of January 1, 2024. The goal is to increase service levels to plan members, ensure compliance with plan requirements and regulations, and reduce staff time spent on administration.



The Wellness program is intended to build employee health, happiness, and camaraderie throughout the County. We have had great participation and have had a lot of fun and friendly competition in the last couple of months. October's challenge is to focus on nutrition and more specifically fruit and vegetable servings. November will be about showing gratitude, and December will highlight something most of us probably don't get enough of.... Sleep!



Human Resources is working on some policy changes in collaboration with Administration and is looking forward to cleaning up and reviewing some existing policies.

As always, please feel free to ask me for any updates as needed.

Sincerely,

Lindsay Grogan



Public Health Department

P.O. Box 799 • Heppner OR 97836
(541) 676

Robin Canaday
Public Health Director
rcanaday@co.morrow.or.us

TO: Morrow County Board of Commissioners

FROM: Robin Canaday, Public Health Director

DATE: Oct. 4, 2023

RE: Morrow County Public Health Department Quarterly Report

Below are the highlights for this past quarter:

General Updates

Still working on our re-branding to Morrow County Public Health. My staff has ordered jackets and we are sending them off to Pearidge embroidery for detailing. This will be helpful when we attend outreach events.

School Based Health Center. We have been providing Public Health Services one day a week on Wednesdays from 10:30-3:30. Gave 7 Flu shots in the last 2 weeks

Immunization Program: We are offering all childhood/adolescent vaccines and most adult vaccines during our clinic hours. We collaborated with Health District during well child/sports physicals in August and it was a success. We have our seasonal Flu vaccine '23/'24 available for anyone 6 months and older. We have High Dose vaccine for those over 65. Yesterday we held a community event in collaboration with South Seniors Matter and Age plus and it was a great collaboration, we gave over 60 flu vaccines. Boardman foods and Family First Daycare, Morrow County Safety Fair are a few other events we have been involved with providing Flu vaccine. We have several more events planned in the upcoming months. Our COVID vaccine for '23/'24 has been ordered, we are forming a waiting list of folks wanting it so that when we have it ready to go we will reach out to those folks.

Public Health Clinic Schedule

- Mondays/Tuesdays: Boardman, 8:00am-12:00pm & 1:00pm-5:00pm
- Wednesdays: Lone, 10:30am-3:30pm
- Wednesdays: Heppner, 8:00am-12:00pm & 1:00pm-5:00p

Nitrate/ clean water update:

Continue to work with the OHA, DHS, Umatilla County and Morrow County Planning Dept. on getting Morrow County domestic well owners that reside in the LUBGWMA tested for Nitrates and make sure they have clean drinking water, via deliveries or a treatment systems, depending on their Nitrate level. Morrow County participated in 2 community Forums in August with really good turn out. The Governors office sent out teams to help canvass neighborhoods in the LUBGWMA with the goal being to reach all well owners and offer testing by Sept 30. They are finished and now compiling all of the data. Citizens are still able to get their wells tested by appointment. They can either call 211 or go to website : testmywell.oregon.gov. Ana and myself participate in leadership meeting every other week.

The following are updates per OHA, since starting their voucher program:

499– Well testing Vouchers in Morrow County

360- tests completed

247– Residents receiving water deliveries

28– water treatment systems have been installed

Family Planning Services: Since contracting with Amanda Roy as the Clinician, we have had 6 monthly Family Planning clinics. Morrow County Public Health has served a total of 42 clients for these services. Our clinics are becoming busier now that we are offering Family planning services.

Oregon Mothers Care and home visiting Oregon Mothers Care is a program that supports healthy pregnancies by connecting women to prenatal care and other resources in their communities. Morrow County served 2 mothers this quarter. WIC is now back in both of our offices serving clients which is a great partnership. They are in our Boardman office every Thursday and first Tuesday every month in our Heppner office. We are very limited in providing home visiting services as we are looking for a nurse to fill this position, Umatilla County is helping out by seeing North Morrow County NFP clients.

Environment Health: Umatilla County EH helped us with investigating an outbreak situation it was really great teamwork.

Communicable Disease- Sarah has been working hard in coordination with the state to track and treat Communicable diseases throughout Morrow County. There has been a rise in gastrointestinal and respiratory infection cases within Morrow County and Counties across Oregon, so just a reminder now that kids are back to school make sure kids (and adults) stay home when they are sick and be diligent about handwashing and food safety.

