



BOARD OF COMMISSIONERS

BOARD OF COUNTY COMMISSIONER MEETING

9:00 AM, WEDNESDAY, AUGUST 10, 2022

Barnes Sawyer Rooms - Deschutes Services Bldg - 1300 NW Wall St – Bend

(541) 388-6570 | www.deschutes.org

AGENDA

MEETING FORMAT: The Oregon legislature passed House Bill (HB) 2560, which requires that public meetings be accessible remotely, effective on January 1, 2022, with the exception of executive sessions. Public bodies must provide the public an opportunity to access and attend public meetings by phone, video, or other virtual means. Additionally, when in-person testimony, either oral or written is allowed at the meeting, then testimony must also be allowed electronically via, phone, video, email, or other electronic/virtual means.

Attendance/Participation options are described above. Members of the public may still view the BOCC meetings/hearings in real time via the Public Meeting Portal at www.deschutes.org/meetings

Citizen Input: Citizen Input is invited in order to provide the public with an opportunity to comment on any meeting topic that is not on the current agenda. Citizen Input is provided by submitting an email to: citizeninput@deschutes.org or by leaving a voice message at 541-385-1734. Citizen input received by noon on Tuesday will be included in the Citizen Input meeting record for topics that are not included on the Wednesday agenda.

Zoom Meeting Information: Staff and citizens that are presenting agenda items to the Board for consideration or who are planning to testify in a scheduled public hearing may participate via Zoom meeting. The Zoom meeting id and password will be included in either the public hearing materials or through a meeting invite once your agenda item has been included on the agenda. Upon entering the Zoom meeting, you will automatically be placed on hold and in the waiting room. Once you are ready to present your agenda item, you will be unmuted and placed in the spotlight for your presentation. If you are providing testimony during a hearing, you will be placed in the waiting room until the time of testimony, staff will announce your name and unmute your connection to be invited for testimony. Detailed instructions will be included in the public hearing materials and will be announced at the outset of the public hearing.

For Public Hearings, the link to the Zoom meeting will be posted in the Public Hearing Notice as well as posted on the Deschutes County website at <https://www.deschutes.org/bcc/page/public-hearing-notices>.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CITIZEN INPUT: Citizen Input may be provided as comment on any topic that is not on the agenda.

***Note:** In addition to the option of providing in-person comments at the meeting, citizen input comments may be emailed to citizeninput@deschutes.org or you may leave a brief voicemail at 541.385.1734. To be timely, citizen input must be received by noon on Tuesday in order to be included in the meeting record.*

CONSENT AGENDA

1. Consideration of Resolution No. 2022-056 Increasing Appropriations within the Health Services Fund and the 2022-23 Deschutes County Budget.
2. Consideration of Purchase Agreement, Document No. 2022-298, and Dedication Deed, Document No. 2022-299, from Edward J. Giroux for Right of Way for the Hunnell Road: Loco Road to Tumalo Road Improvement Project
3. Consideration of Board Signature of Letters Appointing Jim Fister, Bill Hepburn, John Ralston, and John Shoemaker to the Sunriver Service District Managing Board
4. Consideration of Board Signature of Letters Thanking Ron Stephens and Dennis Dishaw for their Service on the Sunriver Service District Managing Board
5. Consideration of Board Signature of Letter Appointing Julie McFarlane to the Behavioral Health Advisory Board
6. Consideration of Board Signature of Letter Thanking Stephanie Sahleen for Service on the Behavioral Health Advisory Board
7. Consideration of Board Signature of Letter Appointing Lindsay Atagi to the Public Health Advisory Board
8. Approval of Minutes of the July 20 2022 BOCC Meeting
9. Approval of Minutes of the July 27 2022 BOCC Meeting
10. Approval of Minutes of the July 27 2022 Lobbyist Interviews

ACTION ITEMS

11. **9:05 AM** Consideration of FTE Request for Criminal Justice Commission Restorative Justice Grant

- 12. **9:20 AM** Second reading of Ordinance No 2022-008. An ordinance amending Chapter 2.14 (County Internal Auditor) and Chapter 2.15 (County Audit Committee) as recommended by the County Audit Committee.
- 13. **9:25 AM** Deschutes County Board of Commissioner update for the Oregon Living with Fire program.
- 14. **9:45 AM** Consideration of Approval to Pay Invoice for Insurance for excess general liability and excess cyber liability insurance
- 15. **10:00 AM** State of the County Presentation

LUNCH RECESS

OTHER ITEMS

These can be any items not included on the agenda that the Commissioners wish to discuss as part of the meeting, pursuant to ORS 192.640.

EXECUTIVE SESSION

At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories.

Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.

- 16. Executive Session under ORS 192.660 (2) (e) Real Property Negotiations
- 17. Executive Session under ORS 192.660 (2) (a) Consideration of Employment

ADJOURN



Deschutes County encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, please call (541) 617-4747.



**BOARD OF
COMMISSIONERS**

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 10, 2022

SUBJECT: Consideration of Resolution No. 2022-056 Increasing Appropriations within the Health Services Fund and the 2022-23 Deschutes County Budget.

RECOMMENDED MOTION:

Move Approval of Resolution No. 2022-056 Increasing Appropriations within the Health Services Fund and the 2022-23 Deschutes County Budget.

BACKGROUND AND POLICY IMPLICATIONS:

On July 27, 2022, the Deschutes County Health Services department presented to the board for consent, the recent extension of Oregon Health Authority funding to expand the county's Harm Reduction Program, as described in agreement #170856-2. This agreement extends the original agreement through September 30, 2022, and provides additional funding in the amount of \$148,225, increasing the total not-to-exceed amount to \$444,675.

BUDGET IMPACTS:

The OHA agreement extension provides an additional \$148,225 of funding in the fiscal year 2022-23. Approval of this request will increase appropriations in the Materials and Services and Capital Outlay categories of the Health Services fund.

ATTENDANCE:

Daniel Emerson, Budget Manager

REVIEWED

LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY,
OREGON

A Resolution to Increase Appropriations *
Within the 2022-23 Deschutes County Budget * RESOLUTION NO. 2022-056
*

WHEREAS, the Deschutes County Health Services department presented to the Board of County Commissioners on 7/27/2022, with regards to Oregon Health Authority providing the Harm Reduction Program with additional funds, and

WHEREAS, ORS 294.471 allows a supplemental budget adjustment when authorized by resolution of the governing body, and

WHEREAS, it is necessary to increase appropriations by \$148,225 within the Health Services Fund, now, therefore;

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1. That the following revenue be appropriated in the 2022-23 County Budget:

<u>Health Services</u>	
State Miscellaneous	\$ 148,225
Health Services Total	<u>\$ 148,225</u>

Section 2. That the following expenditures be appropriated in the 2022-23 County Budget:

<u>Health Services</u>	
Program Expense	\$ 148,225
Health Services Total	<u>\$ 148,225</u>

Section 3. That the Chief Financial Officer make the appropriate entries in the Deschutes County Financial System to show the above appropriations:

DATED this _____ day of August, 2022.

BOARD OF COUNTY COMMISSIONERS OF
DESCHUTES COUNTY, OREGON

PATTI ADAIR, Chair

ATTEST:

ANTHONY DEBONE, Vice-Chair

Recording Secretary

PHIL CHANG, Commissioner

Deschutes County
Appropriation of New Grant

REVENUE

Item	Line Number	Project Code	Segment 2	Org	Object	Description	Current Budgeted Amount	To (From)	Revised Budget
		HSADLTINT	HS3M110HR	2743152	335011	State Miscellaneous	-	148,225	148,225
TOTAL							-	148,225	148,225

APPROPRIATION

Item	Line Number	Project Code	Segment 2	Org	Object	Category	Description	Current Budgeted Amount	To (From)	Revised Budget
						(Pers, M&S, Cap Out, Contingency)	(Element-Object, e.g. Time Mgmt, Temp Help, Computer Hardware)			
		HSADLTINT	HS3M110HR	2743152	430378	M&S	Temp Help-Admin	-	7,500	7,500
		HSADLTINT	HS3M110HR	2743152	460133	M&S	Medical Supplies	-	42,500	42,500
		HSADLTINT	HS3M110HR	2743152	460160	M&S	Prescriptions and Medicines	-	52,250	52,250
		HSADLTINT	HS3M110HR	2743152	440430	M&S	Client Stabilization	-	23,000	23,000
		HSADLTINT	HS3M110HR	2743152	490422	Capital Outlay	Automobiles & SUVs	-	10,000	10,000
		HSADLTINT	HS3M110HR	2743152	490501	Overhead	Admin Allocation	-	12,975	12,975
		HSALL	HS1OTHER	2743151	450094	M&S	Program Expense	-	12,975	12,975
		HSALL	HS1OTHER	2743151	490501	Overhead	Admin Allocation	-	(12,975)	(12,975)
TOTAL								-	148,225	148,225

Deschutes County
Appropriation of New Grant

Resolution 2022-056

Fund:
Dept:
Requested by:
Date:

274
Health Services
Lana Lane
7/18/2022



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: Wednesday, August 10, 2022

SUBJECT: Consideration of Purchase Agreement, Document No. 2022-298, and Dedication Deed, Document No. 2022-299, from Edward J. Giroux for Right of Way for the Hunnell Road: Loco Road to Tumalo Road Improvement Project

RECOMMENDED MOTION:

Move approval of Document Nos. 2022-298 and 2022-299.

BACKGROUND AND POLICY IMPLICATIONS:

The Board of County Commissioners authorized the Road Department to negotiate with owners of properties impacted by the Hunnell Road: Loco Road to Tumalo Road Improvement project for the acquisition of right of way by Resolution No. 2021-048. During preliminary design of the project, it was determined that a portion of Tax Lot No. 161228DC00099, owned by Edward J. Giroux, would be impacted by the Project. The signed Purchase Agreement is attached for Board signature; the signed Dedication Deed is in transit and is attached for Board consideration and approval in advance of receipt of the signed document. The Road Department has negotiated with the property owner for right of way acquisition. The property owner has agreed to the following:

- Instrument: Dedication Deed
Area: 17,009 sq. ft.
Compensation: \$55,000.00
Other Obligations: None

BUDGET IMPACTS:

County will make payment to the property owner in the amount of \$55,000.00, which is budgeted in the Department's Fiscal Year 2022-2023 Road Capital Improvement Plan budget.

ATTENDANCE:

Cody Smith, County Engineer

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: blue;">REVIEWED</p> <hr style="width: 50%; margin: 0 auto;"/> <p style="text-align: center;">LEGAL COUNSEL</p> </div> <p>After recording return to: Deschutes County Road Dept. 61150 S.E. 27th Street Bend, Oregon 97701</p>	<p>For Recording Stamp Only</p>
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PURCHASE AGREEMENT
HUNNELL ROAD: LOCO ROAD TO TUMALO ROAD IMPROVEMENT PROJECT
Edward J. Giroux, a Protected Person
File No.: 011

THIS AGREEMENT is made and entered into by and between **Deschutes County, Oregon**, a political subdivision of the State of Oregon, ("County"); and **Edward J. Giroux, a Protected Person**, ("Grantor"), on the following terms and conditions:

RECITALS

1. Hunnell Road is part of the County road system under the jurisdiction and control of County.
2. County is constructing the Hunnell Road: Loco Road to Tumalo Road Improvement project on Hunnell Road and Pohaku Road. County has identified that the property described in the attached **Exhibit "A"** and depicted in the attached **Exhibit "B"** is necessary for the Project.
3. Grantor is the owner of the property described in the attached **Exhibit "A"** and depicted in the attached **Exhibit "B"**.

