



**CURRY COUNTY
BOARD OF COMMISSIONERS**

94235 Moore Street
Gold Beach, Oregon

(541) 247-3296

BOC_Office@co.curry.or.us

www.co.curry.or.us

**AGENDA
BOC BUSINESS MEETING**

January 18, 2024

6:00 p.m.

Items may be taken out of sequence to accommodate staff availability and the public.

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

2. AMENDMENT AND APPROVAL OF THE AGENDA

3. GENERAL PUBLIC COMMENTS

To make a public comment, please submit a Speaker's Slip to the Chair prior to the start of the meeting, or email public comments during the meeting to BOC_Office@co.curry.or.us. Public comments are limited to three (3) minutes per speaker. If a public comment is regarding a specific agenda item, the speaker will be called upon the arrival of that agenda item.

4. CONSENT AGENDA

- A. Approve Minutes for Business Meeting on January 3, 2024 (Pg. 1)
- B. Hire Janitorial Staff (Pg. 3)
- C. Re-Hire Employee – A. Krohn (Pg. 8)
- D. Re-Classify Employee – I. Swank (Pg. 12)
- E. Approve Administrative Assistant/Maintenance Job Description and Re-Classify Employee – B. Allen (Pg. 17)
- F. Approve School Outreach Officer (Juvenile) Job Description (Pg. 22)

5. DISCUSSION/ACTION ITEMS

- A. Allocation of Opioid Settlement Funding (Pg. 29)
 - i. Order
 - ii. Funds Break Down
- B. Opioid Settlement Plan – Juvenile (Pg. 33)
(Public Comment)
 - i. Plan
- C. Juvenile Sale of Vehicle to Building Department and Purchase of New Vehicle (Pg. 56)
(Public Comment)
 - i. Order
 - ii. Quote for 2024 Dodge Durango

- D. Update on Juvenile Support Dog (Pg. 59)
(Public Comment)
 - i. Photos
- E. Purchases using Opioid Money – Sheriffs (Pg. 61)
(Public Comment)
 - i. Order
 - ii. MailSecur Scanner (Pg. 63)
 - 1. Quote from Command Sourcing
 - 2. CommandSourcing Product Information
 - 3. MailSecur Product Review
 - 4. Procurement Review Form
 - iii. MAT Medications and Treatment for Adults in Custody (Pg. 72)
 - 1. Procurement Review Form
 - iv. Wellness and Support Services for Trauma in Deputy's (Pg. 74)
 - 1. 1st Watch Wellness Calculator
 - 2. 1st Watch Wellness Information
 - 3. Procurement Review Form
- F. Fair Board Appointments (Pg. 78)
(Public Comment)
 - i. Order
 - ii. Fair Board Applications
- G. IT Contract with Gold Beach Police Department (Pg. 100)
(Public Comment)
 - i. Draft Contract
- H. MOU with CCEC – Grant for Battery and Microgrid Project Scoping (Pg. 107)
(Public Comment)
 - i. CCEC MOU (Draft)
 - ii. Letter of Commitment of Funds
- I. Democratic Rules of Order (Pg. 111)
(Public Comment)
 - i. Order
 - ii. Rules of Order Book

6. ELECTED OFFICIAL UPDATES

7. COMMISSIONER UPDATES

- A. Commissioner Alcorn
- B. Commissioner Herzog
- C. Commissioner Trost

*Meetings are recorded and will be available on YouTube – Curry County Civic TV.
To make a public comment, please submit a Speaker's Slip to the Chair prior to the start of the meeting,
or email public comments during the meeting to BOC_Office@co.curry.or.us.
Auxiliary aids will be provided upon request with 48-hour advance notification.*

8. EXECUTIVE SESSION

A. 192.660(2)()

9. OTHER

ORS 192.640(1) provides that "... notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects."

10. ADJOURN

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or email public comments during the meeting to BOC_Office@co.curry.or.us.
Auxiliary aids will be provided upon request with 48-hour advance notification.*



CURRY COUNTY BOARD OF COMMISSIONERS

Commissioners' Hearing Room, Courthouse Annex
94235 Moore Street, Gold Beach, Oregon
www.co.curry.or.us

BUSINESS MEETING MINUTES

January 3, 2024

Please note: For detailed information on any agenda item refer to Audio/Video.

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

The meeting was called to order 6:00 p.m.; present were Brad Alcorn, Chair John Herzog, and Jay Trost

Staff present: Director of County Operations and County Counsel Ted Fitzgerald, County Legal Assistant Rabiah Lee, and Administrative Assistant Natasha Tippetts

The Pledge was recited by all.

2. AMENDMENT AND APPROVAL OF THE AGENDA

County Counsel, Ted Fitzgerald brought a letter of agreement between Curry County and Teamsters 223 to be added as Action/Discussion item E.

Alcorn motioned to approve the agenda as amended. Trost seconded. Motion carried unanimously.

3. ELECTION OF BOARD OF COMMISSIONERS OFFICERS FOR 2024

Trost motioned to appoint Alcorn as Chair. Herzog seconded. Motion carried unanimously.

Trost motioned to appoint Herzog as Vice Chair. Alcorn seconded. Motion carried unanimously.

4. PUBLIC COMMENTS

- Monday Adams – Provided opinion on Curry County animal shelter and animal control.

5. CONSENT AGENDA

- A. Approve Minutes for Business Meeting on December 21, 2023
- B. Approve 2024 Meeting Schedule
- C. Approve Temporary Pay Increase – C. Gage

Herzog motioned to approve the Consent Agenda as amended. Trost seconded. Motion carried unanimously.

6. DISCUSSION/ACTION ITEMS

- A. Jail Inspection Discussion – Lt. Krohn presented.
- B. 4H Extension Service District Letters – Sheryl McDonald presented
- C. Approve Curry County Employment Application – Ted Fitzgerald presented.

Trost motioned to approve updated Curry County employment application. Herzog seconded. Motion carried unanimously.

- D. Approve Intergovernmental Agreement with Port of Brookings-Harbor – Ted Fitzgerald presented.

Herzog motioned to approve IGA with Port of Brookings-Harbor. Trost seconded. Motion carried unanimously.

- E. Letter of Agreement with Teamsters 223 – Ted Fitzgerald presented.

7. ELECTED OFFICIAL UPDATES

None

8. COMMISSIONER UPDATES

Alcorn – Encouraged community to apply for Fair Board which currently has three openings

Herzog – Went to a Border Coast Regional Airport Authority meeting. Provided information that the Crescent City Airport will be getting a new Carrier (Advanced Care).

Trost – Congratulated Alcorn on becoming Chair. Would like to see Commissioners present County Goals at next meeting.

- 9. **OTHER** *(ORS 192.640(1) “... notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.”)*

10. ADJOURN

Chair Alcorn adjourned the meeting at 6:34 p.m.

Dated this 18th day of January, 2024

Brad Alcorn, Chair

John Herzog, Vice Chair

Jay Trost, Commissioner

Minutes prepared by Natasha Tippetts, Administrative Assistant



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
January 18, 2024		Hire Heather and Enrique Martinez – Building and Ground Custodians	
Time Needed:			
.....		
Financial Impact:		Description and Background:	
.....		This order will hire Heather and Enrique Martinez as part-time irregular employees of the Maintenance Department as building and ground custodians. Upon approval, the County will no longer require an independent contractor to perform janitorial services at County Facilities.	
Category:			
<input type="checkbox"/>	Action/Discussion		
<input checked="" type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
Requested Motion:			
Approve the Hire of Heather Martinez and Enrique Martinez as Building and ground Custodians			
Attachments:		Instructions Once Approved:	
1. Order	
2. Job Description	
3.	
4.	
5.	
Contact Person – Name and Department:			Date Submitted:
Natasha Tippetts – HR Specialist			1/5/2023

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Buildings & Grounds Custodian

EXEMPT: No

SALARY LEVEL:

SUPERVISOR: Facilities Maintenance Director

June 2023

GENERAL POSITION SUMMARY:

Performs custodial maintenance duties to the grounds and office buildings owned by the County daily.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides janitorial and general maintenance service for the grounds and buildings owned by the County. This includes, but is not limited to -
 - Cleaning floors (mopping, sweeping, vacuuming, stripping/waxing)
 - Monitoring & maintaining adequate restroom supplies and sanitation
 - Collection of garbage
 - Collection of materials for re-cycling
 - Cleaning exterior and interior areas, and entry ways
 - Maintains landscape around County buildings
2. Follows maintenance and work schedules; requests necessary maintenance supplies, tools and equipment when not readily available.
3. Works with supervisor in determining custodial/maintenance requirements.
4. Reports the need for minor repairs to equipment, structure, and fixtures
5. Monitors the level of available, necessary supplies.
6. Advises supervisor of non-traditional work requests upon receipt.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

Individuals employed in this classification do not supervise the work of other employees.

QUALIFICATIONS REQUIREMENTS:

Knowledge of . . .

- Safety practices in the use of chemical agents used for cleaning, the proper handling of garbage, and the use of power equipment.
- OSHA requirements

Ability to . . .

- Perform strenuous manual labor for extended periods of time.
- Comprehend and avoid dangerous situations
- Safely operate power tools and other equipment
- Maintain complete and accurate records of work performed.
- Communicate effectively both verbally and in writing
- Establish and maintain effective working relationships with other employees, department heads, elected officials, and the general public
- Successfully complete work assignments within established guidelines under minimal supervision
- Comprehend and successfully carry out assignments given either verbally or in writing
- Tolerate and understand ambiguous situations
- Work a flexible, non-traditional schedule

Skill in . . .