Public Health Emergency preparedness; Sarah worked closely with the Sheriff office during extreme heat advisories to set up cooling stations throughout Morrow County, especially at the fair. We are working on updating Morrow County Public Health Emergency Preparedness All Hazards plan.

Staffing- We have hired a new Administrative assistant, Diana who has jumped right in and is learning all of our programs, We also hired a part time Spanish interpreter, Jessica who is really helpful in our Boardman office, Both are great asset to MCPH. Our main clinic Nurse has started in a Nurse Practitioner program and we support her in that however her availability will be limited.

Current job openings in Public Health:

Clinic Nurse Coordinator

Maternal/Child Home Visitation Nurse

Lay Health Promoter/Translator

“Health care matters to all of us some of the time, Public Health matters to all of us all of the time.”

lec



Morrow County Sheriff's Office - Monthly Stats

2023

(*Sept 1 - Sept 28)

Incident	July	August	Sept*	October	Nov	Dec
Alarms	28	6	7			
Animal Complaint	25	34	21			
Agency Assist	16	19	6			
Assaults	1	8	5			
Burglary	3	7	3			
CHL	24	41	19			
Citizen Assist	15	23	9			
Civil Service	97	101	54			
County Code Calls	2	3	3			
Heppner area	0	1	0			
Irrigon area	2	2	2			
Bdmn area	0	0	1			
lone/Lex area	0	0	0			
Death Investigation	3	0	2			
Disturbance	12	10	9			
Dog	61	63	47			
Driving Complaints	95	101	126			
Drunk/Impaired Driver	9	5	5			
EMS	17	6	10			
Hit & Run	1	5	1			
Juvenile Complaints	3	15	13			
Motor Vehicle Crashes	6	3	9			
RV Code	1	0	0			
Suicidal	5	0	0			
Suspicious Activity	34	41	55			
Theft	22	19	11			
Trespass	11	23	6			
Traffic Stops - Cite	23	20	19			
Total Traffic Stops	139	125	156			
UUMV-Stolen vehicle	1	5	4			
Welfare Check	14	27	12			
Totals	668	710	612			
Other Misc. Incidents	837	717	560			
Total # of Incidents	1505	1427	1172			
Felony Arrests	4	10	9			
Total # of Arrests	21	33	22			
Total # M-110 Citations	0	0	0			

ROAD REPORT September 2023

BLADING OPERATIONS: Following are the roads blade operators made improvements to this month.

Zone 1 – Crum, LLOYD

Zone 2 –

Zone 3 – Mortor Ln, Smith, Zinter, Ely, Palmateer, Cecil

Zone 4 – Sunflower, East Morphine

Zone 5 –

New Paint Truck: We received our new paint truck in the month of September. Very nice machine and upgrades to go with it. We had Mark from Ezliner come out and do three full days of intense training on the new machine. Now that the crew is trained up on the new paint truck, they are out painting everything that we paved and chip sealed this year and plus other roads that need done.

Social Ridge: Social Ridge is on the five year plan for this fiscal year to get repaved. The crew went and did some ditch work and shoulder work to the road. The Road Crew spent 2 weeks on it paving from Clarks to Rhea Creek. The intersections are not yet paved on both ends due to rebuilding both of them.

Blading: The fall blading is off and running. Good moisture in the last week. So we have blade operators out getting what we can get done with that moisture.

Skills Demo: Morrow County took three team members to the skills demo down in Roseburg OR. The Skill Demo is a safety awareness and a equipment rodeo for state agencies to put their skills to the test and compete but it is also for team building while trying to get a better time then your team mate. This year Josh H., Adam R., and Justin H., were the team member we took down there. Adam took 3rd in the backhoe and Justin took 4th overall for top gun.

Mowing: We hired a contractor to come in and do mowing on the north end of the county and some on the south end.

Road Emergency: The Road Dept. got a call about oil on the road. When arriving on scene 15 – 2 gal jugs dumped @Olson & Wilson creating an oil slick.

Cattle Guard: The crew went out and clean a cattle guard up on Upper Rhea Cr.

PERMITS: Following are approved permits to work in the county right-of-way during September.