NOW THEREFORE, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Grantor shall convey to County the real property described in the attached **Exhibit A** by dedication deed for the purchase price of **Fifty-Five Thousand Dollars (\$55,000.00)**

GRANTOR OBLIGATIONS

1. Grantor shall provide County with fully signed and executed dedication deed for subject property with this Agreement. Upon receipt of purchase payment, Grantor shall immediately deliver possession of property to County.
2. Grantor makes the following representations:
 - a. Grantor has no notice from any government agency of any violation of law relating to the property.
 - b. The property has never been used for the storage or disposal of hazardous waste materials.
 - c. Grantor is not a "foreign person" as that term is defined in IRS Code Section 1445.
3. If the subject property is subject to any mortgage, deed of trust, land sales contract, or other similar encumbrance, Grantor should review that document to determine whether that document contains any provision under which default may be triggered by the Grantor's signing of this Agreement or any conveyance instrument.
4. Grantor understands that all fences and other improvements that are constructed or reconstructed on real property retained by Grantor pursuant to this Agreement will be the property of Grantor and will be maintained and repaired by the Grantor after completion of the project.
5. Grantor understands that any construction lying outside of the traveled portion and shoulders but within the right of way of the county road which is made for the use and benefit of the remaining property, either under the terms of this agreement or the construction plans, shall be completed in conformance with normal engineering construction practices.
6. As soon as Grantor delivers the dedication deed to County, Grantor shall remove from the property all personal property, fixtures, and improvements retained by Grantor under the terms of this Agreement. If personal property, fixtures, or improvements are required to be moved, Grantor may be entitled to relocation benefits and assistance which will be provided outside of this Agreement in accordance with the Uniform Relocation Act requirements in conformance with the ODOT Right-of-Way Manual.

7. Grantor acknowledges that performance of County's obligations under this Agreement constitute just and full compensation for the property (both the dedication and the permanent slop easement) and any damage to property retained by Grantor.

COUNTY OBLIGATIONS

1. Within thirty (30) calendar days of execution of this Agreement and receipt of fully signed and executed warranty deed and temporary construction easement, County will deliver payment in the amount of **Fifty-Five Thousand Dollars (\$55,000.00)**. County will take immediate possession of property upon delivery of payment. Payment will be made payable to "Schwabe, Williamson & Wyatt, P.C. in trust for Edward J. Giroux," reference 138501-268167, and be sent to the attention of J. Kenneth Kataroff, Schwabe, Williamson & Wyatt, P.C., US Bank Centre, 1420 Fifth Avenue, Suite 3400, Seattle, WA 98101.
2. County will be responsible for payment of all recording fees or other costs required for recording conveyance instruments.

GENERAL PROVISIONS

1. This Agreement supersedes any prior oral and written Agreements or understandings. This Agreement may be modified only by written amendments.
2. The conditions of this Agreement are binding upon and will inure to the benefit of the successors and legal representatives of Grantor and County and will survive conveyance of the property.
3. Time is of the essence of this Agreement. References to Grantor in this Agreement include all persons who hold title to the property.

(Signature Page to Follow)

THE PARTIES, by execution of this Agreement, hereby acknowledge that its signing representatives have read this Agreement, understand it and agree to be bound by its terms and conditions.

GRANTOR

DATED this 26th day of July, 2022.

[Signature]
Darian Giroux as Co-Guardian

[Signature]
Jason D. Giroux as Co-Guardian

JDS
STATE OF ~~OREGON~~ CALIFORNIA)
County of ~~Deschutes~~ ORANGE) SS.

Before me, a Notary Public, personally appeared Darian Giroux as Co-Guardian and Co-Conservator for Edward J. Giroux acknowledged the foregoing instrument.

Dated this 26th day of July, 2022.

[Signature]
NOTARY PUBLIC FOR OREGON
My Commission Expires: 03/07/2026



CALIFORNIA)
STATE OF OREGON)
 ORANGE) SS.
County of Deschutes)

JSD

Before me, a Notary Public, personally appeared Jason D. Giroux as Co-Guardian and Co-Conservator for Edward J. Giroux acknowledged the foregoing instrument.

Dated this 26th day of July, 2022.

J. St James
NOTARY PUBLIC FOR OREGON CALIFORNIA
My Commission Expires: 03/07/26



DESCHUTES COUNTY, acting by and through its Board of County Commissioners

DATED this _____ day of _____, 2022.

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

PATTI ADAIR, CHAIR

ANTHONY DEBONE, VICE-CHAIR

ATTEST:

PHIL CHANG, COMMISSIONER

Recording Secretary

STATE OF OREGON)
) SS.
County of Deschutes)

Before me, a Notary Public, personally appeared Patti Adair, Anthony DeBone, and Phil Chang, the above-named Board of County Commissioners of Deschutes County, Oregon, acknowledged the foregoing instrument, on behalf of Deschutes County, Oregon.

Dated this _____ day of _____, 2022.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of ORANGE } SS.

On JULY 26, 2022, before me, J. St James, Notary Public,
personally appeared JASON D. GIROUX AND DARIAN GIROUX, who proved to me on the

basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~ are subscribed to the within instrument and acknowledged to me that ~~he/she~~ they executed the same in ~~his/her~~ their authorized capacity(ies), and that by ~~his/her~~ their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



J. St. James
NOTARY'S SIGNATURE

PLACE NOTARY SEAL IN ABOVE SPACE

OPTIONAL INFORMATION

The information below is optional. However, it may prove valuable and could prevent fraudulent attachment of this form to an unauthorized document.

CAPACITY CLAIMED BY SIGNER (PRINCIPAL)

- INDIVIDUAL
- CORPORATE OFFICER _____ TITLE(S)
- PARTNER(S)
- ATTORNEY-IN-FACT
- GUARDIAN/CONSERVATOR
- SUBSCRIBING WITNESS
- OTHER: _____

DESCRIPTION OF ATTACHED DOCUMENT

PURCHASE AGREEMENT
TITLE OR TYPE OF DOCUMENT

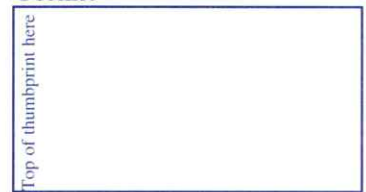
6
NUMBER OF PAGES

JULY 26, 2022
DATE OF DOCUMENT

N/A
OTHER

SIGNER (PRINCIPAL) IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES)

RIGHT
THUMBPRINT
OF
SIGNER



REVIEWED
LEGAL COUNSEL

For Recording Stamp Only

After recording return to:
Deschutes County Road Dept.
61150 S.E. 27th Street
Bend, Oregon 97701

DEED OF DEDICATION

Edward J. Giroux, a Protected Person Grantor, does hereby dedicate to the public for roadway and utility purposes that parcel of land described in Exhibit "A" and depicted in Exhibit "B", attached hereto and by this reference incorporated herein.

The true consideration for this conveyance is **Fifty Five Thousand Dollars (\$55,000.00)**.

DATED this _____ day of _____, 2022.

Darian Giroux as Co-Guardian

Jason D. Giroux as Co-Guardian

STATE OF OREGON)
) SS.
County of Deschutes)

Before me, a Notary Public, personally appeared Darian Giroux as Co-Guardian and Co-Conservator for Edward J. Giroux acknowledged the foregoing instrument.

Dated this _____ day of _____, 2022.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

STATE OF OREGON)
) SS.
County of Deschutes)

Before me, a Notary Public, personally appeared Jason D. Giroux as Co-Guardian and Co-Conservator for Edward J. Giroux acknowledged the foregoing instrument.

Dated this _____ day of _____, 2022.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

ACCEPTANCE

Deschutes County, acting by and through its Board of County Commissioners, does hereby accept the foregoing Deed of Dedication as a public road pursuant to ORS 93.808.

DATED this ____ day of _____, 2022.

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

PATTI ADAIR, CHAIR

ANTHONY DEBONE, VICE CHAIR

ATTEST:

PHIL CHANG, COMMISSIONER

Recording Secretary

STATE OF OREGON)
) SS.
County of Deschutes)

Before me, a Notary Public, personally appeared Patti Adair, Anthony DeBone, and Phil Chang, the above-named Board of County Commissioners of Deschutes County, Oregon, acknowledged the foregoing instrument, on behalf of Deschutes County, Oregon.

Dated this ____ day of _____, 2022.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

EXHIBIT A
Deschutes County Road Department
Hunnell Road Improvement Project: Loco Road to Tumalo Road
File Number 011
Tax Lot 161228DC00100

RIGHT OF WAY DEDICATION

A parcel of land lying in the Southeast one-quarter of Section 28, Township 16 South, Range 12 East, Willamette Meridian, Deschutes County, Oregon, and being a portion of that property described in that Warranty Deed – Statutory Form to Edward J. Giroux, recorded July 28, 2006 as Instrument No. 2006-51701, Deschutes County Official Records, said parcel lying westerly of the following described line:

BEGINNING at a point on the easterly right of way line of Hunnell Road, said point being North 8°27'46" West, 204.13 feet from the South one-quarter corner of Section 28, Township 16 South, Range 12 East, Willamette Meridian, said point also being 5.00 feet easterly when measured at right angles to Hunnell Road Centerline Station 162+17.35 per Deschutes County Survey No. 20520;

Thence leaving said easterly right of way line on a non-tangent 550.00 foot radius curve to the left, the radius point of which bears North 72°38'48" West, through a central angle of 17°20'29" (the long chord of which bears North 08°40'57" East, 165.83 feet) an arc distance of 166.47 feet to a point of tangency being 30.00 feet easterly when measured at right angles to Hunnell Road Centerline Station 163+81.28 per Deschutes County Survey No. 20520,

Thence North 00°00'42" East, 653.62 feet to a point of curvature being 17.16 feet easterly when measured at right angles to Hunnell Road Centerline Station 170+36.55 per Deschutes County Survey No. 20520,

Thence on an 800.00 foot radius curve to the left, through a central angle of 10°20'17" (the long chord of which bears North 05°09'26" West, 144.15 feet) an arc distance of 144.35 feet to a point of reverse curvature at a point 29.06 feet easterly when measured at right angles to Hunnell Road Centerline Station 171+74.99 per Deschutes County Survey No. 20520;

Thence on a 740.00 foot radius curve to the right, through a central angle of 10°20'17" (the long chord of which bears North 05°09'26" West, 133.34 feet) an arc distance of 133.52 feet to the terminus of said described line, said point being 30.00 feet easterly when measured at right angles to Hunnell Road Centerline Station 173+16.09 per Deschutes County Survey No. 20520.

Containing 17,009 square feet, more or less.

See map attached as Exhibit "B", which is made a part hereof.