- The safe and efficient operation of powered maintenance equipment such as, but not limited to, floor buffer/scrubbers and lawn mowers
- Analyzing workload requirements and making appropriate, rational decisions

EDUCATION AND/OR EXPERIENCE:

Six months of experience performing manual labor involving custodial, cleaning, and/or structure/grounds maintenance work.

Possession of a valid Oregon Driver License. Must be able to be bonded. Must pass criminal history check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Visual/hearing ability sufficient to comprehend written/verbal communications.
- Ability to work in areas where dust and pollens are present.
- Ability to tolerate weather extremes.
- Ability to safely lift and carry items such as five-gallon containers of liquids and cartons not exceeding 75 pounds.

- Ability to perform manual labor tasks for extensive periods involving climbing, kneeling, bending, walking, stretching, and lifting.
- Full range of use in arms, legs, back, neck, and hands.
- Ability to grasp and maintain control with fingers.
- Employee will perform work both in and out of doors. Noise level will vary between quiet (working alone in empty office building) and loud (working in machine room).
- Employee will be exposed to a wide-range of dust, pollen, heat and cold while performing required duties.
- Employee will frequently work alone during hours when buildings are vacant and not in use.

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

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

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

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



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
January 18, 2024		Re-Hire Employee – A. Krohn	
Time Needed:			
Financial Impact:		Description and Background:	
		Alisha Krohn previously worked for the Juvenile Department. This Order	
Category:		would re-hire her into the Clerk's Office as an irregular employee –	
<input type="checkbox"/>	Action/Discussion	Electronic Records Specialist.	
<input checked="" type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
Requested Motion:			
Approve the re-hire of Alisha Krohn as an Electronic Records Specialist in the Clerk's Office at a higher rate than advertised.			
Attachments:		Instructions Once Approved:	
1. Order			
2. Job Description			
3.			
4.			
5.			
Contact Person – Name and Department:			Date Submitted:
Natasha Tippetts – HR Specialist			1/5/2023

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

In the Matter of an Order Approving the)
Re-Hire of a Former Employee) **ORDER NO. _____**
(A. Krohn – Electronic Records Specialist))

WHEREAS, it is the recommendation of Shelley Denney, County Clerk, that the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Range/Step</u>	<u>Rate</u>	<u>Status</u>
Alisha Krohn	Electronic Records Specialist	N/A	\$19.00/Hourly	PT/Irreg

The job description is attached hereto for reference.

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

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of January 22, 2024.

DATED this 18th day of January, 2024

BOARD OF CURRY COUNTY COMMISSIONERS

Brad Alcorn, Chair

John Herzog, Vice Chair

Approved as to Form:

Michael E. Fitzgerald, OSB #950738
County Legal Counsel

Jay Trost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Electronic Records Specialist

EXEMPT:	No	
SALARY LEVEL:	A	
SUPERVISOR:	Curry County Clerk	
PREPARED BY	Curry County Clerk	October 2023

GENERAL POSITION SUMMARY:

Responsible for tasks associated with the electronic storage of records and documents. The tasks include document imaging operations by prepping, scanning, parsing and/or indexing in the division-wide document management system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operates scanning equipment and application software.
2. Prep, sort and scans old records both from hard copy files and electronic files into database. Reviews scanned and imported documents to ensure quality and archivable standards.
3. Accurately index critical pieces of information from the scanned documents to ensure ease of retrieval for research purposes.
4. Maintain a clean work environment.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

No supervisory responsibilities. Supervised by Curry County Clerk.

QUALIFICATIONS REQUIREMENTS:

Knowledge of...

- Various filing systems including alphabetical, numerical and chronological.
- Business English, spelling, punctuation, and arithmetic
- General office practices and procedures
- Proficient in using various desktop software in a Windows environment.
- Familiarity with land records is a strong advantage.

Ability to...

- Work well with computers and produce desired results.
- Operate and oversee maintenance of standard office equipment including computers, printers, scanner, calculator/adding machine, photocopier, telephone answering machine, telephone system, breakroom equipment and utensils, electric pencil sharpener, radio, etc....
- Must be able to manage time efficiently, prioritize tasks, meet deadlines, and work independently with minimal supervision.
- Organize, file, and retrieve materials and documents; follow verbal and written instructions; work effectively with other employees.
- Must have strong propensity for detail and organization.
- Willingness and ability to receive and follow instruction in procedures.
- High level of accuracy and commitment to producing quality work. Data entry accuracy of at least 45 wpm.

EDUCATION AND/OR EXPERIENCE:

High School graduation or equivalency or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above-described duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work in this class involves the operation of a computer, typewriter, calculator, copy machine and other standard office equipment as well as specialized equipment.

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



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
January 18, 2024	Reclassify I. Swank as full time Accounting Clerk – Accounts Payable and Payroll	
Time Needed:		
Financial Impact:	Description and Background:	
	Ida Swank currently is split time between Facilities Administrative Assistant and Finance Accounting Clerk. This Order would reclassify her as Accounting Clerk Position 1.0 FTE.	
Category:		
<input type="checkbox"/> Action/Discussion		
<input checked="" type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
Reclassify Ida Swank as full time Accounting Clerk – Accounts Payable and Payroll		
Attachments:	Instructions Once Approved:	
1. Order		
2. Job Description		
3.		
4.		
5.		
Contact Person – Name and Department:		Date Submitted:
Natasha Tippetts – HR Specialist		1/5/2023

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

**In the Matter of an Order Reclassifying an)
Employee) ORDER NO. _____
(Accounting Clerk – Accounts Payable)
and Payroll)**

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that Ida Swank, currently part-time as Administrative Assistant in the Finance Department and part time as Accounting Clerk, be reclassified as full time Accounting Clerk – Accounts Payable and Payroll, Salary Range F, Step 2 at \$4,372 per month.

The job description is attached hereto for reference.

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect retroactively to January 8, 2024.

DATED this 18th day of January, 2024

BOARD OF CURRY COUNTY COMMISSIONERS

Brad Alcorn, Chair

John Herzog, Vice Chair

Approved as to Form:

Michael E. Fitzgerald, OSB #950738
County Legal Counsel

Jay Trost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Accounting Clerk - Accounts Payable and Payroll

EXEMPT:	No	
SALARY LEVEL:	F	
SUPERVISOR:	Assistant Finance Director	
PREPARED BY:	Finance Director	November 2023

POSITION SUMMARY:

Performs general accounting duties The responsibility of an employee in this classification extends over a complete set of transactions within a specialized accounting system including accounts payable, payroll and other accounting functions of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounts Payable:

1. Audits claims presented for payment by the county for proper classification, authorization and support documentation. Prepares checks for payment of properly authorized and documented claims. Prepares properly documented claims for approval by County Accountant for payments not associated to a specific department to vendors and other entities.
2. Controls the issuance of checks in compliance with Accounts Payable processing policy. Records and posts expenditure related transactions to accounting records. Monitors departmental expenditures to assure compliance with appropriations set in the annual budget. Maintains control of vendor records.
3. Coordinates the preparation and issuance of Form 1099 to vendors. Prepares and publishes required notice of schedule of expenditures according to ORS 294.250. Prepares claims for payments not associated to a specific department or for the Finance Department to vendors and other entities. Prepares activity and expenditure reports as required.
4. Serves as primary point of contact in the Finance Department for vendor and departmental inquiries as to the status of payments/claims. Assures compliance and maintains tracking of contracts and other accounts payable related agreements entered into by the County.

5. Assists in the preparation of fiscal year-end reports and supporting schedules. Assists in monitoring cost accounting activity for intra-governmental service funds.
6. Serves as the Fiscal Services Petty Cash Custodian. Maintains office supplies for both the Finance and Human Resource functions of the office.

Payroll:

7. Prepares payroll data for input into computer; processes checks, prepares various employee benefits reports. Answers employees' questions concerning their pay checks.
8. Answers a variety of questions regarding Payroll and Human Resources in the absence of the Payroll/HR Coordinator. Serves as backup to the Payroll/HR Coordinator.

SUPERVISORY REQUIREMENTS:

This position normally does not supervise the work of others.

Incumbents of this class are responsible for reviewing work from other departments or sources and verifying its accuracy. Work is performed under general supervision and is reviewed primarily on the basis of results obtained. Incumbent is generally expected to independently perform and complete work assignments.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Accounting practices used in the day-to-day maintenance of county fund accounts.
- Personal computers and related applications such as word processing and spreadsheets.
- accounting principles and practices including double entry bookkeeping

Ability to . . .

- Efficiently plan and organize work to meet mandatory deadlines.
- Interpret new regulations and policies relating to accounting and budgeting.
- Assist in the development and implementation of fiscal policies and procedures which are in accordance with regulations and policies affecting Curry County.
- Compose clear and concise fiscal reports and records.
- Maintain effective working relations with elected officials, department heads and other county employees.

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency; three years of progressively responsible clerical work in the accounting area with exposure to basic accounting principles; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work is generally performed in an office environment. The noise level in the work environment is usually moderately quiet.