<u>OUJ</u>	643	Meadowbrook Road	Columbia Basin Electric Co-Op	Utility	Utility/Comms	09/11/2023	
<u>OUK</u>	966	Clarks Canyon Road	Columbia Basin Electric Co-Op	Utility	Utility/Comms	09/11/2023	
<u>OUL</u>	645	Cemetery Hill Road	Columbia Basin Electric Co-Op	Utility	Utility/Comms	09/11/2023	
<u>OUM</u>	596	Tower Road	Windwave Communications	Utility	Fiber	08/03/2023	09/14/2023
<u>OUN</u>	598	Kunze Road	Windwave Communications	Utility	Fiber	09/14/2023	
<u>OUO</u>	971	Columbia Ln	Albert Phillips	Utility/Res.	water	09/25/2023	
<u>312</u>	971	Columbia Ln	Albert Phillips	Approach	Lot #1	09/25/2023	
<u>313</u>	971	Columbia Ln	Albert Phillips	Approach	Nichole Ln Cul-de-sac	09/25/2023	
<u>OUP</u>	598	Kunze Road	Windwave Communications	Utility	Fiber	09/25/2023	
<u>OUQ</u>	643	Meadowbrook Road	Columbia Basin Electric Co-Op	Utility	Utility/Comms	09/26/2023	
<u>OUR</u>	643	Meadowbrook Road	Columbia Basin Electric Co-Op	Utility	Utility/Comms	09/26/2023	
<u>OUS</u>	643	Meadowbrook Road	Columbia Basin Electric Co-Op	Utility	Utility/Comms	09/26/2023	
<u>OUT</u>	643	Meadowbrook Road	Columbia Basin Electric Co-Op	Utility	Utility/Comms	09/26/2023	



AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 1 of 2)

(For BOC Use)
Item #

6e

Please complete for each agenda item submitted for consideration by the Board of Commissioners
(See notations at bottom of form)

Presenter at BOC: Sue Gibbs

Department: Morrow County Fair

Short Title of Agenda Item:

(No acronyms please)

Progress with grant

Date submitted to reviewers: 9-26-23

Requested Agenda Date: October 4th

This Item Involves: (Check all that apply for this meeting.)

- ☐ Order or Resolution
- ☐ Ordinance/Public Hearing:
- ☐ 1st Reading ☐ 2nd Reading
- ☐ Public Comment Anticipated:
- Estimated Time:
- ☐ Document Recording Required
- ☐ Contract/Agreement

- ☐ Appointments
- ☒ Update on Project/Committee
- ☐ Consent Agenda Eligible
- ☐ Discussion & Action
- Estimated Time:
- ☐ Purchase Pre-Authorization
- ☒ Other Quarterly report

☒ N/A

Purchase Pre-Authorizations, Contracts & Agreements

Contractor/Entity:

Contractor/Entity Address:

Effective Dates – From:

Through:

Total Contract Amount:

Budget Line:

Does the contract amount exceed \$5,000? ☒ Yes ☐ No

Reviewed By:

Sue Gibbs

9-26-23

DATE

Department Director

Required for all BOC meetings

County Administrator

Required for all BOC meetings

County Counsel

*Required for all legal documents

Finance Office

*Required for all contracts; other items as appropriate.

Human Resources

*If appropriate

DATE

*Allow 1 week for review (submit to all simultaneously). When each office has notified the submitting department of approval, then submit the request to the BOC for placement on the agenda.

Note: All other entities must sign contracts/agreements before they are presented to the Board of Commissioners (originals preferred). Agendas are published each Friday afternoon, so requests must be received in the BOC Office by 1:00 p.m. on the Friday prior to the Board's Wednesday meeting. Once this form is completed, including County Counsel, Finance and HR review/sign-off (if appropriate), then submit it to the Board of Commissioners Office.

AGENDA ITEM COVER SHEET

Morrow County Board of Commissioners

(Page 2 of 2)