Bearings, Right of Way, Stationing and Monumentation are based on "Control, Recovery, and Retracement Map" filed in the office of the Deschutes County Surveyor's Office May 25, 2021 as County Survey No. 20520.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

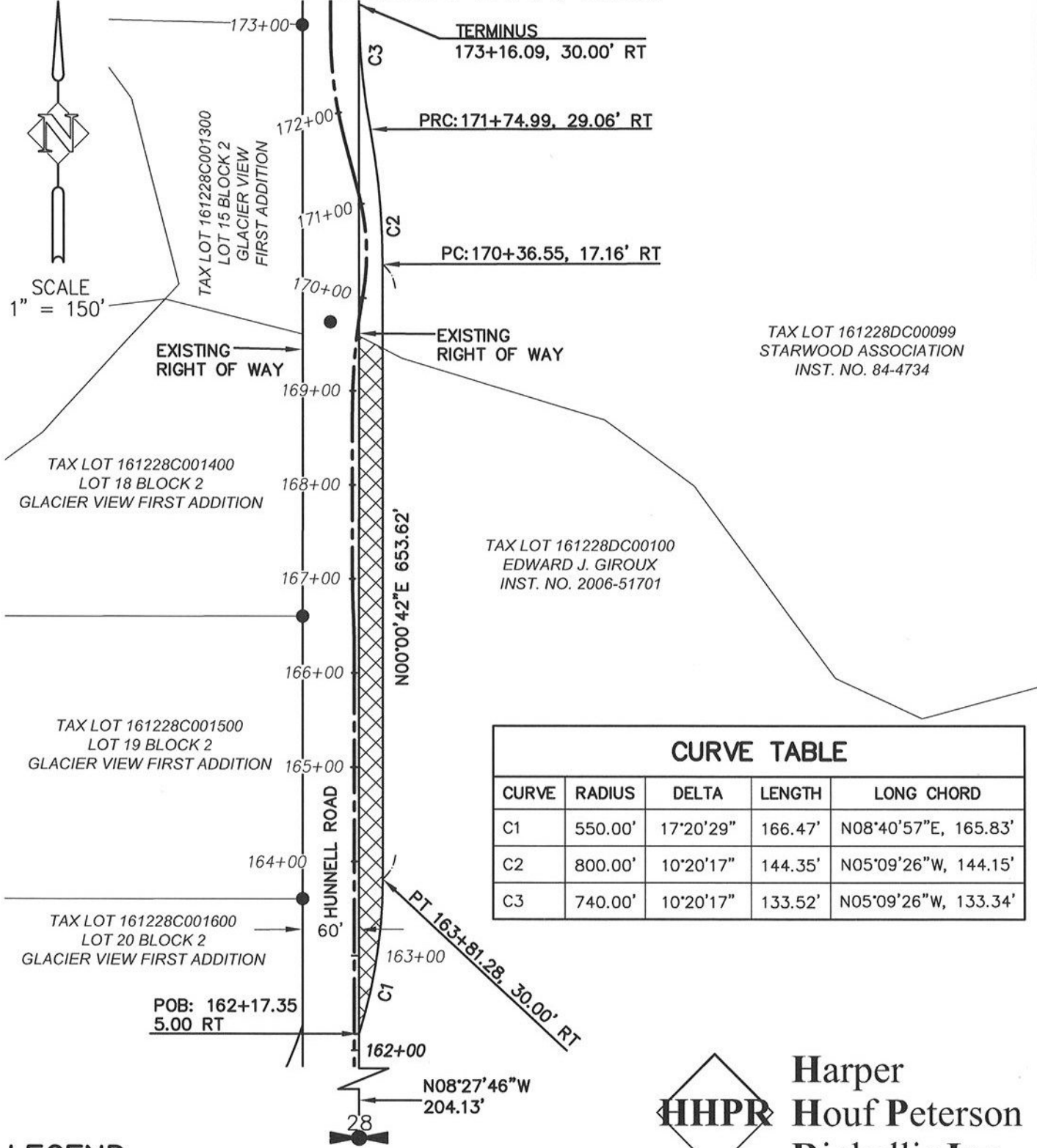


OREGON
JANUARY 8, 2019
REED CARLSON BEAUDUY
93377

RENEWS: 12-31-2021
SIGNED: 9-12-2021

EXHIBIT "B"

LOCATED IN THE SOUTH ONE HALF OF SECTION 28,
TOWNSHIP 16 SOUTH, RANGE 12 EAST, WILLAMETTE MERIDIAN,
DESCHUTES COUNTY, OREGON



CURVE	RADIUS	DELTA	LENGTH	LONG CHORD
C1	550.00'	17°20'29"	166.47'	N08°40'57"E, 165.83'
C2	800.00'	10°20'17"	144.35'	N05°09'26"W, 144.15'
C3	740.00'	10°20'17"	133.52'	N05°09'26"W, 133.34'

LEGEND

- RIGHT OF WAY DEDICATION
±17,009 SQ.FT.
- - FOUND MONUMENT PER CS20520

SEE ATTACHED LEGAL DESCRIPTION

**Harper
Houf Peterson
Righellis Inc.**

ENGINEERS • PLANNERS
LANDSCAPE ARCHITECTS • SURVEYORS
250 NW Franklin Avenue, Suite 404, Bend, OR 97703
phone: 541.318.1161 www.hhpr.com fax: 541.318.1141
DCO-01 RCB 09/14/2021 PAGE 1 OF 1



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 10, 2022

SUBJECT: CJC Restorative Justice Grant -- FTEs

RECOMMENDED MOTIONS: Move to approve the hiring of 1.5 FTEs upon the acceptance of the 2021 Criminal Justice Commission (CJC) Restorative Justice Grant Program.

BACKGROUND AND POLICY IMPLICATIONS:

The District Attorney's Office in partnership with local community-based organizations has applied for funding to expand the Emerging Adult Program (EAP) to improve the way the criminal justice system handles young adults who have engaged in criminal activity. The DA's Office EAP pilot, which is still running, is showing initial results that indicate the program is having a positive impact. Expanding this effort will allow us to test the concept further.

The grant will cover Phase II of the program, which will offer a restorative justice opportunity to 50 young adults, expand the criteria for eligibility, improve victim services, and enhance our community partnerships.

We have learned a lot through our pilot program including that the program's design requires a dedicated team to manage the initiative at the DA's Office. The grant specifically requested funding for three half-time (0.5 FTE) team members -- DDA, Program Development Technician and Victim Advocate.

Although the grant is part of the state's FY21-23 biennium, our award will not receive final approval by the Criminal Justice Commission's Board of Commissioners until August 17, 2022. To use our time within the biennium as efficiently as possible, given the delays outside of our control, we are requesting approval to post the three temporary, part-time positions prior to final grant approval. Pre-approval to post these positions will help us to achieve our program goals by allowing us to be further along in the selection process for these positions when we ultimately do receive the official award announcement. Each job description will state that a job offer for the selected candidate will only be made after award acceptance.

We look forward to coming back to the BOCC in a few weeks to request approval to accept

the grant award. Attached is a copy of the job announcements and grant budget.

BUDGET IMPACTS:

The two year grant request was for \$935,978.72 with the majority of the funding being allocated for personnel and contracts with partnering non-profits (Community Solutions of Central Oregon and Thrive Central Oregon).

The grant was not projected in the DA Office's FY22 Budget.

The personnel funds (\$410,438.16) will be used to pay for the 0.5 FTE DDA, 0.5 FTE PDT and 0.5 FTE VA. The amount of funding requested for each position was at a Step that is common for a candidate in that position to be hired. The DDA position funding was requested at a Step 7, and the PDT and Victim Advocate would both be funded at Step 4.

ATTENDANCE:

Kathleen Meehan Coop, Management Analyst



DESCHUTES COUNTY HUMAN RESOURCES

EAP Deputy District Attorney Job Posting

ABOUT THE DEPARTMENT:

The District Attorney’s Office represents the State of Oregon in all criminal cases filed in Deschutes County. Representation includes enforcing the laws of the State of Oregon, protecting the innocent, ensuring the guilty are held accountable, and advocating for victims of crime to be heard and respected in the process. The District Attorney and a team of Deputy District Attorneys are responsible for evaluating the investigative reports submitted by local, state and federal agencies and determining whether justice and public safety require prosecution. If the Office initiates prosecution, the attorneys are then responsible for presenting evidence to and advising the Grand Jury, and representing the State at every stage of the criminal proceeding in Circuit Court thereafter. The Office can also decide to defer certain cases out of the traditional criminal justice system into alternative diversion programs that maintain community safety and improve offender and victim outcomes. The mission of the DA’s Office is to ensure justice and community safety.

ABOUT THE COUNTY:

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ABOUT THE JOB:

The Emerging Adult Program Deputy District Attorney (DDA) will serve as a critical member of the Deschutes County District Attorney Office’s Emerging Adult Program (EAP) team. The EAP aims to safely and effectively reduce charging of cases involving young adults (18-24 years old) through a restorative justice initiative – focused on supporting offender accountability, while improving victim outcomes and public safety.

This position will be responsible for the analysis, preparation, and disposition of criminal cases specially involving young adults. The EAP DDA will review and monitor all young adult cases to determine program eligibility and track. The incumbent is expected to comply with all legal practices and standards, as well as office policy, and will provide training to the office on the EAP program and criminal justice reform initiatives. All ineligible and revoked EAP cases will be referred to another DDA for prosecution. The position will work under the direction of the Chief Deputy District Attorney who assigns work, reviews performance, and provides consultation on cases.

Goals for the EAP DDA

1. Support restorative justice outcomes
2. Evaluate and offer timely assessment to all possible candidates for EAP participation
3. Maintain community safety and justice
4. Improve victim (harmed party) and offender (responsible party) outcomes
5. Reduce young adult cases entering the traditional criminal justice system

To achieve these goals, the EAP DDA will work in partnership with the DA Office’s dedicated Program Development Technician and Victim Advocate, as well as an Investigator and Management Analyst. The full EAP team also involves Community Solutions of Central Oregon’s facilitator, and program coordinator; Thrive Central Oregon’s case manager; and other local agencies and a team of community volunteers. This collaborative inter-disciplinary team develops, implements, and tracks the EAP restorative justice grant program.

This is a temporary, half-time (0.5 FTE/20 hours per week) grant-funded position that is anticipated to run from July 1, 2022 to December 31, 2023. Continuation of the position into 2024 and beyond is based on approval of a no-cost extension and future grant funding. A final offer for this position is contingent on DCDA receiving the grant award.

Optional:

- Check the box if remote work is available.
- Check the box if a hybrid of in-office/remote work is available.

This position may be conducted at the DCDA office in Bend, Oregon or at a remote location.

Key Responsibilities: *(Highlights – 3 key responsibilities)*

- Reviews, monitors, and tracks all cases referred to the EAP to determine eligibility, progression through the program, and approval intervention plans.
- Oversees the daily management of the EAP grant operations, working closely with program development technician, maintaining regular communication with program partners, and recruiting, training and scheduling community facilitators.
- Tracks and collects statistical information and data on performance measures, technology, and policy issues; prepares reports of study conclusions and recommendations.

What You Will Bring: *(Highlights – 3 each to knowledge and skills based on the job description)*

Knowledge of or experience with:

- Criminal law and the practices and procedures of criminal prosecution, legal research methods, and applicable rules, codes and regulations for area of assignment.
- Principles and techniques for program development and implementation, file record keeping, and data management.
- Operating a personal computer, utilizing standard (Microsoft Office Suite) and specialized software (Zoom, Cognito Forms, Karpel, or similar), and entering information into a computer system with speed and accuracy.

Skill in:

- Communicating effectively verbally and in writing and work with minimum supervision, using initiative and independent judgment within established procedural guidelines.

- Establishing and maintaining effective working relationships with other employees, clients, and agencies at all times.
- Analyzing administrative and operational data and issues, interpreting policies and regulations, evaluating alternatives, and recommending changes based on findings.

Preferred Qualifications:

- Knowledge of and belief in the impact of restorative justice and criminal justice reform.
- Experience coordinating or managing complex programs.
- Experience with grant management and funding, and reporting and contract management.
- Minimum of 3-5 years of experience in law office.

NECESSARY SPECIAL REQUIREMENTS:

- Law Enforcement Data System (LEDS) and CJIS certification from the State of Oregon are required within six months of hire



DESCHUTES COUNTY HUMAN RESOURCES

Program Development Technician Job Posting

ABOUT THE DEPARTMENT:

The District Attorney’s Office represents the State of Oregon in all criminal cases filed in Deschutes County. Representation includes enforcing the laws of the State of Oregon, protecting the innocent, ensuring the guilty are held accountable, and advocating for victims of crime to be heard and respected in the process. The District Attorney and a team of Deputy District Attorneys are responsible for evaluating the investigative reports submitted by local, state and federal agencies and determining whether justice and public safety require prosecution. If the Office initiates prosecution, the attorneys are then responsible for presenting evidence to and advising the Grand Jury, and representing the State at every stage of the criminal proceeding in Circuit Court thereafter. The Office can also decide to defer certain cases out of the traditional criminal justice system into alternative diversion programs that maintain community safety and improve offender and victim outcomes. The mission of the DA’s Office is to ensure justice and community safety.