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



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
January 18, 2024		Adopt Position Description for a New Position – Administrative	
Time Needed:		Assistant/Facilities Maintenance Worker and Reclassify Employee (B.	
		Allen)	
Financial Impact:		Description and Background:	
		Ida Swank who was part time as the Administrative Assistant in the	
Category:		Maintenance Department has moved to Accounts Payable in the Finance	
<input type="checkbox"/>	Action/Discussion	Department full time. This leaves the Administrative Assistant position	
<input checked="" type="checkbox"/>	Consent	open. Facilities Director, Charles Buchanan has requested the position be	
<input type="checkbox"/>	Executive Session	conjoined with the Facilities Maintenance Worker position so that current	
<input type="checkbox"/>	Hire Order	Employee Brandy Allen who is currently a split time worker between	
<input type="checkbox"/>	Presentation	Juvenile, Parks and Maintenance become full time in the Maintenance	
		Department.	
Requested Motion:			
Adopt the Position Description for Administrative Assistant/Facilities Maintenance Worker and Reclassify Brandy Allen			
to the position			
Attachments:		Instructions Once Approved:	
1. Order – Job Description			
2. Order – Reclassifying B. Allen			
3.			
4.			
5.			
Contact Person – Name and Department:		Date Submitted:	
Natasha Tippetts – HR Specialist		1/5/2023	

CURRY COUNTY JOB DESCRIPTION

JOB TITLE: Administrative Assistant/Facilities Maintenance Worker

EXEMPT: No

SALARY LEVEL: C

SUPERVISOR: Facilities Maintenance Director

PREPARED BY: Director of Operations

January 2024

GENERAL POSITION SUMMARY:

Serves as the Administrative Assistant in the Facilities Maintenance Department with responsibilities that include; tracking leases and contracts and ensuring they are being paid and obligations are being met, ordering supplies, processing claims, managing inventory, as well as performing highly responsible and advanced secretarial duties. Perform necessary repairs, remodels and occasionally cleaning functions for all County offices. All tools transportation and materials will be provided by the Maintenance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

Administrative Assistant Duties:

- Screens telephone calls by asking questions to determine needs or purpose of inquiry or visit, then providing appropriate assistance. This means logging requests and prioritizing them for service.
- Maintains County's Motor Pool. Tracks monthly odometer readings and report mileage to Road Department.
- Manages the County's leases, ensuring they are renewed or terminated, tracking rent payments. Maintaining County occupancy records.
- Manages contracts and oversee that all contractual obligations are met.
- Orders supplies and prepares claims for Accounts Payable.
- Responsible for the organization of the tool and parts room and restocking.
- Schedules appointments for Facilities Director; arranges and coordinates meetings, reservations and travel.
- Performs general secretarial and clerical work such as typing, filing, and routing mail. Distributes payroll/time sheets; keep track of sick leave and vacation time for employees.
- Responsible for monitoring expenditures to assure compliance with budgeted funds.
- Independently respond to correspondence, and handle complaints and adjustments of non-routine natures. Explains Departmental Policies and Procedures to employees.

Facilities Maintenance Worker Duties:

- Performs construction, remodel and various other projects in a timely, safe manner, while maintaining professionalism.
- Follows the monthly preventative maintenance schedule. Identifies and reports any apparent maintenance issues before they become a serious concern.
- Reports any needs for supplies and tools to supervisor.
- Ensures conformity with all Federal, State and Local standards.
- Makes miscellaneous minor repairs or adjustments to electrical, plumbing, equipment, furniture, walls, and floors as necessary.
- Occasionally performs custodial functions as needed.
- Ensures safety in all County buildings for all occupants.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

Provides general supervision of employee time sheets and justifies vacation and sick leave. Responsible for educating new employees on County and Departmental Policies.

QUALIFICATION REQUIREMENTS:***Knowledge in . . .***

- Secretarial principles and practices, bookkeeping, accounting principles and record keeping methods. Some knowledge of Oregon Land Use Planning Law and Building Code is desirable.

Ability to . . .

- Handle complaints, problems, and hostile persons courteously
- Prioritize assignments and organize own workload
- Deal effectively with frequent interruptions
- Retrieve data from records
- Research problems
- Understand governmental regulations.
- Work independently in accordance with established policies and to use initiative and judgment in carrying out responsibilities with minimal instruction and guidance while able to recognize situations in which supervision and guidance are necessary.
- Communicate effectively in oral and written form.

Skills in . . .

- Microsoft Office, Excel, Word, Adobe, and Publisher
- Multitasking
- Must have excellent organizational skills.

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency, plus some additional course work in bookkeeping or accounting; three years clerical experience of a progressively responsible nature; or any satisfactory equivalent combination of education or experience and training which demonstrates the ability to perform the above described duties.

LICENSES/CERTIFICATIONS:

- Must possess a current valid Oregon driver's license.
- Must possess a valid CPR and First Aid card.
- Must be able to pass a criminal background check to perform work in Sheriff's Office.
- Pre-employment drug screen is required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Regular and consistent attendance is required.
- Must have ability to perform strenuous manual labor for extended periods of time in a variety of work environments, both inside and outside.
- Physical demands may require bending, gripping with hands and fingers, hearing alarms and voice conversation, keyboarding, lifting up to 35 pounds, pulling, pushing, sitting, standing, stooping, twisting and climbing.
- Must have the ability to safely operate various power tools and equipment.

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

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

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

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



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
January 18, 2024		Juvenile Justice School Outreach Officer Job Description	
Time Needed:			
Financial Impact:		Description and Background:	
		Approval to replace the Juvenile Probation Officer open position with a	
Category:		Juvenile Justice School Outreach Officer position, that will be funded the	
<input type="checkbox"/> Action/Discussion		first two years with Opioid and Prevention dollars.	
<input checked="" type="checkbox"/> Consent			
<input type="checkbox"/> Executive Session			
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
Requested Motion:			
Approve job description for the Juvenile Justice School Outreach Officer Position			
Attachments:		Instructions Once Approved:	
1. History and Funding Breakdown		Post open position	
2. Order			
3. Job Description			
4.			
Contact Person – Name and Department:		Date Submitted:	
Wendy S. Lang – Juvenile Director		1/10/2024	

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

In the Matter of an Order Adopting a)
Position Description for a New Position) ORDER NO. _____
(Justice School Outreach Officer))

WHEREAS, it is the recommendation of Wendy S. Lang, Juvenile Director, that the attached position description be adopted for the following new position:

Justice School Outreach Officer
Position Title

K
Range

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

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated position, which description is attached hereto and incorporated herein by reference, is adopted.

DATED this 18th day of January, 2024.

BOARD OF CURRY COUNTY COMMISSIONERS

Brad Alcorn, Chair

Approved as to Form:

John Herzog, Vice Chair

Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel

Jay Trost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Juvenile Justice School Outreach Officer

EXEMPT:	No	
SALARY LEVEL:	K	
SUPERVISOR:	Juvenile Department Director	
PREPARED BY:	Juvenile Department Director	December 2023

POSITION SUMMARY:

This position is responsible for supervising youth referred to the Curry County Juvenile Department for Substance Abuse Referrals for non-adjudicated youth and Opioid Prevention. Responsible for activities that achieve the goals of the County's Prevention Plan that includes Opioid, Alcohol, Tobacco, and Other Drug (ATOD) Prevention. Work directly with youth, family, schools, victims, and community partners to create a plan for successful supervision and reduced recidivism.

Primary duties include the investigation, evaluation, counseling, mentoring and guidance of youth, and can understand, educate, and manage youth focused opioid prevention programs. An employee in this classification is responsible for performing casework and for the preparation of related records and reports. Employees in this class are required to exercise independent judgment in applying policies and procedures to well-defined situations. Position will also run the Youth Employment Work Program for eight weeks in the summer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all the listed duties below and other positions will involve duties that are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Receive and evaluate referrals of truancy and behavioral issues.
2. Conduct investigations into the juvenile's background and family situation that includes contacts with other agencies, law enforcement officials, schools, parents, or guardians.
3. Work with school districts to develop partnerships at all levels (K – 12) in coordinating local prevention strategies at individual schools for Opioid and other drug prevention.
4. Provide support, both crisis and other, for families and youth. Facilitate education or cognitive-behavioral groups for juveniles and parents.
5. Collaborate with other community groups and organizations, including but not limited to, schools, law enforcement, community corrections, juvenile justice, and other related organizations. Perform

education and outreach to potentially at-risk populations for alcohol and drug abuse to educate those groups around substance abuse treatment and recovery topics tailored to the individual groups' needs. Educate the broader community on these issues as well as begin the process of promoting potential initiation and engagement in treatment services within these populations.

6. Confer with staff members, schools, law enforcement agencies and social service agencies regarding juvenile treatment programs and general casework action.
7. Refer juveniles to treatment programs, mental health services, shelter care, and other agencies.
8. Support Probation Officers for youth placed on formal probation or Formal Accountability Agreements with transport, supervision and resources. Provide "On-Call" services, which are after hours and weekends, as assigned.
9. Partner with healthcare providers and other social service partners, who provide screening for the presence of behavioral health conditions, to facilitate access to appropriate services.
10. Implement local Strategic Prevention Framework (SPF) and environmental strategies within the county. Communicates and interprets Federal, State, and Local ATOD data.
11. Provides support around prevention efforts by acting as a conduit for coalitions and community groups to join local efforts. Encourages shared responsibility for local community outcomes.
12. Provide direct mentorship to county sponsored youth groups to strengthen youth leadership skills through projects and activities based on the Search Institutes' 40 Developmental Assets, Center for Substance Abuse Prevention (CSAP), and Institute of Medicine (IOM) models.
13. Other duties as assigned.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.
- Knowledge Of: Principals of substance abuse prevention. Understanding youth services, juvenile justice system and Oregon law.
- Ability To: Establish and maintain records, reports, statistical data, effectively coordinate a variety of established policies and procedures, establish new policies when applicable, use initiative and judgment in completing tasks and responsibilities, involve individuals and community partners and community at large to achieve objectives.

- **Skill In:** Community partnering with both youth and adults, facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people. Gathering, assembling, analyzing, and disbursing data.
- **Guidelines:** Work is performed within federal and state laws, regulations and ordinances that govern children and youth services, County and Juvenile Justice Policies and procedures. Employees use initiation and judgment in choosing between alternative guidelines and is involved in assisting the Prevention Program in establishing new policies and procedures.