1. ISSUES, BACKGROUND, DISCUSSION AND OPTIONS (IF ANY):

1. Quick review of progress with Gale Sargent- She measured buildings, rooms, restrooms and other spaces in the main hall including the dormitory.
We then met and discussed and looked at some designs.
2. We are proposing moving 4 offices to the current annex (Fair, 4-H, FFA and maintenance) and still a small conference area would remain. We discussed these must have windows to view who is coming by and entering the fairgrounds. The small current kitchen would be removed but water would remain in a sink kitchenette in the fair office. The handicap access would be direct into the dance hall. ** See diagram***
3. It was discussed that this haul may remove the low ceilings and vault these with a matching side entry. The bathrooms need more work to update these and meet code. The current 4-h/FFA office could be a fair first aide room or possible spare space for year round use.
4. The kitchen in the back of the hall would become a certified kitchen (enlarged but still the same idea) The current fair office would be part of the kitchen expansion but no drawings of this are available. This might be a good area for utility storage as well.
5. The dormitory/bathrooms will need work. Currently the toilet areas are too small and the urinal in the mens restroom is severely out of date. So, we could decrease the number of toilets to expand the amount of room. We also discussed adding shower heads to each shower to 2 or 3 instead of the single one currently. The dormitory would have touch ups and a kitchenette in the back corner to expand on the outdoor picnic area.
6. Not brought up, but may need to be is work on the snack shack and improvements to areas of the arena. Money is limited with the current renovations.
7. Superintendents meeting - Planned for October 25th This will be a review of fair where I will take in ideas of what went well, what needs to improve and new ideas.
8. Ideas to bring in more income for the arena
9. Sue Will be going to the Oregon Fair Conference Leaving on the 5th, returning late on the 7th. This should keep me up to date with ideas, guide lines and information in brake out sessions.

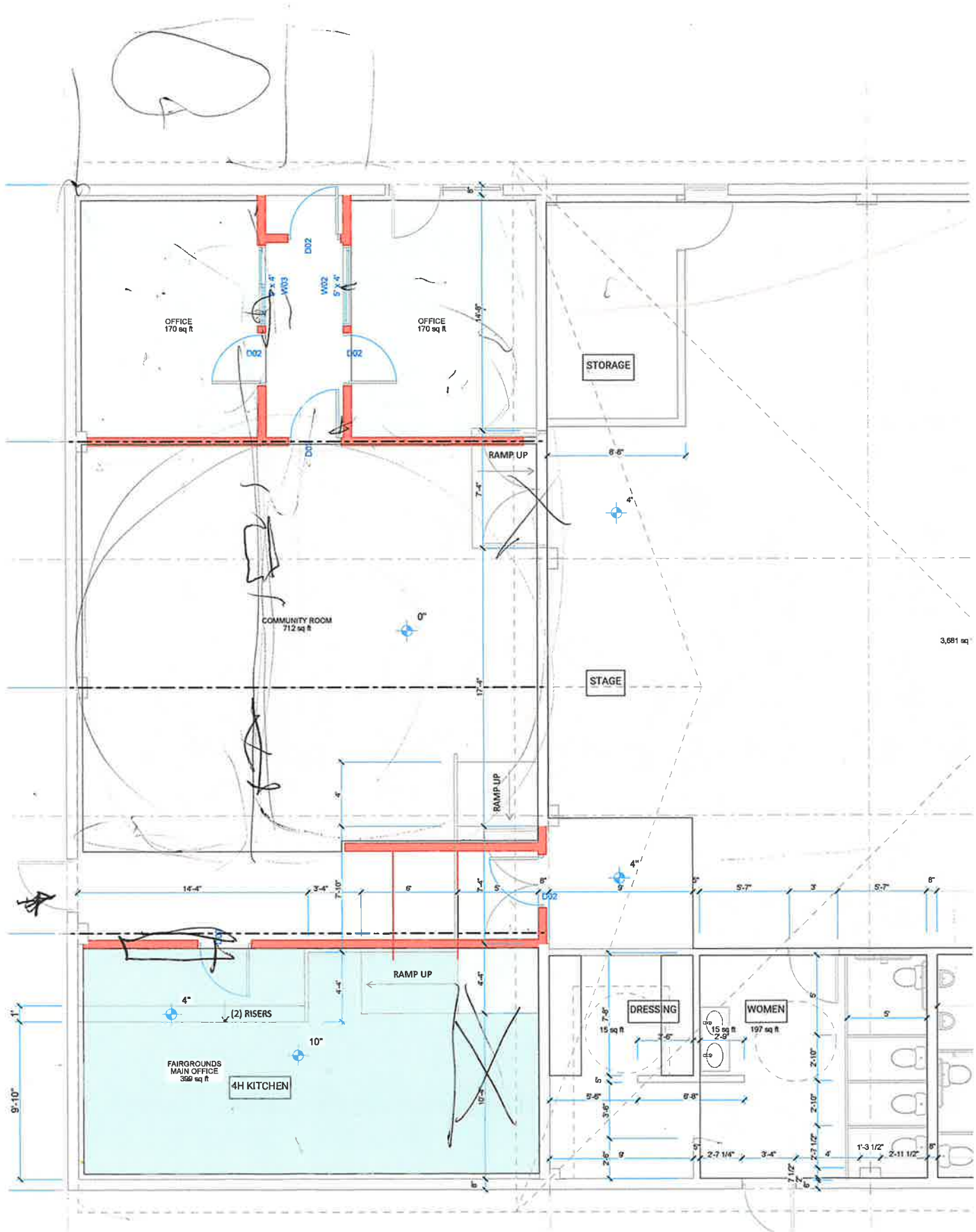
2. FISCAL IMPACT:

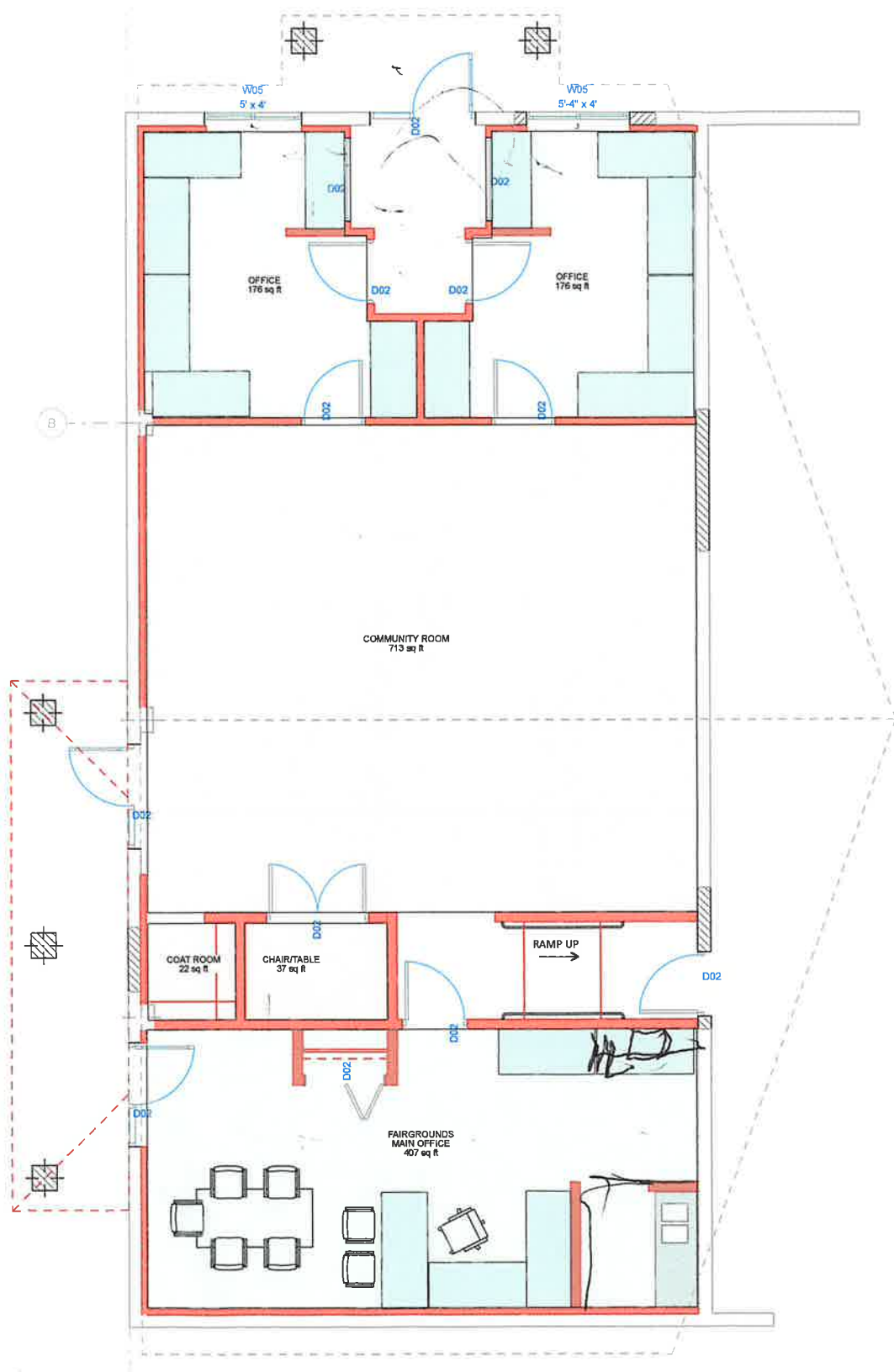
Improvements to the operation of fair, progress on grant, more income

3. SUGGESTED ACTION(S)/MOTION(S):

None

☒ Attach additional background documentation as needed.