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ABOUT THE JOB:

The Program Development Technician (PDT) will serve as a critical member of the Deschutes County District Attorney Office’s Emerging Adult Program (EAP) team. The EAP aims to safely and effectively reduce charging of cases involving young adults (18-24 years old) through a restorative justice initiative -- focused on supporting offender accountability, while improving victim outcomes and public safety.

The PDT is responsible for coordinating program meetings, scheduling volunteers, collecting and tracking data, identifying and flagging cases and participating in case review. In addition, the PDT will assist in implementing program goals, establishing and monitoring performance benchmarks, drafting contracts, and with community outreach. This position reports to the DCDA Management Analyst to coordinate the EAP grant program.

Goals for the EAP PDT

- 6. Support restorative justice outcomes
- 7. Identify and offer timely screening of all possible candidates for EAP participation.
- 8. Maintain community safety and justice.
- 9. Support program implementation and community engagement

- 10. Improve victim (harmed party) and offender (responsible party) outcomes
- 11. Reduce young adult cases entering the traditional criminal justice system

To achieve these goals, the PDT will work in partnership with the DA’s Office EAP team that involves a dedicated Duty District Attorney and Victim Advocate, as well as an Investigator and the Management Analyst. The full EAP team also includes Community Solutions of Central Oregon’s facilitator, and program coordinator; Thrive Central Oregon’s case manager; and other local agencies, and a team of community volunteers. This collaborative inter-disciplinary team develops, implements, and tracks the EAP restorative justice grant program.

This is a temporary, half-time (0.5 FTE/20 hours per week) grant-funded position that is anticipated to run from July 1, 2022 to December 31, 2023. Continuation of the position into 2024 and beyond is based on approval of a no-cost extension and future grant funding. A final offer for this position is contingent on DA’s Office receiving the grant award.

Optional:

- Check the box if remote work is available.
- Check the box if a hybrid of in-office/remote work is available.

On non-program meeting days there is the opportunity to work remotely, the meeting schedule is still to be determined. Program meeting days require the PDT to be in-person to greet program participants.

Key Responsibilities: *(Highlights – 3 key responsibilities)*

- Coordinates, schedules and administers program planning meetings and RJ circles, and provides technical assistance to community groups and/or programs to ensure the successful implementation of the EAP.
- Collects and reviews case information, prepares and edits confidential and sensitive legal documents, and maintains confidential document logs and databases, identifies discrepancies and deficiencies and updates files and databases.
- Maintains and updates program materials, and generates original documents for the program and the district attorney.

What You Will Bring: *(Highlights – 3 each to knowledge and skills based on the job description)*

Knowledge of or experience with:

- Working collaboratively with a small staff team, local non-profits and agency partners, and community volunteers.
- Operating a personal computer, utilizing standard (Microsoft Office Suite) and specialized software (Zoom, Cognito Forms, Venngage, Karpel, or similar), and entering information into a computer system with speed and accuracy.
- Principles of confidential record keeping, case files, and data management.

Skill in:

- Working independently, in an organized and detailed fashion while keeping key individuals and groups informed and prepared.
- Ability to develop and present concise information to small and large groups of individuals through excellent writing, presentation and public speaking skills.
- Providing exceptional customer service, effectively handling hostile, angry, and emotional participants, and showing compassion and support to offenders and victims.

We hope you’ll consider joining our talented team.

Preferred Qualifications:

- Knowledge of and belief in the impact of restorative justice and criminal justice reform.
- Experience coordinating or managing complex programs.
- Experience with grant management and funding, and reporting and contract management.
- A bachelor's degree in social work or criminal justice.
- Minimum of 2-3 years of experience in law office, juvenile justice, program management or substance abuse prevention.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of or ability to obtain a valid Oregon driver's license within 30 days of hire date.
- Law Enforcement Data System (LEDS) and CJIS certification from the State of Oregon are required within six months of hire



DESCHUTES COUNTY HUMAN RESOURCES

EAP Victim Advocate Job Posting

ABOUT THE DEPARTMENT:

The District Attorney’s Office represents the State of Oregon in all criminal cases filed in Deschutes County. Representation includes enforcing the laws of the State of Oregon, protecting the innocent, ensuring the guilty are held accountable, and advocating for victims of crime to be heard and respected in the process. The District Attorney and a team of Deputy District Attorneys are responsible for evaluating the investigative reports submitted by local, state and federal agencies and determining whether justice and public safety require prosecution. If the Office initiates prosecution, the attorneys are then responsible for presenting evidence to and advising the Grand Jury, and representing the State at every stage of the criminal proceeding in Circuit Court thereafter. The Office can also decide to defer certain cases out of the traditional criminal justice system into alternative diversion programs that maintain community safety and improve offender and victim outcomes. The mission of the DA’s Office is to ensure justice and community safety.

The Victims’ Assistance Program (VAP) is a unit in the District Attorney's Office that specializes in helping crime victims in Deschutes County. The primary function of this program is to help crime victims navigate the criminal justice system process and provide assistance that promotes establishing victim stabilization after the crime. The team works to ensure that victims are treated with dignity, respect and compassion, with a mission to involve crime victims and the community in a restorative process that diminishes the devastating impact of crime.

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ABOUT THE JOB:

The Victim Advocate (VA) will serve as a critical member of the Deschutes County District Attorney Office’s Emerging Adult Program (EAP) team. The EAP aims to safely and effectively reduce charging of cases involving young adults (18 to 24 years old) through a restorative justice initiative -- focused on supporting offender accountability, while improving victim outcomes and public safety.

This position will be responsible for connecting with and supporting victims, conducting specialized legal support, providing technical knowledge of the justice system, and handling complex technical and clerical activities. The VA will report to the Victims’ Assistance Program Manager, but will have EAP work assigned by the Management Analyst, who directs the EAP grant program.

Goals for the EAP VA

- Support restorative justice outcomes
- Ensure victims know their rights and their rights are upheld
- Maintain community safety and justice.
- Improve victim (harmed party) outcomes
- Reduce young adult cases entering the traditional criminal justice system

To achieve these goals, the EAP VA will work in partnership with the DA Office’s EAP team that involves a dedicated Deputy District Attorney and Program Development Technician, as well as an Investigator and Management Analyst. The full EAP team involves Community Solutions of Central Oregon’s facilitator, and program coordinator; Thrive Central Oregon’s case manager; and other local agencies and community volunteers. This collaborative inter-disciplinary team develops, implements, and tracks the EAP restorative justice grant program.

This is a temporary, half-time (0.5 FTE/20 hours per week) grant-funded position that is anticipated to run from July 1, 2022 to December 31, 2023. Continuation of the position into 2024 and beyond is based on approval of a no-cost extension and future grant funding. A final offer for this position is contingent on DCDA receiving the grant award.

Optional:

- Check the box if remote work is available.
- Check the box if a hybrid of in-office/remote work is available.

On non-program meeting days there is the opportunity to work remotely, the exact weekly meeting schedule is still to be determined.

Key Responsibilities: (Highlights – 3 key responsibilities)

- Informs victims of their rights, the differences between the traditional criminal justice system and EAP, and solicits victim’s views to share those thoughts with the EAP team.
- Participates in EAP RJ circles as a victim surrogate or for victim support.
- Works closely with the victim, community partners and the case manager to improve harmed party outcomes by providing advocacy services that includes crisis intervention, direct services, information and assistance within scope of authority.

What You Will Bring: (Highlights – 3 each to knowledge and skills based on the job description)

Knowledge of or experience with:

- State laws, regulations, and standards governing the administration of victims’ rights laws for the adult justice system and the release of information and confidentiality.
- Collecting and analyzing client and case information; maintaining document logs, identifying discrepancies and deficiencies, and requesting additional documents and information within scope of authority.
- Operating a personal computer, utilizing standard (Microsoft Office Suite) and specialized software (Zoom, Cognito Forms, Karpel, or similar), and entering information into a computer system with accuracy and confidentiality.

Skill in:

- Working independently, in an organized and detailed fashion while keeping key individuals and groups informed and prepared.
- Identifying and assessing victims' needs and adversarial situations.
- Demonstrating courteous behavior when interacting with visitors, staff, offenders and victims from varying social, economic, and ethnic backgrounds and able to de-escalate and handle crisis intervention

We hope you'll consider joining our talented team.

Preferred Qualifications:

- Knowledge of and belief in the impact of restorative justice and criminal justice reform.
- Experience working in the legal system
- Prior victim advocate training
- Minimum of 2-3 years of experience in law office, juvenile justice, program management or substance abuse prevention. Additional experience may be substituted for education.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of or ability to obtain a valid Oregon driver's license within 30 days of hire date.
- Victim Advocate training within one year of hire.
- Law Enforcement Data System (LEDS) and CJIS certification from the State of Oregon are required within six months of hire

BUDGET EXPENSE SHEET - RESTORATIVE JUSTICE GRANT

Personnel: Salaries, wages and fringe benefits costs for all grant-funded personnel (in whole or in part)

Directions:
 In the "Monthly Rate" field, combine salary/wages and fringe benefits for a single month
 In the "# Months Employed" field, indicate the number of months the position is expected to be funded during the grant period
 In the "% Time per Month" field, use whole numbers to show percentage of position's time dedicated to grant-related work. Example: a half-time case manager = **50**

Position Title	Employing Organization	New or Existing Position	Full Time Equivalent (FTE)	Monthly Rate (Wages + Fringe)	# Months Employed	% Time per Month	Total Amount Requested
1 Deputy District Attorney	Deschutes County DA's Office	New	0.50	8,003.32	24.0	100	192,079.68
2 Special Program Technician (SPT)	Deschutes County DA's Office	New	0.50	4,542.14	24.0	100	109,011.36
3 Victim Advocate	Deschutes County DA's Office	New	0.50	4,556.13	24.0	100	109,347.12
4							0.00
5							0.00
Personnel Total:							410,438.16

Narrative:
 For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

1	DDA will oversee all EAP case review and referrals, and will provide day to day EAP management. The DDA will ensure cases are properly dismissed or referred to another non-EAP DDA for charging if appropriate. The position will start July 1, 2022. This will be a new hire 0.5 FTE position to address the staffing challenges that became apparent during the pilot.
2	SPT will oversee case tracking and will provide day to day program coordination and scheduling for CVWI RJ Circles. Will assist with questions and serving as a program liaison. The position will start July 1, 2022. This will be a new hire 0.5 FTE position to address the staffing challenges that became apparent during the pilot.
3	The Deschutes County Victim Advocate will help victims through the process, share with them their Victim Rights, provide the victim's perspective in case staffing and discussions, and participate in the RJ Circles. The position will start July 1, 2022. This will be a new hire 0.5 FTE position to address the staffing challenges that became apparent during the pilot.
4	
5	

Contractual Services: An individual or organization providing a service or programmatic aspect of the work that is not provided by the grantee

Directions:
 In the "Contract Purpose" field, identify what services the contract covers
 In the "Organization Served" field, identify the entity that is contracting for the services

Contract Purpose	Organization Served	Contract Category	Unit Type	Price per Unit	# Units Required	Total Amount Requested
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1	Restorative Justice Circle Facilitation	Community Solutions of Central Oregon	Services	Yearly	131,143.28	2.0	262,286.56
2	Case Management	Thrive Central Oregon	Services	Yearly	85,280.00	2.0	170,560.00
3	Victim/Offender Support Fund	Thrive Central Oregon	Other	Yearly	5,750.00	2.0	11,500.00
4	Community Facilitator/Volunteer Payment	Community Solutions of Central Oregon	Other	Yearly	20,447.00	2.0	40,894.00
5	Restitution payments	Community Solutions of Central Oregon	Other	Yearly	14,375.00	2.0	28,750.00
6	Researcher	Portland State University	Services	Hourly	100.00	50.0	5,000.00
Contractual Total:							518,990.56

Narrative:
 For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

1 CSCO service contract covers the time needed for the CSCO team, primarily a Program Coordinator and a CSCO RJ Facilitator to provide the EAP with RJ services, training, as well as general program development and oversight. These positions will begin working on the program starting on July 1, 2022.