EDUCATION AND EXPERIENCE:

Associate degree from a college or university with major course work in social services, psychology, juvenile justice, or criminology and 2 years' experience in juvenile corrections, Child Welfare or juvenile court work involving counseling of maladjusted youth and families (preferably in juvenile probation and/or parole), or any satisfactory equivalent of education and experience that demonstrates the ability to perform the duties described above.

Possession of a valid Oregon Driver's License and pass a criminal background and LEDS check.

Completion of Fundamental Skills provided by the Oregon Juvenile Department Director's Association or must complete course within 1 year.

BACKGROUND INVESTIGATION:

Those employed in this position will be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed in both an office environment and in the community. Will meet with community members in a variety of locations throughout the county and state. Requires regular attendance at evening meetings and occasional weekends. Driving for long distances and statewide/out-of-state travel may be required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Curry County Juvenile Department
Opioid Settlement Plan

Funding of Curry County Juvenile Department School Outreach Officer

- The Juvenile Department previously had three full-time Probation Officers and a .50 Community Service worker.
- In 2019 the Juvenile Department combined one Probation Officer with the part-time CSW for efficiency and budget savings. (Waylon)
- In March of 2022 we eliminated the .50 Probation Officer as COVID presented us with low numbers of referrals and partnered with parks for Waylon to be .50 Parks and .50 CSW. Again, savings to both budgets.
- The Juvenile Department shared that employee with Parks for one year and now eliminated it down to .25 (one day a week) employee for Community Service only.
- As referrals are not only increasing but have surpassed past numbers both in seriousness and numbers, the Probation Officer that was eliminated previously is urgently needed for public safety, 6-hour required transports, increased drug use and criminal behaviors. The current recommendation would work budget wise with the Juvenile Departments Prevention and Opioid Programs.
- Using community resources will benefit the youth, community, schools, and the county budget.
- Recommended Position Funding through 6/30/2024: Zero from general fund.
 - \$40,000 Payroll for 5 months (Salary Level K)
 - \$ 2,000 Training
 - \$42,000 Total Budget (\$27,000 paid with Opioid fund /\$15,000 paid with Prevention funds)

2024/2025 Budget: \$30,000 from general fund

- CCJD \$30,000 (31%)
 - Prevention Funds \$15,000 (16%)
 - Opioid Funds \$50,000 (53%)
- \$95,000 Total costs of Employee (\$8,000 month)
- Future years: To many variables to estimate, but work with Opioid and Prevention funds, which appear to be increasing and present at budget hearings.

The changes the Juvenile Department has made since 2019 have saved the county approximately:

2019-\$40,000

2020-\$40,000

2021-\$40,000

2022-\$85,000

2023-\$85,000

Over \$290,000 in 5 years. We are always looking at ways to save county dollars, while still providing services. Director and staff took on extra duties, caseloads, and responsibilities during this time, but are no longer able to keep up with the demands.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
January 18, 2024		Allocating Opioid Settlement Funding to the Curry County Sherriff's	
Time Needed:		Office and Curry County Juvenile Department	
.....		
Financial Impact:		Description and Background:	
.....		Curry County has received \$326,072.78 from opioid settlement funding	
Category:		and is expected to receive approximately \$1,017,174.24 more by 2031.	
<input checked="" type="checkbox"/> Action/Discussion		LPSCC discussed how these monies should be distributed between the	
<input type="checkbox"/> Consent		Sheriff's Department and the Juvenile Department. The Order attached	
<input type="checkbox"/> Executive Session		dictates the proposal from LPSCC, which is that the Sherrif's Department	
<input type="checkbox"/> Hire Order		will receive 75% and the Juvenile receive 25%	
<input type="checkbox"/> Presentation		
Requested Motion:			
Approve the allocation of opioid settlement funding to the Sheriff's Department and Juvenile Department.			
Attachments:		Instructions Once Approved:	
1. Order	
2. Funds Break Down	
3.	
4.	
Contact Person – Name and Department:		Date Submitted:	
.....		

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

**In the Matter of an Order Allocating Opioid)
Settlement Funding to the Curry County) ORDER NO. _____
Sheriff's Office and the Curry County)
Juvenile Department)**

WHEREAS, the County received funding due to a Statewide opioid lawsuit settlement and those funds are now available for use by the County; and

WHEREAS, to date, the amount of opioid settlement funding received by the County is \$326,072.78, and the total amount is projected to be \$1,343,247.02 by 2031; and

WHEREAS, the Local Public Safety Coordinating Council ("LPSCC") convened and made recommendations regarding the future use of opioid funding; and

WHEREAS, it has been proposed that the total opioid settlement funding, expected to be \$1,343,247.02, shall be split between the Curry County Sheriff's Office as to 75% (expected to be a total of \$1,007,435.27) and the Curry County Juvenile Department as to 25% (expected to be a total of \$335,811.76).

NOW, THEREFORE, IT IS HEREBY ORDERED THAT any and all opioid settlement funds received by the County shall be allocated as follows:

- (a) 75% of total funds are allocated to CCSO for use subject to the Curry County Contract Review Board Rules and any applicable regulations for the use of opioid funding.
- (b) 25% of total funds are allocated to the Juvenile Department for use subject to the Curry County Contract Review Board Rules and any applicable regulations for the use of opioid funding.

DATED this 18th day of January, 2023. **BOARD OF CURRY COUNTY COMMISSIONERS**

Brad Alcorn, Chair

Approved as to Form:

John Herzog, Vice Chair

Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel

Jay Trost, Commissioner

OPIOID FUNDS-CURRY COUNTY

	A	B	C	D	E
1	Payment Type	Date	Amount	CCJD (25%)	CCSO (75%)
2	Distributor 1	8/15/2022	\$45,246.78	\$11,311.70	\$33,935.09
3	Distributor 2	12/15/2022	\$48,141.31	\$12,035.33	\$36,105.98
4	Distributor 3	8/2/2023	\$47,994.42	\$11,998.61	\$35,995.82
5	Janssen 1	12/30/2022	\$16,189.86	\$4,047.47	\$12,142.40
6	Janssen2	2/28/2023	\$38,239.23	\$9,559.81	\$28,679.42
7	Janssen 3	2/28/2023	\$30,512.45	\$7,628.11	\$22,884.34
8	Janssen 4	2/28/2023	\$47,281.90	\$11,820.48	\$35,461.43
9	Janssen 5	2/28/2023	\$52,466.83	\$13,116.71	\$39,350.12
10					
11	TOTAL RECEIVED		\$326,072.78	\$81,518.20	\$244,554.59
12					
13					
14	Projected Future Payments	Date	Amount	CCJD (25%)	CCSO (75%)
15	Distributor 4	7/1/2024	\$60,624.72	\$15,156.18	\$45,468.54
16	Distributor 5	7/1/2025	\$60,693.98	\$15,173.50	\$45,520.49
17	Distributor 6	7/1/2026	\$59,796.77	\$14,949.19	\$44,847.58
18	Distributor 7	7/1/2027	\$59,796.77	\$14,949.19	\$44,847.58
19	Distributor 8	7/1/2028	\$73,098.56	\$18,274.64	\$54,823.92
20	Distributor 9	7/1/2029	\$73,098.56	\$18,274.64	\$54,823.92
21	Distributor 10	7/1/2030	\$73,098.56	\$18,274.64	\$54,823.92
22	Distributor 11	7/1/2031	\$61,446.72	\$15,361.68	\$46,085.04
23	Distributor 12	7/1/2032	\$61,446.72	\$15,361.68	\$46,085.04
24	Distributor 13	7/1/2033	\$61,446.72	\$15,361.68	\$46,085.04
25	Distributor 14	7/1/2034	\$61,446.72	\$15,361.68	\$46,085.04
26	Distributor 15	7/1/2035	\$61,446.72	\$15,361.68	\$46,085.04
27	Distributor 16	7/1/2036	\$61,446.72	\$15,361.68	\$46,085.04
28	Distributor 17	7/1/2037	\$61,446.72	\$15,361.68	\$46,085.04
29	Distributor 18	7/1/2038	\$61,446.72	\$15,361.68	\$46,085.04
30	Janssen 6	6/1/2026	\$9,589.02	\$2,397.26	\$7,191.77
31	Janssen 7	6/1/2027	\$9,589.02	\$2,397.26	\$7,191.77
32	Janssen 8	6/1/2028	\$9,589.02	\$2,397.26	\$7,191.77
33	Janssen 9	6/1/2029	\$12,208.50	\$3,052.13	\$9,156.38
34					

OPIOID FUNDS-CURRY COUNTY

	A	B	C	D	E
35	Janssen 10	6/1/2030	\$12,208.50	\$3,052.13	\$9,156.38
36	Janssen 11	6/1/2031	\$12,208.50	\$3,052.13	\$9,156.38
37					
38	Total Future Payments		\$1,017,174.24	\$254,293.57	\$762,880.69
39					
40	Total Curry Opioid Payments		\$1,343,247.02	\$335,811.76	\$1,007,435.27



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
01/18/2024		Approval of Opioid Settlement Plan	
Time Needed:		Description and Background:	
5 Minutes			
Financial Impact:			
Category:			
<input checked="" type="checkbox"/> Action/Discussion			
<input type="checkbox"/> Consent			
<input type="checkbox"/> Executive Session			
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
Requested Motion:			
Approve the Opioid Settlement Plan for the Juvenile Department as recommended by LPSCC.			
Attachments:		Instructions Once Approved:	
1. Plan		Once approved will be ordered that the Curry County Juvenile Department	
2.		shall present an annual plan to both LPSCC, then BOC prior to expenditure	
3.		of opioid funds.	
4.			
5.			
Contact Person – Name and Department:		Date Submitted:	
Wendy S. Lang-Juvenile		1/10/2024	

2023-2024 Opioid Juvenile Prevention Plan

Curry County Juvenile Department-Wendy Lang-Director

Strategic Prevention Framework

CSAP Strategies

Assessment:	Capacity:	Planning:	Implementation:	Evaluation:
Review of what is already in place within Curry County Juvenile Department and Curry Prevention. Asses services needed based on current Opioid trends and statistics as well as the elimination of a Juvenile Probation Officer during COVID.	Curry County Juvenile Department, Curry Prevention, Community Coalitions, Board of County Commissioners, Schools, Businesses, Parents, Law Enforcement, treatment providers, Public Health, Allcare	Identify priorities and needs, use five CSAP strategies, Positive Community Norms, Social Norming, evidence based programs.	Prevention strategies through Juvenile Department School Outreach Officer and Prevention Coordinator	Ongoing evaluation of programs and outcomes

Sustainability and Cultural Competencies

Continually integrate School Outreach Officer into programs and/or operations within Curry County. Work to ensure prevention processes are established. Create and sustain partnerships to strengthen prevention and resources that will continue to support prevention of Opioids, Alcohol, Tobacco, and other drugs in the community.