Providing Oral Report Only



P.O. Box 788 • Heppner OR 97836
(541) 676-2529 Fax (541) 676-5621

ADMINISTRATION

Matthew Jensen
County Administrator
mjensen@co.morrow.or.us

DATE: October 1, 2023
TO: Board of Commissioners
FROM: Matthew Jensen
SUBJECT: Administrator's Monthly Report

The following is general update on activities or contacts I have made over the past six weeks from when I started on October 14, 2023.

- Staff/Official Introductions – Met with all department heads and elected officials on a one-on-one basis. Reviewed challenges and current projects that they are facing.
- New process/policy process – Attended meetings and reviewed progress on the following projects:
 - Meeting Management Software – CivicClerk provides an online process for meeting agenda submittal, approval and filing. We anticipate a rollout for the first meeting in November.
 - Budget/Planning ERP Platform – Reviewed project with Kevin Ince. Platform will provide online process for improved budget/expense reporting. Kevin is working on training the different departments.
 - Codification Update – Met with County Clerk to confirm records and coordinated with American Legal Publishing on next steps. Will confirm during the next week.
 - Personnel Policy – Met with Lindsay Grogan on several items in the Personnel Policy that are being recommended for update. Reviewed some options and will bring to the Commission when recommendations are finalized.
- New Ambulance Service Agreement – Multiple meetings to review the ASA. Met with Justin Nelson and Bob Blackmore for updates. Two meetings with MCHD – one for introductions and second with Bob Blackmore to get updates from MCHD. Corresponded with Boardman Rural Fire District contacts to keep them updated as well. Reviewed bodycam footage of complaint between MCHD ambulance and BRFD fire response.
- Teamster Union Negotiations (Sheriff's Office) – Coordinated with lead staff on status. Attended final negotiation meeting with lead staff and consultant. Very happy with final agreement.
- New Circuit Court Building – Worked on several aspects of the Circuit Court Building Project, including:
 - Toured property and attended County Fair/Rodeo to identify impacts on preferred location's utilization for Circuit Court.

- Met with Fair/Rodeo boards representation to discuss impact.
- Toured the Hermiston Circuit Court location to become familiar with Court's needs and challenges
- Processed RFP for Project Manager. Received approval from Board to award Alliance with contract. Held pre-kick off meeting to set initial timeline.
- Received two proposals for Architectural Services RFP. Will be scoring and reviewing this next week.
- Held Townhall to answer questions and hear feedback from general residents regarding the project.
- Bartholomew Building Plaque - Met with Karen Wolff to finalize plaque information. Vendor should have plaque ready by November for installation.
- County Retirement Program/Defined Benefit – Attended several meetings with Kevin Ince and our actuarial consultant to review investment options for the retirement program. Provided input for Kevin and consultant to bring recommendations to the Board.
- Tourism Consultant – Held two meetings with Tamra Mabbott and consultant Karie Walchli to review County efforts.
- Sunstone Solar – Attended meetings with Tamra Mabbott to work through issues and approaches for Sunstone Solar's proposed installation. Provided input as needed as Tamra worked through Sunstone's approach.
- CDBG grant application – Met with Umatilla Morrow Head Start (UMHS) on grant to replace the Irrigon class room facility. Final determination of consultant and UMHS was to defer to spring application window in order to firm up land use commitment with the school district.
- Organization/Job Descriptions – Rewrote job description for the Community Development Director. Met with Lindsay Grogan and Tamra Mabbott to review direction. Reviewed several other organizational recommendations. Will review with the Board in October 18.
- Introduction/Coordination Meetings:
 - Morrow County Grain Growers. (with Chair Sykes)
 - Amazon Web Services
 - MCHD
 - Wheatland Insurance
 - Boardman City
- Meetings Attended:
 - Water Advisory Committee
 - City/County/Port Coordination Meeting
 - CREZ Meeting (introduction only)
 - County Safety Committee
 - Umatilla/Morrow City Manager meeting

Please contact me if you have any questions.