2 Thrive's service contract covers a 0.5 FTE Program Manager at average two-year salary of \$82/hr. This position will begin working on the program on July 1, 2022.

3 A separate contract will be written for Thrive to manage these funds. The victim/offender support funds have been allocated for resources and services to help both the harmed and responsible parties on the 50 EAP cases. We have allotted an average of \$200 per case, but expect that some cases will not need any funds and others may need substantially more. These funds can be used for emergency needs (i.e. childcare, food, A/C unit, gas money, phone minutes) or for expenses related to obtaining needed services - such as counseling or a class. The total includes a 15% administration fee for Thrive to manage the funds.

4 A separate contract will be established with CSCO to manage the volunteer payments. Community facilitators & volunteers that will assist with both the CSCO victim-centered and the CVWI RJ Circles. The facilitators and volunteers will be paid for their services/time in the RJ Circles and meetings. We anticipate that the community facilitators will dedicate over 1,400 hours to EAP and will be paid the going Oregon volunteer rate of \$25.40/hr., plus a 15% administration fee for managing the funds by CSCO.

5 Another contract will be established with CSCO to handle restitution fund payments. These funds have been set aside to help cover restitution expenses to make a HP whole if a RP party is making every effort to engage in the program, but will be returned to a bad situation if they fully repay the restitution. This fund also allows for the team to expand the program to include cases with higher restitution payments than were considered during the pilot since high restitution amounts can be impossible to pay off within a 6 month program time period. There may also be circumstances that it is in the best interest for community healing to make a HP whole even if the RP can't make any payments. The EAP team will review these cases carefully before offering to cover restitution. We know from court data that the young adult age group is historically the least likely to fully pay restitution. Enrollment in EAP should help improve that but when it doesn't, the engaged HP shouldn't be penalized. The average restitution is \$3,500 and 23.5% of cases w/ 18-24 yr. old offenders involve restitution. Only 44% of restitution cases are paid in full. Based on these numbers we allocated \$25,000 for restitution payments, plus 15% administration fee for CSCO.

6 Greg Stewart will be hired to help EAP develop our pre & post program surveys. We estimate 50 hrs. of work.

Equipment: Permanent or non-expendable equipment with a purchase price of \$5,000 or more, or a useable life of two or more years, for a single item

Directions:

In the "Item Description" field, identify the name/type of equipment to be purchased
 In the "Organization Served" field, identify the entity that will own and operate the equipment
 In the "# of Units Required" field, indicate the number of individual items to be purchased

Item Description	Organization Served	Price per Unit	# Units Required	Total Amount Requested			
1				0.00			
2				0.00			
3				0.00			
4				0.00			
5				0.00			
Equipment Total:				0.00			

Narrative:
 For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

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2	
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Supplies: Consumable materials or supplies, including the cost of small items of equipment that do not meet the threshold for the "Equipment" category

Directions:
 In the "Item Description" field, identify the name/type of supplies to be purchased
 In the "Organization Served" field, identify the entity that will use the supplies
 In the "# of Units Required" field, indicate the number of individual items to be purchased

Item Description	Organization Served	Price per Unit	# Units Required	Total Amount Requested			
1 Program Brochure	DA Office	2.50	400.0	1,000.00			
2				0.00			
3				0.00			
4				0.00			
5				0.00			
Supplies Total:				1,000.00			

Narrative:
 For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

1	To update and professional print our EAP informational brochure.
2	
3	
4	
5	

Rent/Utilities: Office space and related utilities necessary to provide grant-funded personnel space to complete program work

Directions:
 In the "Item Description" field, identify the space/utilities covered
 In the "Organization Served" field, identify the entity that will use the space/utilities

Item Description	Organization Served	Price per Month	# Months Required	Total Amount Requested			
1				0.00			
2				0.00			
3				0.00			
4				0.00			
5				0.00			
Rent/Utilities Total:				0.00			

Narrative:
 For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

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Travel/Training: Eligible expenses for transportation, lodging, per diem, and registrations for trainings that support grant purposes

Directions:
 Each item should be dedicated to a single training and all associated expenses
 All travel expenses must follow state DAS and federal GSA regulations; luxury expenses are not allowed (e.g. first-class seating)
 In the "Organization(s) Served" field, list the entity(ies) that will have personnel attending training
 In the "Registration Costs" field, input the estimated total registration costs for all attendees combined
 In the "Travel Costs" field, input the estimated total travel costs for all attendees combined

Training Title	Organization(s) Served	Location of Training	# Individuals Attending	Registration Costs (Total)	Travel Costs (Total)	Total Amount Requested	
1 Trauma Informed training	Whole EAP team	Bend, OR	30-45	5,550.00	0.00	5,550.00	
2						0.00	
3						0.00	
4						0.00	
5						0.00	
Travel/Training Total:						5,550.00	

Narrative:
 For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

1	A training agency is still to be determined, but a trauma inform training opportunity will be provided to the entire EAP team and facilitators. Ideally it will be done in-person. Based on other training programs we have estimated the cost for the team to receive this training.
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2	
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5	

Administrative Costs: Activities associated with administering the grant such as purchasing, budgeting, payroll, accounting and staff services

Directions:
 Total Administrative Costs may not exceed 15% of grant funds, unless an exception is granted by the CJC
 In the "Item Description" field, identify the specific activities to be conducted
 In the "Organization" field, identify the entity that will be conducting the administrative activities

Item Description	Organization	Total Amount Requested					
1							
2							
3							
4							
5							
Administrative Costs Total:		0.00					

Narrative:
 For each requested item above provide a **brief** justification as to how it meets or fulfills the purpose/intent of the program

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Other Financial Considerations: Other sources of funding for the program and/or any in-kind donations from system partners or others

Directions:
 Include in this section any current or anticipated funding or donations
 In the "Item Description" field, identify the specific activities funded or donated
 In the "Total Amount/Value" field, indicate the amount funded or an estimated value for in-kind donations

Item Description	Source (Entity or Fund)	Type of Support	Total Amount or Estimated Value				
1							
2							
3							
4							
5							
Other Financial Considerations Total:			0.00				

Narrative:

For each item above provide a brief explanation and/or additional details	
1	
2	
3	
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5	

Budget Request Totals: This section will be automatically calculated based on the information provided above

Budget Categories	Category Totals						
Personnel	\$ 410,438.16						
Contractual Services	\$ 518,990.56						
Equipment	\$ -						
Supplies	\$ 1,000.00						
Rent/Utilities	\$ -						
Travel/Training	\$ 5,550.00						
<i>Subtotal</i>	\$ 935,978.72						

Administrative Costs	Total	% of Total Request				
All Items	\$ -	0.00%	*No more than 15% without exception request			

Total Budget Request	\$ 935,978.72					
Other Funding/In-Kind Donations	\$ -					



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 10, 2022

SUBJECT: Second reading of Ordinance No 2022-008. An ordinance amending Chapter 2.14 (County Internal Auditor) and Chapter 2.15 (County Audit Committee) as recommended by the County Audit Committee.

RECOMMENDED MOTION:

Move approval of ordinance No. 2022-008.
Second reading of ordinance No. 2022-008 (by Title only).

BACKGROUND AND POLICY IMPLICATIONS:

The changes being proposed came through the periodic review process of these code sections by the Deschutes County Audit Committee.

The ordinance amends Chapter 2.14 (County Internal Auditor) to clarify and improve some of the language. The amendments help address the addition of staff to the function. Changes include using the reference "Office of County Internal Audit"; expanding upon the duties of the County Internal Auditor; separate and highlight the independence of the function; and provide greater Audit Committee input on non-audit work to be performed.

The ordinance amends Chapter 2.15 (County Audit Committee) to provide similar language as modified in Chapter 2.14 regarding the use of the term "Office of County Internal Audit".

The audit committee supports these changes and the changes have also been reviewed by the County Internal Auditor.

BUDGET IMPACTS:

None noted

ATTENDANCE:

David Givans, County Internal Auditor

REVIEWED

LEGAL COUNSEL

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

An Ordinance Amending Chapter 2.14, County *
Internal Auditor and Amending Chapter 2.15, Audit * ORDINANCE NO. 2022-008
Committee of the Deschutes County Code. *

WHEREAS, the Board of County Commissioners by Deschutes County Code, Chapter 2.14 and Chapter 2.15 codified the County Internal Auditor and Audit Committee roles with the County and the Audit Committee code specifically calls for the periodic review of Chapter 2.14; and

WHEREAS, the Audit Committee through a review of Chapters 2.14 and 2.15 developed and recommends the amendments attached in Exhibit A and Exhibit B to Chapter 2.14 and 2.15, respectively; now, therefore,

THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, ORDAINS as follows:

Section 1. AMENDMENT. DCC 2.14 is amended to read as described in Exhibit “A,” attached hereto and by this reference incorporated herein, with new language underlined and language to be deleted in ~~striketrough~~.

Section 2. AMENDMENT. DCC 2.15 is amended to read as described in Exhibit “B,” attached hereto and by this reference incorporated herein, with new language underlined and language to be deleted in ~~striketrough~~.

///

Dated this _____ of _____, 20__

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

PATTI ADAIR, Chair

ANTHONY DeBONE, Vice Chair

ATTEST:

Recording Secretary

PHIL CHANG, Commissioner

Date of 1st Reading: ____ day of _____, 20 .

Date of 2nd Reading: ____ day of _____, 20 .

Commissioner	Record of Adoption Vote			
	Yes	No	Abstained	Excused
Anthony DeBone	_____			
Phil Chang	_____			
Patti Adair	_____			

Effective date: ____ day of _____, 20 .

ATTEST

Recording Secretary

Exhibit B

Chapter 2.15. COUNTY AUDIT COMMITTEE

- 2.15.001 Purpose.**
- 2.15.010 Authority.**
- 2.15.020. Composition.**
- 2.15.030 Meetings.**
- 2.15.040. Responsibilities.**

2.15.001 Purpose.

The Board of County Commissioners have formed the Audit Committee to advise the Board on fulfilling its responsibilities for financial reporting, internal controls, and compliance with laws, regulations, and ethics within the County. The Audit Committee provides oversight to auditing (external and internal) for the County.

The audit committee receives and reviews County information on:

- financial condition;
- the accuracy of financial record keeping;
- compliance with applicable laws, policies, guidelines, and procedures; and
- efficiency and effectiveness of operations.

The Audit Committee strengthens the independence of auditing by serving as a transparent third-party review body.

(Ord. 2018-007 §2)

2.15.010. Authority.

A. The Board of County Commissioners (“Board”) hereby establishes the Audit Committee as an advisory committee. The committee shall advise the Board and County Administrator on significant audit matters including, but not limited to:

1. The selection, compensation, and removal of external auditors hired to audit the financial statements for the County and its related entities;
2. Consultation with the County Administrator or Board regarding the appointment or dismissal of the County Internal Auditor should include a consultation with a majority of the public members of the audit committee;
3. Increases and decreases to the requested budget for the internal audit program; and
4. The work plan for internal audits performed under DCC 2.14.040.