Communicate with diverse groups (geographic, ethnic, racial, cultural, economic, social and linguistic backgrounds). Provide skill development and cultural knowledge to programs, community and policymakers.

Prevent Misuse of Opioids

1. Increase awareness of risk associated with Opioid use to the youth in Curry County

2. Reduce overdose rates

CSAP STRATEGY	Activities	OUTCOME	Measurement	ROLE
Information Dissemination <i>Universal</i>	*Public Speaking engagements regarding the harms of Opioids	Increase awareness of risk associated with Opioid use	Number of attendees Number of items distributed	Juvenile Department School Outreach Officer and Prevention Coordinator
	Prevention Website		Number of visits Focus population number reached,	
	Media Campaign	Increase use of drug disposal and lock box use	Number of times, Length of time	
	Public Education relating to drug disposal Lock box		Number of lock boxes Increase in drug disposal at law enforcement and other forms of disposal	
	Distribution of brochures, fact-sheets, websites and other printed materials		Number of items distributed	
Prevention Education and School Awareness <i>Universal</i>	Provide Evidence Based curriculum for youth on risk associated with Opioid use	Increase knowledge of risk associated with opioid use in youth		Juvenile Department School Outreach Officer and Prevention Coordinator
	Evidence Based parenting curriculum			
	School and Community Trainings, school presense, and awareness	Opioid Summit Include a cross sector of attendees to reach across the life span	Number of attendees	

CSAP STRATEGY	OUTPUT	OUTCOME	Measurement	ROLE
Alternative Activities <i>Universal</i>	Health and Wellness Fairs, Community Events and school activities	Increase risk associated with opiod use and misuse reduce stigma of addiction	Number of participants	Juvenile Department School Outreach Officer, Schools and the Prevention Coordinator
	Promote Pro-Social Activities Red Ribbon Week and Prevention Week	Increase knowledge of risk associated with Alcohol, Tobacco, Other Drugs and Problem Gambling		

CSAP STRATEGY	OUTPUT	OUTCOME	Measurement	ROLE
Community-Based Process <i>Universal</i>	Participation of groups from all parts of the community in collaborative efforts involving prevention programs Multi-agency activities to increase coordination of efforts between public and private agencies, and other sectors in the community	Increase knowledge of risks associated with misuse of opioid use and overdose prevention	Number of participants	Juvenile Department School Outreach Officer and Prevention Coordinator

CSAP STRATEGY	OUTPUT	OUTCOME	Measurement	ROLE
Environmental Approaches <i>Universal</i>	Environmental Scan	Informative report to guide the planning further		Prevention Coordinator
	Community Survey of current Opioid remediation uses	help prioritize use of funding Submit a new workplan to board with area of prioritization		

CSAP STRATEGY	OUTPUT	OUTCOME	Measurement	ROLE
Problem Identification and Referral <i>Universal</i>	Referral to resources	Provide resource list to community and agencies	Number of referrals and for what	Prevention Coordinator
	Provide assistance to employers for Employee assistance program Alcohol, tobacco, other drug and problem gambling polices			

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Juvenile Justice School Outreach Officer

EXEMPT:	No	
SALARY LEVEL:	K	
SUPERVISOR:	Juvenile Department Director	
PREPARED BY:	Juvenile Department Director	December 2023

POSITION SUMMARY:

This position is responsible for supervising youth referred to the Curry County Juvenile Department for Substance Abuse Referrals for non-adjudicated youth and Opioid Prevention. Responsible for activities that achieve the goals of the County's Prevention Plan that includes Opioid, Alcohol, Tobacco, and Other Drug (ATOD) Prevention. Work directly with youth, family, schools, victims, and community partners to create a plan for successful supervision and reduced recidivism.

Primary duties include the investigation, evaluation, counseling, mentoring and guidance of youth, and can understand, educate, and manage youth focused opioid prevention programs. An employee in this classification is responsible for performing casework and for the preparation of related records and reports. Employees in this class are required to exercise independent judgment in applying policies and procedures to well-defined situations. Position will also run the Youth Employment Work Program for eight weeks in the summer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all the listed duties below and other positions will involve duties that are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Receive and evaluate referrals of truancy and behavioral issues.
2. Conduct investigations into the juvenile's background and family situation that includes contacts with other agencies, law enforcement officials, schools, parents, or guardians.
3. Work with school districts to develop partnerships at all levels (K – 12) in coordinating local prevention strategies at individual schools for Opioid and other drug prevention.
4. Provide support, both crisis and other, for families and youth. Facilitate education or cognitive-behavioral groups for juveniles and parents.
5. Collaborate with other community groups and organizations, including but not limited to, schools, law enforcement, community corrections, juvenile justice, and other related organizations. Perform

education and outreach to potentially at-risk populations for alcohol and drug abuse to educate those groups around substance abuse treatment and recovery topics tailored to the individual groups' needs. Educate the broader community on these issues as well as begin the process of promoting potential initiation and engagement in treatment services within these populations.

6. Confer with staff members, schools, law enforcement agencies and social service agencies regarding juvenile treatment programs and general casework action.
7. Refer juveniles to treatment programs, mental health services, shelter care, and other agencies.
8. Support Probation Officers for youth placed on formal probation or Formal Accountability Agreements with transport, supervision and resources. Provide "On-Call" services, which are after hours and weekends, as assigned.
9. Partner with healthcare providers and other social service partners, who provide screening for the presence of behavioral health conditions, to facilitate access to appropriate services.
10. Implement local Strategic Prevention Framework (SPF) and environmental strategies within the county. Communicates and interprets Federal, State, and Local ATOD data.
11. Provides support around prevention efforts by acting as a conduit for coalitions and community groups to join local efforts. Encourages shared responsibility for local community outcomes.
12. Provide direct mentorship to county sponsored youth groups to strengthen youth leadership skills through projects and activities based on the Search Institutes' 40 Developmental Assets, Center for Substance Abuse Prevention (CSAP), and Institute of Medicine (IOM) models.
13. Other duties as assigned.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.
- Knowledge Of: Principals of substance abuse prevention. Understanding youth services, juvenile justice system and Oregon law.
- Ability To: Establish and maintain records, reports, statistical data, effectively coordinate a variety of established policies and procedures, establish new policies when applicable, use initiative and judgment in completing tasks and responsibilities, involve individuals and community partners and community at large to achieve objectives.

- Skill In: Community partnering with both youth and adults, facilitation, convening, network building, resource development, managing performance measurement systems, leadership, public speaking skills and the ability to communicate verbally and in writing with a wide variety of people. Gathering, assembling, analyzing, and disbursing data.
- Guidelines: Work is performed within federal and state laws, regulations and ordinances that govern children and youth services, County and Juvenile Justice Policies and procedures. Employees use initiation and judgment in choosing between alternative guidelines and is involved in assisting the Prevention Program in establishing new policies and procedures.

EDUCATION AND EXPERIENCE:

Associate degree from a college or university with major course work in social services, psychology, juvenile justice, or criminology and 2 years' experience in juvenile corrections, Child Welfare or juvenile court work involving counseling of maladjusted youth and families (preferably in juvenile probation and/or parole), or any satisfactory equivalent of education and experience that demonstrates the ability to perform the duties described above.

Possession of a valid Oregon Driver's License and pass a criminal background and LEDS check.

Completion of Fundamental Skills provided by the Oregon Juvenile Department Director's Association or must complete course within 1 year.

BACKGROUND INVESTIGATION:

Those employed in this position will be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed in both an office environment and in the community. Will meet with community members in a variety of locations throughout the county and state. Requires regular attendance at evening meetings and occasional weekends. Driving for long distances and statewide/out-of-state travel may be required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXHIBIT E

List of Opioid Remediation Uses

Schedule A Core Strategies

States and Qualifying Block Grantees shall choose from among the abatement strategies listed in Schedule B. However, priority shall be given to the following core abatement strategies (“*Core Strategies*”).¹⁴

A. **NALOXONE OR OTHER FDA-APPROVED DRUG TO
REVERSE OPIOID OVERDOSES**

1. Expand training for first responders, schools, community support groups and families; and
2. Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.

B. **MEDICATION-ASSISTED TREATMENT (“MAT”)
DISTRIBUTION AND OTHER OPIOID-RELATED
TREATMENT**

1. Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service;
2. Provide education to school-based and youth-focused programs that discourage or prevent misuse;
3. Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders; and
4. Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services.

¹⁴ As used in this Schedule A, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

C. **PREGNANT & POSTPARTUM WOMEN**

1. Expand Screening, Brief Intervention, and Referral to Treatment (“*SBIRT*”) services to non-Medicaid eligible or uninsured pregnant women;
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co-occurring Opioid Use Disorder (“*OUD*”) and other Substance Use Disorder (“*SUD*”) / Mental Health disorders for uninsured individuals for up to 12 months postpartum; and
3. Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare.