(Ord. 2013-004 §1, 2013; Ord. 2008-002 §1, 2008)

2.15.020. Composition.

- A. The audit committee shall be comprised of not less than seven or more than nine members appointed by the Board.
- B. Each member shall be appointed to serve a term of two years. Upon initial formation of the committee, the Board may appoint any member to a shorter term. A member may be appointed to more than one term. The Board may remove a member of the committee at any time. In the event of a vacancy on the committee the Board shall, as soon as practicable, appoint a person to serve the unexpired portion of the former member's term.
- C. The committee shall consist of one (1) member county commissioner, two (2) county department head members, and four (4) to six (6) public members. The County Administrator shall be an *ex-officio* nonvoting member.
- D. A public member shall be a registered voter within Deschutes County. The chair of the committee shall be a public member and shall be selected by a majority of the public members. The chair shall serve a one-year term and may be selected for additional terms. If the public members cannot decide upon a chair, the larger committee shall decide. The chair shall preside over meetings, as well as provide input on topics for the agenda.

(Ord. 2009-011 §1, 2009; Ord. 2008-002 §1, 2008)

Exhibit B

2.15.030 Meetings

- A. The audit committee shall meet as the committee deems necessary. A quorum shall constitute a majority of the members appointed. Vacant positions shall not be considered in determining whether a quorum exists. Minutes shall be prepared in accordance with the Oregon Public Meeting Law. The committee may require certain County management attend meetings to address reports being discussed. Auditee departments will be invited to meetings where their internal audit report is discussed.
- B. A department head audit committee member shall not vote on an issue relating to an audit directly pertaining to his or her department. If there is any question as to whether audit committee members should recuse themselves from a vote, the committee should vote to determine whether the member should recuse himself or herself.
- C. The County Internal Auditor shall facilitate and coordinate such meetings, as well as provide ancillary support to the committee, as time permits.

(Ord. 2009-011 §1, 2009; Ord. 2008-002 §1, 2008)

2.15.040. Responsibilities. Responsibilities of the Audit Committee include:

- A. Overseeing the independent audit of the County's financial statements, including:
 - 1. Overseeing the selection, renewal or removal of the independent external auditor by making a recommendation to the Board for final approval;
 - 2. Meeting with the external auditors during planning of the audit, presentation of the audited financial statements, and discussion of the letter to management on recommendations; and
 - 3. Overseeing the resolution of audit findings in, areas such as internal control, legal and regulatory compliance, and ethics.
- B. The committee shall work to assure coordination between the internal and external auditors, management, the County Administrator and Board.
- C. The audit committee shall ensure the Office of County internal audit performs its function. The committee shall:
 - 1. Review the internal audit ordinance (DCC 2.14) at least every other year;
 - 2. Review proposed internal audit work plans and make recommendations concerning internal audit projects;
 - 3. Review the budget and staffing levels of the Office of County Internal Audit (DCC 2.14.050);
 - 4. Review internal audit reports and other communications developed for the County;
 - 5. Review and provide input on Office of County Internal Audit goals; and
 - 6. Review any quality assurance reviews created pursuant to DCC 2.14.090.
 - 7. Discuss and provide input on the County Internal Auditor's performance review each year.
- D. The committee shall make appropriate recommendations concerning the Office of County Internal Audit based upon the reviews that it conducts pursuant to subsection C of this section.
- E. The committee shall make an annual report to the Board summarizing the committee's activities and recommendations. The report may be delivered at an audit committee meeting attended by the Board or may be scheduled for a regularly scheduled meeting of the Board.
- F. The committee shall perform other activities related to this chapter as requested by the Board.

(Ord. 2013-004 §1, 2013; Ord. 2011-004 §1, 2011; Ord. 2008-002 §1, 2008, Ord. 2022-008 §2)

Exhibit A

Chapter 2.14. COUNTY INTERNAL AUDITOR

- 2.14.001 Office of County Internal Audit.**
- 2.14.010. Appointment of County Internal Auditor.**
- 2.14.020. Qualifications of County Internal Auditor.**
- 2.14.025 Independence**
- 2.14.030 Authority / Scope of Audits.**
- 2.14.040. Internal Audit Schedule.**
- 2.14.050. Funding.**
- 2.14.060. Access to Employees, Records and Property.**
- 2.14.070. Audit Reporting and Records.**
- 2.14.080. Contract Auditors, Consultants and Experts.**
- 2.14.090. Quality Assurance Review.**
- 2.14.100. Repealed.**

2.14.001 Office of County Internal Audit.

The Office of County Internal Audit is created and the person holding that office shall act as the head of internal audit for the County. The office consists of the County Internal Auditor and such subordinate employees as the Board of County Commissioners may provide. The purpose of having the Office is to provide independent, objective assurance and consulting services designed to add value and improve Deschutes County’s operations through improved performance and enhanced control environment thereby providing greater accountability to its residents.

The County Internal Auditor is the Chief Audit Executive for the County and shall perform all day-to-day functions necessary for the administration and management of the Office of County Internal Audit. Such duties include but are not limited to:

- a) Develops and implements policies and procedures for the Office of County Internal Audit in compliance with the government auditing standards.
- b) Directing all internal audit activities for the County and is responsible for the most difficult assignments requiring a higher level of responsibility, applying advanced subject knowledge, and exercising significant independent judgement and oversight over staff.
- c) Advises the Board of County Commissioners, County Administrator, and County department/offices on the continuous improvement of County governance, risk management, and financial control processes.
- d) Selects, appoints, directs, supervises, disciplines, and dismisses all Office of County Internal Audit staff consistent with County policies and procedures and for the efficient and effective administration of the affairs of the office.

This chapter establishes the general authority and responsibility of the Office of County Internal Audit. (Ord . 2022-___; Ord. 2018-007 §1, Ord 2022-008 §1)

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2.14.010. Appointment or dismissal of County Internal Auditor.

The County Internal Auditor shall be appointed by or dismissed by the County Administrator in consultation with a majority of the public members of the County Audit Committee and an affirming majority vote of the BOCC.

(Ord . 2022-___; Ord. 2013-004 §1, 2013; Ord. 2005-014 §1, 2005, Ord 2022-008 §1)

2.14.020. Qualifications of County Internal Auditor.

The County Internal Auditor shall possess adequate professional proficiency, demonstrated by relevant certification, such as CPA (Certified Public Accountant), CIA (Certified Internal Auditor), CGAP (Certified Government Auditing Professional) or a combination of education and experience as would be desired by the County.

(Ord. 2005-014 §1, 2005)

2.14.025 Independence

- A. The County Internal Auditor has neither a management nor a policy role; and no operational authority nor responsibility. Rather, the Office of County Internal Audit provides independent and objective information about County programs and services.
- B. The County Internal Auditor governs the office by adherence to the government auditing standards issued by the Comptroller General of the United States. The office will work to be independent as defined by that framework and shall remain free of influence by any organizational elements.
- C. The County Internal Auditor reports functionally to the County Audit Committee and administratively to the County Administrator.

(Ord 2022-008 §1)

2.14.030 Authority / Scope of Audits.

- 1. The Office of County Internal Audit shall establish internal auditing policies and procedures to assure that audit work is completed in accordance with those standards. Any audit work that is undertaken not in compliance with standards shall be disclosed in the Auditor’s report.
- 2. The Office of County Internal Audit shall have authority to conduct financial, attestation, and performance audits of all departments, offices, boards, activities and agencies of the County in order to independently and objectively determine whether:
 - a. activities and programs being implemented have been authorized by County Code or adopted policy, state law or applicable federal law or regulations;
 - b. activities and programs are being conducted as prescribed by management/governing body to accomplish the objectives intended by County Code, state law or applicable federal law or regulations;
 - c. activities or programs efficiently and effectively serve the purpose intended by County Code, state law or applicable federal law or regulations;
 - d. activities and programs are being conducted and funds expended in compliance with applicable laws;
 - e. revenues are being properly collected, deposited and accounted for;
 - f. resources, including funds, property and personnel, are adequately safeguarded, controlled and used in an effective and efficient manner;
 - g. financial and other reports are being provided that disclose fairly and fully all information that is required by law, that is necessary to ascertain the nature and scope of programs and activities and that is necessary to establish a proper basis for evaluating the programs and activities;
 - h. there are adequate operating and administrative procedures and practices, systems or accounting internal control systems and internal management controls which have been established by management; and

Exhibit A

- i. there are indications of fraud, abuse or illegal acts, which need further investigation.
3. The Office of County Internal Audit may also provide non-audit services (consulting) that are not covered by governmental auditing standards. Non-audit services differ from audits in that the Office of County Internal Audit may
- a. Perform tasks requested by management that directly support the entity’s operations;
 - b. Provide information or data to a requesting party without providing verification, analysis or evaluation.

These non-audit services should be approved by the County Administrator, after consultation with the Audit Committee. The Office of County Internal Audit should continue to work independently (in fact and appearance) when performing non-audit services. The County Internal Auditor will decide and advise the County Administrator if the non-audit work may jeopardize independence and whether the work should be performed.

(Ord. 2005-014 §1, 2005, Ord 2022-008 §1)

2.14.040. Internal Audit Schedule.

At the beginning of each calendar (or fiscal) year, the Office of County Internal Audit shall submit a one to five-year audit work schedule to the Audit Committee for approval. This audit work schedule should incorporate information from multiple sources including the Office of County Internal Audit’s assessment of significant risks to the organization and input from Management, Audit Committee, and the Board of County Commissioners. The schedule shall include the proposed plan for auditing departments, offices, boards, activities, subcontractors and agencies for the period. The schedule may be amended. Additionally, the County Internal Auditor (for cause) may spontaneously initiate and conduct any other audit deemed necessary. Any significant changes (an expectation of scope of work changing by more or less than 150 hours) to the workplan for audit or non-audit projects should be approved in advance by the County Administrator and the Audit Committee.

In the selection of audit areas and audit objectives, the determination of audit scope and the timing of audit work, the Office of County Internal Audit should consult with external auditors so that the desirable audit coverage is provided and audit effort is properly coordinated.

(Ord. 2011-004 §1, 2011; Ord. 2005-014 §1, 2005, Ord 2022-008 §1)

2.14.050. Funding.

The County shall provide sufficient funds to enable the Office of County Internal Audit to carry out the responsibilities specified herein subject to annual appropriation by the BOCC.

(Ord. 2013-004 §1, 2013; Ord. 2005-014 §1, 2005, Ord 2022-008 §1)

2.14.060. Access to Employees, Records and Property.

- 1. All officers and employees of Deschutes County shall furnish the Office of County Internal Audit with unrestricted access to employees, information and records (including electronic/computerized data)

Exhibit A

within their custody regarding powers, duties, activities, organization, property, financial transactions, contracts and methods of business required to conduct an audit or otherwise perform audit duties. In addition, they shall provide access for the Office of County Internal Audit to inspect all property, equipment and facilities within their custody. A discussion of appropriate access should occur with County Counsel if access to documents is restricted by applicable law.

2. Further, all contracts with outside contractors and subcontractors shall provide the Office of County Internal Audit access to the contractually related financial and performance-related records; property, equipment and services purchased in whole, or in part, with governmental funds
 3. If such officers, employees or contractors fail to produce the aforementioned access and/or information, the Office of County Internal Audit with the aide of County Legal Counsel may initiate a search (or obtain a subpoena) to obtain exhibit copies (physical or electronic) from computerized systems, book, paper or record of any such official or employee, or outside contractor or subcontractor, in accordance with state law or the applicable contract.
 4. Subject to public records laws, the Office of County Internal Audit shall not publicly disclose any information received during an audit that is considered confidential by any local, state or federal law or regulation. The Office of County Internal Audit shall maintain the confidential status of information and records furnished by County officers and employees to the extent allowable under public records laws.
- (Ord. 2013-004 §1, 2013; Ord. 2005-014 §1, 2005, Ord 2022-008 §1)

2.14.070. Audit Reporting and Records.

1. Each audit will result in a report containing relevant background information and findings and recommendations, and shall communicate results to the Board of County Commissioners, Audit Committee, and appropriate management. Subject to applicable public records laws, the report shall also be available for public examination. If certain pertinent information is prohibited from general disclosure, the audit report should state the nature of the information omitted and the requirement that makes the omission necessary.
2. The Office of County Internal Audit should follow state archive guidelines as appropriate and as identified under OAR 166-150-0005(4) (currently - a retention schedule of 10 years).
3. The Office of County Internal Audit should periodically report to the Audit Committee (and Board of County Commissioners) on the work performed and any significant findings, which have not been fully addressed by management.
4. The Office of County Internal Audit shall follow-up on audit recommendations, as practical, to determine if management is implementing corrective action as identified in their response to the audit report findings and recommendations. The Office of County Internal Audit may request periodic status reports from auditees regarding actions taken to address reported deficiencies and audit recommendations.

(Ord. 2011-004 §1, 2011; Ord. 2005-014 §1, 2005, Ord 2022-008 §1)

2.14.80. Contract auditors, consultants and Experts.

1. Within budget limitations and approval by the County Administrator, the Office of County Internal Audit may obtain the services of Certified Public Accountants, qualified management consultants, or other professional experts necessary to perform auditor duties. An audit that is performed by contract must be conducted by persons who are independent of the governmental unit and its officers. The Office

Exhibit A

- of County Internal Audit will coordinate and monitor auditing performed by public accounting, professional experts, or other organizations employed under contract by Deschutes County.
- 2. The Office of County Internal Audit may participate with the Audit Committee in the selection of qualified finalists for the provider of Deschutes County’s annual financial audit. The Audit Committee shall select a provider from the finalists. This selection shall be presented to the Board of County Commissioners for review and approval. The process will follow Deschutes County’s contracting processes.

(Ord. 2011-004 §1, 2011; Ord. 2005-014 §1, 2005, Ord 2022-008 §1)

2.14.090. Quality Assurance Reviews.

- 1. The audit activities of the Office of County Internal Audit shall be subject to quality review in accordance with applicable government auditing standards by a professional, non-partisan objective group (such as the Association of Local Government Auditors (ALGA)). A copy of the written report of this independent review shall be furnished to the Audit Committee and the Board of County Commissioners. This report shall be available to the public.
- 2. The quality control review shall determine compliance with government auditing standards and the quality of the audit effort and reporting, including:
 - a. general standards such as competence, professional judgment, and quality assurance;
 - b. fieldwork standards such as planning, supervision, and evidence; and
 - c. reporting standards such as report content, timeliness and distribution.
- 3. The County shall reimburse the costs of the quality control review team from funds budgeted in the Office of County Internal Audit’s budget. Within available time constraints, members of the Office of County Internal Audit may reciprocate with other organizations by participation in quality control teams.

(Ord. 2011-004 §1, 2011; Ord. 2005-014 §1, 2005, Ord 2022-008 §1)

2.14.100. Repealed

(Ord. 2013-004 §1, 2013; Ord. 2011-004 §1, 2011; Ord. 2005-014 §1, 2005; Ord 2018-007)



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 10, 2022

SUBJECT: Deschutes County Board of Commissioner update for the Oregon Living with Fire program.

RECOMMENDED MOTION: n/a

BACKGROUND AND POLICY IMPLICATIONS:

The Oregon Living With Fire (OLWF) program has been existence for four years and the landscape encompasses most of Crook, Deschutes and Jefferson Counties, and the northern portion of Klamath County. Portions of the Deschutes and Ochoco National Forests and Prineville Bureau of Land Management are also within the landscape. The governance of OLWF requires updates to the respective County Commissioners. This presentation will include the Program of Work accomplishments and focus on added capacity to the stakeholders within the landscape.

BUDGET IMPACTS:

None

ATTENDANCE:

Jodie Barram, Co-Coordinator OLWF; Dr. Jennifer Fenton, Co-Coordinator (virtual); and, Joe Stutler, Deschutes County Senior Advisor and OLWF Contract Administrator.

Grant Assistance 2022- Fenton, J

February 2022

1. Community Assistance Grant- Greater Powell Butte (Kody Johannsen- ODF)
 - a. Fuels Reduction
 - b. Forest Resiliency
 - c. Fire Protection Education
2. Community Assistance Grant- Greater Three Rivers Firewise Communities Initiative (Eric Metzger ODF)
 - a. Prineville District BLM, Deschutes, Ochoco, Crooked River, Tribes of Warm Springs Adjacent
 - b. 19 communities at risk with only 6 Firewise coordinators
 - c. Aimed at securing a Firewise position to assist with CWPPs
3. Rural Business Development Grant- Echo Murray (Walker Range)
 - a. Facilities Improvement
 - b. Back up generators

May 2022

1. Western States Fire Managers Grant (Kody Johannsen- ODF)
 - a. McKay and Powell Butte Risk Assessment
 - i. Fuels Reduction
 - ii. Education Outreach
 - iii. Partnership with Crook County Fire & Rescue/Alfalfa Fire Department

Ongoing

1. Building Resilient Infrastructure Community (BRIC) Grant
 - a. Email Communication with FEMA and State Hazard Reps
 - i. FEMA GO Application Tutorials
 - ii. BRIC Writeups to share or shared with probable/eligible applicants

OREGON LIVING WITH FIRE – 2021-2022 Program of Work



MISSION STATEMENT: Guided by the National Cohesive Wildland Fire Management Strategy’s framework and vision: To safely and effectively extinguish fire when needed; use fire where allowable; manage our natural resources; and as a nation learn to live with wildland fire.

There are three primary goals that are necessary to achieving the vision.

1. Restore and maintain resilient landscapes
2. Create fire adapted communities
3. Safe and effective wildfire response

<u>Objective</u>	<u>CS Goal</u>	<u>Activity</u>	<u>When</u>	<u>Outcomes/Notes</u>
Partnerships	Resilient Landscape & Fire Adapted Comm	Maintain and enhance partnerships with local Collaborative groups by attending regular meetings and participating as appropriate in local related field activities i.e., Ochoco Collaborative, Klamath Lake Forest Health Project, Deschutes Collaborative Forest Project; add capacity to these existing groups e.g., communication strategy and grant writing.		<p>Jodie has been attending DCFP, KLFHP and OFRC meetings. Jodie participates in and adds capacity through the DCFP Outreach Sub-Committee, also assisting with Facebook and other needs for the DCFP & OFRC.</p> <p>The Central Oregon Forest Stewardship Foundation (COFSF), covering the Deschutes and Ochoco, is another partnership that Jodie is engaging with that needs to be added to the POW for 2022-23.</p> <p>Jen has assisted ODF with composing applications to secure the western states fire managers grant funding for fuels mitigation work in Prineville. See grant listings below.</p>
	All Goals	Build relationships with non-traditional partners within the landscape, i.e., builders, realtors, utility companies, etc.	Dec 2022	<p>With a focus on utility companies first, Pacific Power, Mid State Electric and Central Electric Co-ops were invited to the Feb. 3 Session. Jodie collaborated with CEC on a spring newsletter about</p>

				OLWF and fire preparedness.
	Fire Adapted Comm & Response	Create & Maintain relationships with Rangeland Protection Associations	Dec 2022	Jodie has reached out to Ashwood-Antelope RFPA. Others to connect with in Crook County include Post-Paulina RFPA & Brothers-Hampton RFPA, and Lower Bridge RFPA in Deschutes/Jefferson. There has not been much activity on this during the spring of 2022. Don Tschida is now in charge of the program and meetings are being scheduled with local fire districts.
	Resilient Landscape & Fire Adapted Comm	Maintain relationships with the Pacific Northwest sub-network, and the National Fire Adapted Communities (FACNet) & Fire Learning Networks (FLN).	Ongoing	Jodie regularly networks with FACNet members on the Podio platform. She also researches and shares information from the FLN newsletter. There are strong ties to other areas like Ashland. This platform is also where we share success stories and lessons learned from Central Oregon. Now that the pandemic restrictions have eased, we expect stronger engagement heading into 2022-23.
	All Goals	Develop new relationships with other stakeholders across/for the benefit of the OLWF landscape	Ongoing	October: Jodie established new relationships with the Office of Oregon State Fire Marshal and OSU Extension. Joe further developed one with the Confederated Tribes at Warm Springs on a new technology. Scheduled to discuss BRIC grant application.

			<p>We are engaging more with the Central Oregon Intergovernmental Council (COIC) in all counties with a focus on Crook and Jefferson.</p> <p>Nov.-April: Jefferson County CWPP involvement.</p> <p>Joe met with the High Desert Museum and Heart of Oregon to link funding with work necessary for structure protection at the Museum. The Museum expressed interest in a BRIC grant application and is being added to one that OLWF will be submitting.</p> <p>April: Jodie was appointed Secretary for the Central Oregon Fire Prevention Co-op (COFPC). This will strengthen OLWF's knowledge of interagency efforts to address fire adapted communities and resilient landscapes.</p> <p>May: Jodie was appointed to a 3-year term on the International Association of Fire Chiefs (IAFC) Wildland Fire Policy Committee (WFPC). Representing the Central Oregon perspective as well as gaining policy insights from other areas benefits the local landscape.</p>
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	All Goals	Maintain relationships with Central Oregon Fire Chief's Association, Project Wildfire, Smoke and Public Health, & other groups.	Ongoing	Jodie has been attending and contributing to Project Wildfire and COFCA meetings. To strengthen an effective wildfire response locally, Jodie is assisting COFCA with document management. Jen also attends the COFCA meetings to build relationships with possible grant applicants.
	All Goals	Engage with US Forest Service Region 6, local forests & Oregon Department of Forestry to promote Shared Stewardship in Central Oregon.	Dec 2022	Jodie has re-engaged these partners and is in regular communication now. Jodie attended the Oregon Board of Forestry's virtual meeting and in-person field tour in April 2022. Productive conversations and networking occurred strengthening relationships among these partners. <i>This item should be moved up under the Collaboratives for 2022-23.</i>
	All Goals	Maintain partnership with the National Cohesive Strategy efforts with the Western Region		Jodie is on the email distribution list and shares information with partners. She participates in the Western Region meetings virtually to network, and gain insight into best practices and the latest science. Jodie, Joe and Jen helped with the Spring workshop (see below).
	All Goals	Research & explore funding and/or co-sponsorship opportunities for known and unknown activities (i.e., engaging Federal Contacts for supplemental funding for Forest Activities; additional funding from National Fire Adapted Communities Learning Network for FAC in 4-County	June 2022	Jen wrote summary papers for BRIC, SB 762, and RBDG. February: She assisted with two ODF Community

		<p>area; Rural & Economic development opportunities)</p>		<p>Assistance Grant Applications and one Rural Business Development Grant for Walker Range. She continues to offer assistance to partners to build grant proposals.</p> <p>Jen has uncovered BRIC application training materials and posted them for distribution with our partners.</p> <p>May: Western States Fire Managers Grant for ODF has moved on to round two and received recommendation for funding.</p> <p>BRIC Grant sub-applicants will include the High Desert Museum, CORE3 training facility, & Crook County BioMass.</p>
	<p>Resilient Landscape & Fire Adapted Comm</p>	<p>Facilitate the creation of all hands, all lands groups committed to working across boundaries & look for tie in with shared stewardship</p>	<p>Dec 2022</p>	<p>Jodie believes that the COFSF is doing this work and will re-evaluate how to incorporate this item going forward.</p>
	<p>Resilient Landscape</p>	<p>Build partnerships to boost biomass utilization throughout the region, i.e., local solid waste companies; biomass in Crook County</p>	<p>Dec 2022</p>	<p>Deschutes: Jodie and Jen are engaging with partners and WiseWood Energy through the DCFP on the West Village District Energy project at Mt. Bachelor.</p> <p>Crook: OFRC hosted an update presentation on this in May 2022. If the two can be coupled for funding requests, we will pursue that. Meetings</p>