D. **EXPANDING TREATMENT FOR NEONATAL ABSTINENCE SYNDROME (“*NAS*”)**

1. Expand comprehensive evidence-based and recovery support for NAS babies;
2. Expand services for better continuum of care with infant-need dyad; and
3. Expand long-term treatment and services for medical monitoring of NAS babies and their families.

E. **EXPANSION OF WARM HAND-OFF PROGRAMS AND RECOVERY SERVICES**

1. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments;
2. Expand warm hand-off services to transition to recovery services;
3. Broaden scope of recovery services to include co-occurring SUD or mental health conditions;
4. Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare; and
5. Hire additional social workers or other behavioral health workers to facilitate expansions above.

F. **TREATMENT FOR INCARCERATED POPULATION**

1. Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system; and
2. Increase funding for jails to provide treatment to inmates with OUD.

G. **PREVENTION PROGRAMS**

1. Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco);
2. Funding for evidence-based prevention programs in schools;
3. Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the 2016 CDC guidelines, including providers at hospitals (academic detailing);
4. Funding for community drug disposal programs; and
5. Funding and training for first responders to participate in pre-arrest diversion programs, post-overdose response teams, or similar strategies that connect at-risk individuals to behavioral health services and supports.

H. **EXPANDING SYRINGE SERVICE PROGRAMS**

1. Provide comprehensive syringe services programs with more wrap-around services, including linkage to OUD treatment, access to sterile syringes and linkage to care and treatment of infectious diseases.

I. **EVIDENCE-BASED DATA COLLECTION AND RESEARCH ANALYZING THE EFFECTIVENESS OF THE ABATEMENT STRATEGIES WITHIN THE STATE**

Schedule B Approved Uses

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

PART ONE: TREATMENT

A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (“*OUD*”) and any co-occurring Substance Use Disorder or Mental Health (“*SUD/MH*”) conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:¹⁵

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, including all forms of Medication-Assisted Treatment (“*MAT*”) approved by the U.S. Food and Drug Administration.
2. Support and reimburse evidence-based services that adhere to the American Society of Addiction Medicine (“*ASAM*”) continuum of care for OUD and any co-occurring SUD/MH conditions.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (“*OTPs*”) to assure evidence-based or evidence-informed practices such as adequate methadone dosing and low threshold approaches to treatment.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions and for persons who have experienced an opioid overdose.
6. Provide treatment of trauma for individuals with OUD (*e.g.*, violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (*e.g.*, surviving family members after an overdose or overdose fatality), and training of health care personnel to identify and address such trauma.
7. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.

¹⁵ As used in this Schedule B, words like “expand,” “fund,” “provide” or the like shall not indicate a preference for new or existing programs.

8. Provide training on MAT for health care providers, first responders, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions.
10. Offer fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Offer scholarships and supports for behavioral health practitioners or workers involved in addressing OUD and any co-occurring SUD/MH or mental health conditions, including, but not limited to, training, scholarships, fellowships, loan repayment programs, or other incentives for providers to work in rural or underserved areas.
12. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (“*DATA 2000*”) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
13. Disseminate of web-based training curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service–Opioids web-based training curriculum and motivational interviewing.
14. Develop and disseminate new curricula, such as the American Academy of Addiction Psychiatry’s Provider Clinical Support Service for Medication–Assisted Treatment.

B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY

Support people in recovery from OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the programs or strategies that:

1. Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare.
2. Provide the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services and counseling, community navigators, case management, and connections to community-based services.
3. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions.

4. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, including supportive housing, recovery housing, housing assistance programs, training for housing providers, or recovery housing programs that allow or integrate FDA-approved medication with other support services.
5. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions.
6. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions.
7. Provide or support transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions.
8. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions.
9. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
10. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
11. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to individuals with or in recovery from OUD, including reducing stigma.
12. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.
13. Create or support culturally appropriate services and programs for persons with OUD and any co-occurring SUD/MH conditions, including new Americans.
14. Create and/or support recovery high schools.
15. Hire or train behavioral health workers to provide or expand any of the services or supports listed above.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED.
(CONNECTIONS TO CARE)**

Provide connections to care for people who have—or are at risk of developing—OUD and any co-occurring SUD/MH conditions through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Fund SBIRT programs to reduce the transition from use to disorders, including SBIRT services to pregnant women who are uninsured or not eligible for Medicaid.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.
4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments.
6. Provide training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
7. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, or persons who have experienced an opioid overdose, into clinically appropriate follow-up care through a bridge clinic or similar approach.
8. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions or persons that have experienced an opioid overdose.
9. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
10. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions or to persons who have experienced an opioid overdose.
11. Expand warm hand-off services to transition to recovery services.
12. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
13. Develop and support best practices on addressing OUD in the workplace.

14. Support assistance programs for health care providers with OUD.
15. Engage non-profits and the faith community as a system to support outreach for treatment.
16. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions.

D. ADDRESS THE NEEDS OF CRIMINAL JUSTICE-INVOLVED PERSONS

Address the needs of persons with OUD and any co-occurring SUD/MH conditions who are involved in, are at risk of becoming involved in, or are transitioning out of the criminal justice system through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support pre-arrest or pre-arraignment diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, including established strategies such as:
 1. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (“*PAARI*”);
 2. Active outreach strategies such as the Drug Abuse Response Team (“*DART*”) model;
 3. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
 4. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (“*LEAD*”) model;
 5. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative; or
 6. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts that provide evidence-based options for persons with OUD and any co-occurring SUD/MH conditions.

4. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, harm reduction, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions who are leaving jail or prison or have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (“CTP”), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal justice-involved persons with OUD and any co-occurring SUD/MH conditions to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, harm reduction, case management, or other services offered in connection with any of the strategies described in this section.

E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, and the needs of their families, including babies with neonatal abstinence syndrome (“NAS”), through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, those that:

1. Support evidence-based or evidence-informed treatment, including MAT, recovery services and supports, and prevention services for pregnant women—or women who could become pregnant—who have OUD and any co-occurring SUD/MH conditions, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Expand comprehensive evidence-based treatment and recovery services, including MAT, for uninsured women with OUD and any co-occurring SUD/MH conditions for up to 12 months postpartum.
3. Provide training for obstetricians or other healthcare personnel who work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions.
4. Expand comprehensive evidence-based treatment and recovery support for NAS babies; expand services for better continuum of care with infant-need dyad; and expand long-term treatment and services for medical monitoring of NAS babies and their families.

5. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with NAS get referred to appropriate services and receive a plan of safe care.
6. Provide child and family supports for parenting women with OUD and any co-occurring SUD/MH conditions.
7. Provide enhanced family support and child care services for parents with OUD and any co-occurring SUD/MH conditions.
8. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.
9. Offer home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, including, but not limited to, parent skills training.
10. Provide support for Children's Services—Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

PART TWO: PREVENTION

F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding medical provider education and outreach regarding best prescribing practices for opioids consistent with the Guidelines for Prescribing Opioids for Chronic Pain from the U.S. Centers for Disease Control and Prevention, including providers at hospitals (academic detailing).
2. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Providing Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Supporting enhancements or improvements to Prescription Drug Monitoring Programs ("PDMPs"), including, but not limited to, improvements that:

1. Increase the number of prescribers using PDMPs;
2. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs, by improving the interface that prescribers use to access PDMP data, or both; or
3. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD in a manner that complies with all relevant privacy and security laws and rules.
6. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database in a manner that complies with all relevant privacy and security laws and rules.
7. Increasing electronic prescribing to prevent diversion or forgery.
8. Educating dispensers on appropriate opioid dispensing.

G. PREVENT MISUSE OF OPIOIDS

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Funding media campaigns to prevent opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence.
3. Public education relating to drug disposal.
4. Drug take-back disposal or destruction programs.
5. Funding community anti-drug coalitions that engage in drug prevention efforts.
6. Supporting community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction—including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (“SAMHSA”).
7. Engaging non-profits and faith-based communities as systems to support prevention.

8. Funding evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
9. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
10. Create or support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions.
11. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
12. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

H. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, community navigators and outreach workers, persons being released from jail or prison, or other members of the general public.
2. Public health entities providing free naloxone to anyone in the community.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, community support groups, and other members of the general public.
4. Enabling school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expanding, improving, or developing data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.

7. Public education relating to immunity and Good Samaritan laws.
8. Educating first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Syringe service programs and other evidence-informed programs to reduce harms associated with intravenous drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, connections to care, and the full range of harm reduction and treatment services provided by these programs.
10. Expanding access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
11. Supporting mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions.
12. Providing training in harm reduction strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions.
13. Supporting screening for fentanyl in routine clinical toxicology testing.

PART THREE: OTHER STRATEGIES

I. FIRST RESPONDERS

In addition to items in section C, D and H relating to first responders, support the following:

1. Education of law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.
2. Provision of wellness and support services for first responders and others who experience secondary trauma associated with opioid-related emergency events.

J. LEADERSHIP, PLANNING AND COORDINATION

Support efforts to provide leadership, planning, coordination, facilitations, training and technical assistance to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Statewide, regional, local or community regional planning to identify root causes of addiction and overdose, goals for reducing harms related to the opioid epidemic, and areas and populations with the greatest needs for treatment

intervention services, and to support training and technical assistance and other strategies to abate the opioid epidemic described in this opioid abatement strategy list.

2. A dashboard to (a) share reports, recommendations, or plans to spend opioid settlement funds; (b) to show how opioid settlement funds have been spent; (c) to report program or strategy outcomes; or (d) to track, share or visualize key opioid- or health-related indicators and supports as identified through collaborative statewide, regional, local or community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

K. TRAINING

In addition to the training referred to throughout this document, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, those that:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Support infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, or implement other strategies to abate the opioid epidemic described in this opioid abatement strategy list (*e.g.*, health care, primary care, pharmacies, PDMPs, etc.).

L. RESEARCH

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, data collection and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.

4. Research on novel harm reduction and prevention efforts such as the provision of fentanyl test strips.
5. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
6. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (*e.g.*, Hawaii HOPE and Dakota 24/7).
7. Epidemiological surveillance of OUD-related behaviors in critical populations, including individuals entering the criminal justice system, including, but not limited to approaches modeled on the Arrestee Drug Abuse Monitoring (“*ADAM*”) system.
8. Qualitative and quantitative research regarding public health risks and harm reduction opportunities within illicit drug markets, including surveys of market participants who sell or distribute illicit opioids.
9. Geospatial analysis of access barriers to MAT and their association with treatment engagement and treatment outcomes.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
January 18, 2024		Juvenile Department interdepartmental transfer of a vehicle to Building	
Time Needed:		Department and purchase of new transport vehicle	
.....		
Financial Impact:		Description and Background:	
.....		The Building Department has a need for a truck. The Juvenile Department	
Category:		has offered to sell their 2023 Dodge 1500 for \$35,000 to the Building	
<input checked="" type="checkbox"/> Action/Discussion		Department. However, this would leave the Juvenile Department without a	
<input type="checkbox"/> Consent		transport vehicle. They would like to use the money from the sale and put it	
<input type="checkbox"/> Executive Session		towards the purchase of a 2024 Dodge Durango for the total price of	
<input type="checkbox"/> Hire Order		\$41,362. The cost difference will be covered through the Juvenile	
<input type="checkbox"/> Presentation		Department's budget revenue through the sale of a Conex and prevention	
		funds.....	
Requested Motion:			
Approve the interdepartmental transfer of the 2023 Dodge 1500 to the Building Department for \$35,000 and approve the purchase of a 2024 Dodge Durango for \$41,362 for the Juvenile Department.....			
Attachments:		Instructions Once Approved:	
1. Order.....		Journal entry to be submitted transferring \$35,000.00 from Building to	
2. Quote for the Dodge Durango.....		Juvenile.....	
3.	
4.	
5.	
Contact Person – Name and Department:		Date Submitted:	
Wendy S. Lange – Juvenile Director		1/10/2024	

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

**In the Matter of an Order Approving the)
Inter-Department Transfer of 2023 Dodge) ORDER NO. _____
1500 and purchase of 2024 Dodge Durango)
Transport Vehicle**

WHEREAS, the Curry County Building Department is in need of a truck; and

WHEREAS, the Curry County Juvenile Department currently owns a 2023 Dodge 1500 and is willing to sell the truck to the Building Department for \$35,000.00; and

WHEREAS, this would leave the Juvenile Department with a need for a transport vehicle; and

WHEREAS, the Juvenile Department will take the funds from the sale and purchase a 2024 Dodge Durango as a transport vehicle for \$41,362.00.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the Board approves the Juvenile Department to sell the 2023 Dodge 1500 to the Building Department for \$35,000.00 and then purchase a 2024 Dodge Durango for \$41,362.00.

DATED this 18th day of January, 2024. **BOARD OF CURRY COUNTY COMMISSIONERS**

Brad Alcorn, Chair

Approved as to Form:

John Herzog, Vice Chair

Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel

Jay Trost, Commissioner

ROBERSON MOTORS INC
3100 RYAN DR SE
SALEM, OR 973015061

Configuration Preview

Date Printed: 2023-12-28 7:19 PM
Estimated Ship Date:

VIN:
VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 48979 State of Oregon
FAN 2:
Client Code:
Bid Number: TB4119
PO Number:

Sold to:
ROBERSON MOTORS INC (61749)
3100 RYAN DR SE
SALEM, OR 973015061

Ship to:
ROBERSON MOTORS INC (61749)
3100 RYAN DR SE
SALEM, OR 973015061

Vehicle:

2024 DURANGO PURSUIT VEHICLE AWD (WDEE75)

	Sales Code	Description	MSRP(USD)
Model:	WDEE75	DURANGO PURSUIT VEHICLE AWD	43,075
Package:	2BZ	Customer Preferred Package 2BZ	0
	ERC	3.6L V6 24V VVT Engine Upg w/ESS	0
	DFT	8-Spd Auto 850RE Trans (Make)	0
Paint/Seat/Trlm:	PXJ	DB Black Clear Coat	0
	APA	Monotone Paint	0
	*C5	Cloth Bucket Seats w/ Shift Insert	0
	-X9	Black	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	CW6	Deactivate Rear Doors/Windows	90
	CUF	Full Length Floor Console	350
	WP1	18X8.0 Painted Aluminum Wheels	410
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	170	Zone 70-Phoenix Arizona	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB4119	Government Incentives	0
Discounts:	YG1	7.5 Additional Gallons of Gas	0
Destination Fees:			1,595
Total Price:			45,520.

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Salesperson:
Customer Name:
Customer Address:
Instructions:

PSP Month/Week:
Build Priority:

99

40945.⁰⁰
priv. tax 204.⁸⁰
CAT 213.⁰⁰
41362.⁸⁰

ADDITIONAL FOR CABE

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
..... 01/18/2024		Update on Juvenile Department Support Dog	
Time Needed:			
..... 5 Minutes			
Financial Impact:		Description and Background:	
.....		The Juvenile Department was given permission to work with South Coast Humane Society on finding a dog to serve as a Support Dog for the department. Lulu Lemon Meringue Lang was adopted and joined our team on June 10 th and is now spending her days in the office, with youth, staff, and is now ready to do her first transport.	
Category:			
<input checked="" type="checkbox"/> Action/Discussion			
<input type="checkbox"/> Consent			
<input type="checkbox"/> Executive Session			
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
Requested Motion:			
Just update			
Attachments:		Instructions Once Approved:	
1. Photos		N/A	
2.	
3.	
4.	
5.			
Contact Person – Name and Department:		Date Submitted:	
Wendy S. Lang-Juvenile		1/10/2024	



Lulu on Adoption Day-
Severely underweight at 18
pounds, very timid, scared and
afraid of people.....



How Lulu naps in
the office chair,
while others are
working!

Lulu today..... She loves her
people, loves good food, enjoys
kids and senses when kids need a
little snuggle. She will begin her
training soon...

THANK YOU !!!





CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
January 18, 2024		Approve Curry County Sheriff's Office using Opioid Settlement Funds ...	
Time Needed:		
.....			
Financial Impact:		Description and Background:	
.....		<p>The Curry County Sheriff's Office has received money from the Opioid Settlement Fund and would like to make purchases. This includes a MailSecur scanner, medications and treatment for adults in custody, and a wellness program for Curry County Sheriff's employees. Attached is information covering all of these in more detail.</p> <p>.....</p> <p>.....</p>	
Category:			
<input checked="" type="checkbox"/> Action/Discussion			
<input type="checkbox"/> Consent			
<input type="checkbox"/> Executive Session			
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
Requested Motion:			
Approve the purchases using opioid settlement funding for the Curry County Sheriff's Office totaling \$190,101.00			
Attachments:		Instructions Once Approved:	
1. Order	
2. Mail Secure ARS & Attachments	
3. MAT ARS and Attachments	
4. Wellness Program ARS and Attachments		
Contact Person – Name and Department:		Date Submitted:	
Jeremy Krohn – Curry County Sheriff's Office	

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

**In the Matter of an Order Approving)
Purchases using Opioid Settlement Funding) ORDER NO. _____
(Curry County Sheriff's Office))**

WHEREAS, the County received funding due to a Statewide opioid lawsuit settlement and those funds are now available for use by the County; and

WHEREAS, pursuant to Order _____, the Board of Commissioners has designated that 75% of the opioid funding shall be dedicated to the Curry County Sheriff's Office ("CCSO"), and the remaining 25% shall be dedicated to the Curry County Juvenile Department; and

WHEREAS, CCSO has proposed the following allocation of opioid settlement funding:

- (a) \$120,101.00 for the purchase of a MailSecur mail scanner which would not only be used by the Sheriff's Office but by any other County departments upon request.
- (b) \$30,000.00 for medications and treatment for Adults in Custody at the Curry County Jail, with the use of funds including but not limited to the medications themselves, training regarding the medications, and other treatment related costs.
- (c) \$40,000.00 for the design and implementation of a Wellness program for CCSO employees who may experience trauma associated with on-the-job incidents such as opioid-related emergencies.

WHEREAS, CCSO has demonstrated that the above funding requests meet the requirements set forth by the Contract Review Board Rules as well as restrictions placed upon the use of opioid settlement funds.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the purchase of the above-referenced goods, services, and personal services using \$190,101.00 of opioid settlement funding shall be approved.