				<p>have been scheduled for August 2022.</p> <p>Jefferson: In February began discussing alternatives to burning with COIC and Steering Committee members. Not much activity on this as of spring 2022.</p>
	All Goals	<p>Utilize Oregon Living With Fire (OLWF) as a venue to discuss and coordinate approaches to secure</p> <ul style="list-style-type: none"> • legislatively approved funding from the Federal Infrastructure Bill, SB762, and Oregon Transportation Bill, • agency funding like NRCS, BLM FS, ODF and others, • and grant funding like BRIC and others <p>to maximize local benefits related to the Wildfire Risk Reduction Strategy.</p>	Dec 2022	<p><i>Added in October 2021 Cross-Boundary Collaboration Session scheduled for Feb. 3, 2022.</i></p> <p>The event was held virtually. A 7-page summary with many links can be found here. We will look into future dates for continued conversation. A follow up event may happen in the Fall 2022.</p>
Communications	All Goals	<p>Explore the development and printing of educational materials i.e., Success stories for events; Have customized outreach materials for different user groups within the 4-county landscape.</p>	Dec 2022	<p>Jodie is still looking into this. Most materials have moved online until in-person meetings are safer during COVID-19. Some of this work will be done with the DCFP Outreach Subcommittee.</p> <p>June 2022: Will check with Kate Miller about reproducing print items that were included with website build.</p>
	Potential All Goals	<p>Plan & facilitate at least one learning lab in the landscape</p>	Dec 2022	<p>Jodie is unsure if this will be feasible in the spring of 2022, but may be able to facilitate it in the fall. It may also dovetail with future Cross-Boundary Sessions.</p>

				Managed Fire/Transfer of Risk is a relevant topic to pursue.
	All Goals	Continue to build relationships with local media partners & capitalize on teachable moments through media partnerships & social media platforms		<p>September: Jodie re-established relationships with local media while on assignment as the on-duty PIO for the Central Oregon Interagency Dispatch Center. The OLWF newsletter and blog posts have led to expanded outreach by way of regular inclusion in 'Wildfire News of the Day'.</p> <p>December: Joe was interviewed by KTVZ regarding new water technology. Facebook reach continues to grow.</p> <p>May: Jodie presented on a City Club panel about Resiliency to Living with Wildfire. Video link here.</p>
	Resilient Landscape & Fire Adapted Comm	Plan and implement at least one live prescribed fire tour for public and elected officials	Dec 2022	<p>April-May: Jodie was coordinating with Deschutes NF for a tour near Sisters. Postponed due to implementation of 90-day moratorium nationwide as policies are reviewed. Will look to Fall 2022.</p>
	All Goals	Create regular Newsletter (quarterly) & Blog posts (monthly) to share news with stakeholders	Ongoing	<p>https://www.oregonlivingwithfire.org/olwf-blog/</p> <p>July: Mitigation Best Practices Training Blog; EPA & FS Tools for Smoke Blog</p> <p>August: Deschutes County Grant Program Blog</p> <p>October: Quarterly Newsletter MailChimp eblast.</p> <p>November: Forestry Program and SB762</p>

				<p>Blog & MailChimp eblast.</p> <p>December: ODF Grant Updates & SB762 Blog & MailChimp eblast; Annual Report Blog & MailChimp eblast.</p> <p>February: OSFM SB762 Blog & MailChimp eblast.</p> <p>March: Community Chipping Grant Program Blog.</p> <p>May: City Club Wildfire Forum Blog & MailChimp eblast.</p> <p>June: MailChimp Subscribers 558</p>
	All Goals	Develop and distribute a report of stakeholder implementation stories bi-annually	Dec 2022	<p>Jodie/Jen/Joe Presented to all four Counties' Boards of Commissioners in Dec. 2021 and Jan. 2022. The next presentations will be in June/July 2022.</p>
	All Goals	Distribute an annual report for OLWF activities – social media data, how deliverables were met, financials, etc.	Jan 2022	<p>Jodie/Jen/Joe The 2021 Report was distributed. The next one will be in January 2023.</p>
	All Goals	Create a story board to illustrate work within the OLWF landscape for sharing on social media, website, etc.		<p>January: Jen will be involved with Wordpress & Elementor courses to ensure cohesion between website updates, social media, current events, etc. Maybe she can create a separate “tab” or webpage on our existing site to list fun/informational things that link to social media or related communication. Jen felt that the Blog webpage has been sufficient to meet this activity thus far.</p>
	Resilient Landscape	Smoke and prescribed fire messaging		Jen and Jodie shared smoke messaging on

	<p>& Fire Adapted Comms</p>		<p>Facebook during the 2021 summer months. Prescribed fire messaging is ongoing. We worked with local, state and federal partners on Spring 2022 messaging.</p>
	<p>Resilient Landscape & Fire Adapted Comms</p>	<p>Create feedback loops for the public to provide feedback on Central Oregon Fire Info</p>	<p>Joe, Jodie, Jen, OLWF, etc. Since this website is maintained by Deschutes County and other partners, more discussion is needed. This item may no longer be appropriate for the OLWF program of work.</p>
	<p>All Goals</p>	<p>Maintain an active online presence.</p>	<p>OLWF Facebook Page July Posts: 10 New Likes: 35 Reach: 697 August Posts: 7 New Likes: 4 Reach: 269 September Posts: 2 New Likes: 1 Reach: 243 October Posts: 7 New Likes: 0 Reach: 676 November Posts: 7 New Likes: 2 Reach: 147 December Posts: 8 New Likes: 3 Reach: 1,378 January Posts: 9 New Likes: 2 Reach: 354 February Posts: 10 New Likes: 1</p>

			<p>Reach: 329 March Posts: 5 New Likes: 0 Reach: 244 April Posts: 4 New Likes: 2 Reach: 381 May Posts: 6 New Likes: 2 Reach: 269 June Posts: 6 New Likes: 0 Reach: 88 TOTAL Posts: 88 New Likes: 52 Reach: 5,075</p> <p>Website Views June: 118 July: 164 August: 86 September: 64 October: 161 November: 237 December: 542 January: 143 February: 149 March: 133 April: 126 May: 218 June: 118 TOTAL: 2,259</p>
	<p>Fire Adapted Comms</p>	<p>Continued partnership with COCC to host Wildfire Home Protection Strategies Course. Look for opportunities to present that class in more venues</p>	<p>Dec 2022</p> <p>Jodie will talk with Boone and Ed at Deschutes County and Paula at COCC. They are developing an online version that may be available in 1-hour increments instead of 4-hour. OLWF's role may be better suited to help promote that training, particularly in Jefferson, Crook and Klamath</p>

				Counties. <i>Remove for 2022-23.</i>
Conferences & Presentations	All Goals	Attend the 4th National Cohesive Wildland Fire Management Strategy Workshop in Asheville, NC	Oct 2021	This conference was put on virtually. Joe presented and facilitated during this conference. Jen presented during this conference. Jodie helped moderate a chat during the conference. All three attended multiple sessions October 4-8, 2021.
	Response & Fire Adapted Comm	Attend the Wildland Urban Interface Conference in Reno, NV	Nov 2021 & March 2022	Jodie/Jen/Joe This conference was a virtual experience November 15-16, 2021. Valuable insights were gleaned from the sessions. Following the conference, Jodie was interviewed and recommended to the IAFC Board of Directors to serve a 3-year term on the IAFC Wildland Fire Policy Committee (WFPC) . Jodie and Jen attended in March 2022. They strengthened partnerships from within Oregon and beyond. The face-to-face meetings were useful in building rapport.
	Fire Adapted Comm	Attend future Fire Adapted Communities Learning Network Workshops.	Apr 2022	This did not happen this spring. Will attend 2023.
	All Goals	Attend the Western Region Cohesive Strategy Face to Face	June 2022	Jodie/Jen/Joe June 21-23, 2022 in the Central Sierras near Placerville, California. Joe facilitated this workshop while Jodie and Jen assisted where needed. Key takeaways were shared ie. water

				delivery system, collaboration, smoke messaging, active forest management, private & public lands timber management, etc.
	Response	Plan & facilitate the Pre-Season meeting with COFMS, COFCA, Agency Administrators and elected officials	June 2022	The 2022 C.O. Fire Year Briefing was held June 2nd at the Deschutes Co. Fairgrounds and virtually. Link to the summary and video recording here .
Steering Committee	All goals	Maintain a balance of representation and leadership contribution on the OLWF Steering Committee.	Dec 2022	Added representation from the Office of the Oregon State Fire Marshal and Oregon State University Extension in Nov. 2021. Added representation from the Confederated Tribes at Warm Springs in Dec. 2021. Added Klamath County's Emergency Manager to fill the vacancy left by Commissioner Boyd's retirement. Currently there are 12 active members. Joe updated the governing Resolution.
	All goals	Provide orientation materials to new members including the governing resolution and the previous meetings' minutes.		Jodie and Joe provided for the new members.
	All goals	Establish a regular quarterly meeting schedule & face to face meeting time with OLWF steering committee.	Oct 2021	The Steering Committee met in Oct. 2021 . This item was on the Jan. 2022 agenda. 1/20/22 Meeting Minutes In February via a Doodle poll, the Steering Committee decided it will meet from 10:30am-11:30am on March 17 Meeting Minutes

				May 19 Meeting Minutes Oct. 20, and Dec. 15, 2022.
	All goals	Grow and maintain a distribution list for the network.	Ongoing	Jodie has been working on integrating the MailChimp distribution list with the OLWF email system. MailChimp subscribers June 2022: 558



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 10, 2022

SUBJECT: Approval to Pay Invoice for Insurance

RECOMMENDED MOTION:

Approve the Deputy County Administrator/Risk Manager to pay the OPEEP invoice in the amount of \$152,154 for excess general liability and excess cyber liability insurances.

BACKGROUND AND POLICY IMPLICATIONS:

Deschutes County has been a member of the Oregon Public Entity Excess Pool (OPEEP) since July 1, 2015. OPEEP is made up of City/County Insurance Services (CIS), Clackamas County, Deschutes County, and Washington County. OPEEP pools together the purchasing power of its members to buy excess general liability and cyber liability insurances.

For FY 23, the cost to Deschutes County is \$121,598 for excess general liability insurance and \$30,556 for cyber liability insurance. Since the total cost is \$152,154, and above the amount the County Administrator can approve (the County Administrator can approve up to \$150,000), staff is seeking Board approval to pay the OPEEP invoice.

BUDGET IMPACTS:

The costs for excess general liability insurance and cyber liability insurance are included in the FY 2022-23 budget.

ATTENDANCE:

Erik Kropp, Deputy County Administrator/Risk Manager



**BOARD OF
COMMISSIONERS**

AGENDA REQUEST & STAFF REPORT

MEETING DATE: August 10, 2022

SUBJECT: State of the County Presentation

BACKGROUND AND POLICY IMPLICATIONS:

On Tuesday, Aug. 16, Commissioners will share a "State of the County" presentation in partnership with the Bend Chamber. The event will be held at OSU Cascades.

Staff will attend the Board's meeting on August 10 to discuss a draft State of the County presentation and logistics for August 16.

BUDGET IMPACTS:

None

ATTENDANCE:

Whitney Hale, Deputy County Administrator