DATED this 18th day of January, 2023. **BOARD OF CURRY COUNTY COMMISSIONERS**

Brad Alcorn, Chair

Approved as to Form:

John Herzog, Vice Chair

Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel

Jay Trost, Commissioner



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
January 18, 2024	Request to utilize Opioid Settlement Funds for purchase of MailSecur	
Time Needed:	Scanner	
Financial Impact:	Description and Background:	
\$120,101.00	On 1-4-2024, LPSCC approved the proposal to utilize Opioid Settlement	
Category:	funds for the purchase of the MailSecur Scanner. This purchase is allowable	
<input checked="" type="checkbox"/> Action/Discussion	under the approved criteria for the use of the opioid settlement funds.	
<input type="checkbox"/> Consent	This equipment would be located at the Sheriff's Office for daily use. It is	
<input type="checkbox"/> Executive Session	mobile and available for use at the request of other County offices, however	
<input type="checkbox"/> Hire Order	it would be most effective if the County has a centralized mail room set up.	
<input type="checkbox"/> Presentation		
Requested Motion:		
Approve the purchase of the MailSecur Scanner using Opioid Settlement Funds.		
Attachments:	Instructions Once Approved:	
1. Quote from CommandSourcing		
2. CommandSourcing Product Info		
3. MailSecur Product Review		
4. Procurement Review Form		
5.		
Contact Person – Name and Department:		Date Submitted:
Lt. Jeremy Krohn, Curry County Sheriff's Office		1/10/2024



Quotation

Command Sourcing, Inc.
6100 Horseshoe Bar Rd, STE A #228
Loomis, CA 95650
www.commandsourcing.com
sales@commandsourcing.com

QUOTE NO. 1211231
DATE December 12, 2023

BILL TO Curry County Sheriff
Attn: Accounts Payable
94235 Moore St., Suite #311
Gold Beach, OR 97444

SHIP TO Curry County Sheriff
Attn: Sergeant Jeremy Krohn
94235 Moore St., Suite #311
Gold Beach, OR 97444

Customer ID #	PO #	Contact Person	Contact Person Phone:	Payment Terms	Quote Valid Until
		Maggie Leach	(503) 780-1867	Net 30	1/11/24

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	MS300	Mail Screening System Includes: - Remote Training, Installation and Certification - Learning Management Platform - WIFI/CAT 5/LAN - Maintenance & Calibration - Software Updates - 24x7x365 Remote Expert Analysis & Support - Secure Cellular Modem	\$ 114,939.00	\$ 114,939.00
1.00	5WARR	Five Year Premium Extended Hardware Warranty	Included	\$ -
1.00	MCBP	Mobile Cart and Battery Pack for Mail Screening System ***OPTIONAL***	\$ 4,250.00	\$ 4,250.00
1.00	SHP	Shipping and Handling - Includes Combo Shipping Crate	\$ 912.00	\$ 912.00
Subtotal:				\$ 120,101.00
Sales Tax:				\$ -
Total:				\$ 120,101.00

Comments or special instructions:

Tax assessed by purchaser out of the state of California. 4% service charge on payment by Credit Card. Return Policy: Command Sourcing must be notified prior to receipt of any returned items and a restocking fee may be assessed.

Mail Screening

Detect the most elusive mail-based threats



Detect Threats such as:

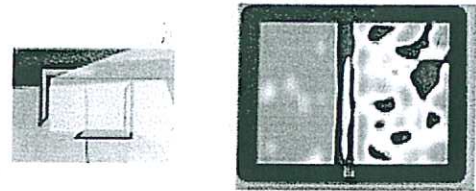
- ✓ Treated or Laced Papers in the (Legal) Mail
- ✓ Weapons and Contraband
- ✓ Powders and Liquids
- ✓ Electronics
- ✓ Even Biological, Radiological and Nuclear Substances

Mail Screener uses T-rays to allow corrections personnel to “see inside” letters, packages and soft objects to detect threats that X-ray and other approaches can’t find.

Improves Safety: Keep staff safe by detecting drugs and contraband without opening the item.

Reduces Cost: Reduce manpower burden for mail screening.

Easy to Use: Operators view a live, 3D video of the inside contents of sealed objects and can physically manipulate the item to gain alternate views. Optional Cart and battery pack for mobile screening.



Critical Concern in Corrections Mail Screening:

Drug Laced Paper

Paper sprayed with a toxic or narcotic substance and allowed to dry may be imperceptible to the human eye. It detects the changes that occur to the paper and displays the affected areas as a darker color gradient, making it easy to detect chemically-altered papers, even concealed within envelopes and packaging.

**CORRECTIONS &
LAW ENFORCEMENT
TECHNOLOGY**



**COMMAND
SOURCING**

sales@command sourcing.com | www.command sourcing.com | (888) 733-4745

MAILSECUR®

Find Mail Threats

That other Screening Technologies Miss



Quick, accurate detection of all 9 of the DHS designated CBRNE substances.

The MailSecur® T-ray imaging solution fills a critical gap not addressed by traditional X-ray screening technology – the ability to detect the most elusive mail threats. Traditional methods of mail screening, like X-ray or chemical detection, are not sensitive enough to effectively detect threats like liquids, powders, and chemically treated paper. MailSecur uses safe T-rays to “see inside” letters and packages, with live, 3D imaging. It detects all 9 of the DHS designated substances compared to only 3 out of 9 for X-ray. Remote screening capabilities are built-in with around-the-clock access to former military explosive ordnance disposal (EOD) experts.

Non-invasive T-ray imaging system for CBRNE threat and contraband detection

- ✓ Exclusive 3D real-time video of concealed contents within unopened objects
- ✓ Non-ionizing T-ray technology allows user hands-on interaction with scanned items
- ✓ Most affordable complete mail screening solution
- ✓ Scalable, for quick and easy deployment across multiple sites
- ✓ Eliminates the need for radiation licensing, management, and safety programs
- ✓ EODSecur service with 24x365 remote connectivity to former military and law enforcement experts on demand for threat resolution and support

DHS DESIGNATED CBRNE SUBSTANCES

Explosives
Illicit Items
Contraband
Powders
Liquids
Chemicals
Biological
Radiological
Nuclear

MAILSECUR®



X-RAY SCANNERS

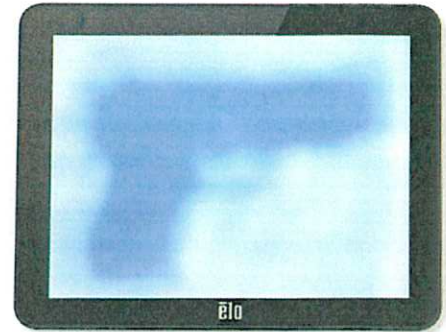
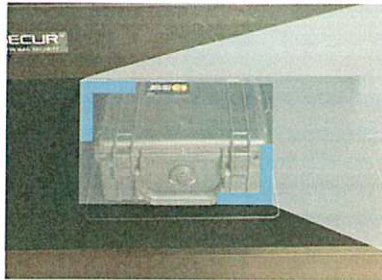


4 OF THE 5 LARGEST
US COMPANIES ARE PROTECTED BY

MAILSECUR®

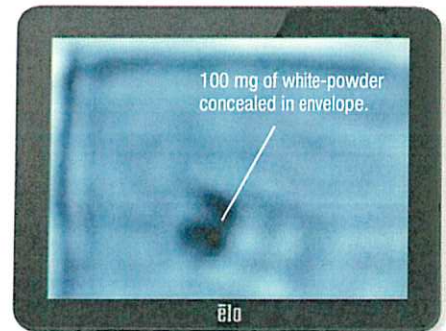
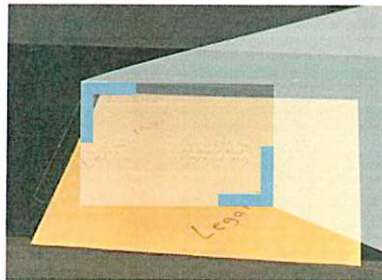
Weapons

A handgun is clearly displayed by the MailSecur scanner. The T-ray technology can penetrate a variety of cases, including hard side, lockable vessels. Given the 4D, live video capability, an operator can rotate the object to get an alternate perspective of the firearm, zoom in on specific features, and determine whether any other substances may be included.



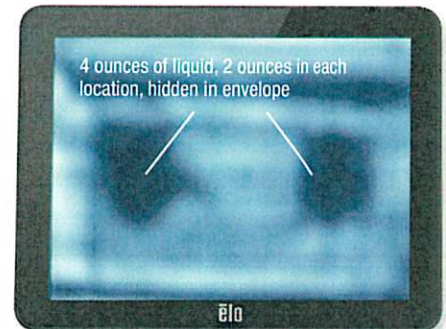
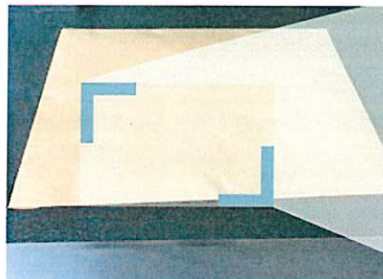
Powders

The small quantity of powders placed in envelopes makes it difficult or impossible for other technologies to detect. With the live 4D video provided by MailSecur, an operator can physically move the envelope and see the actual grains of powder moving within the mail item.



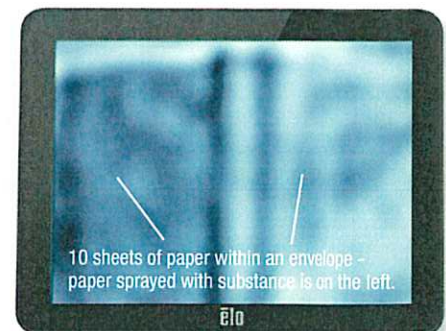
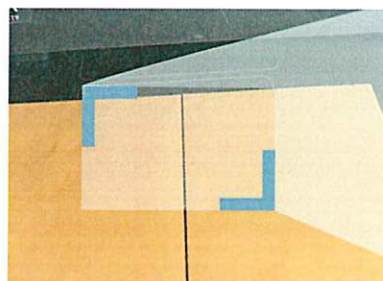
Liquids

In the same manner as powders, while an X-ray scan may pick up the outline of the substance, it cannot discern the movement. Yet, the MailSecur operator can manipulate the items and easily determine a liquid substance even in much smaller quantities than can be detected by X-ray.



Laced Papers

Paper sprayed with a toxic or narcotic substance and allowed to dry may be imperceptible to the human eye. MailSecur detects the changes that occur to the paper and displays the affected areas as a darker color gradient, making it easy to detect chemically-altered papers, even concealed within envelopes and packaging.

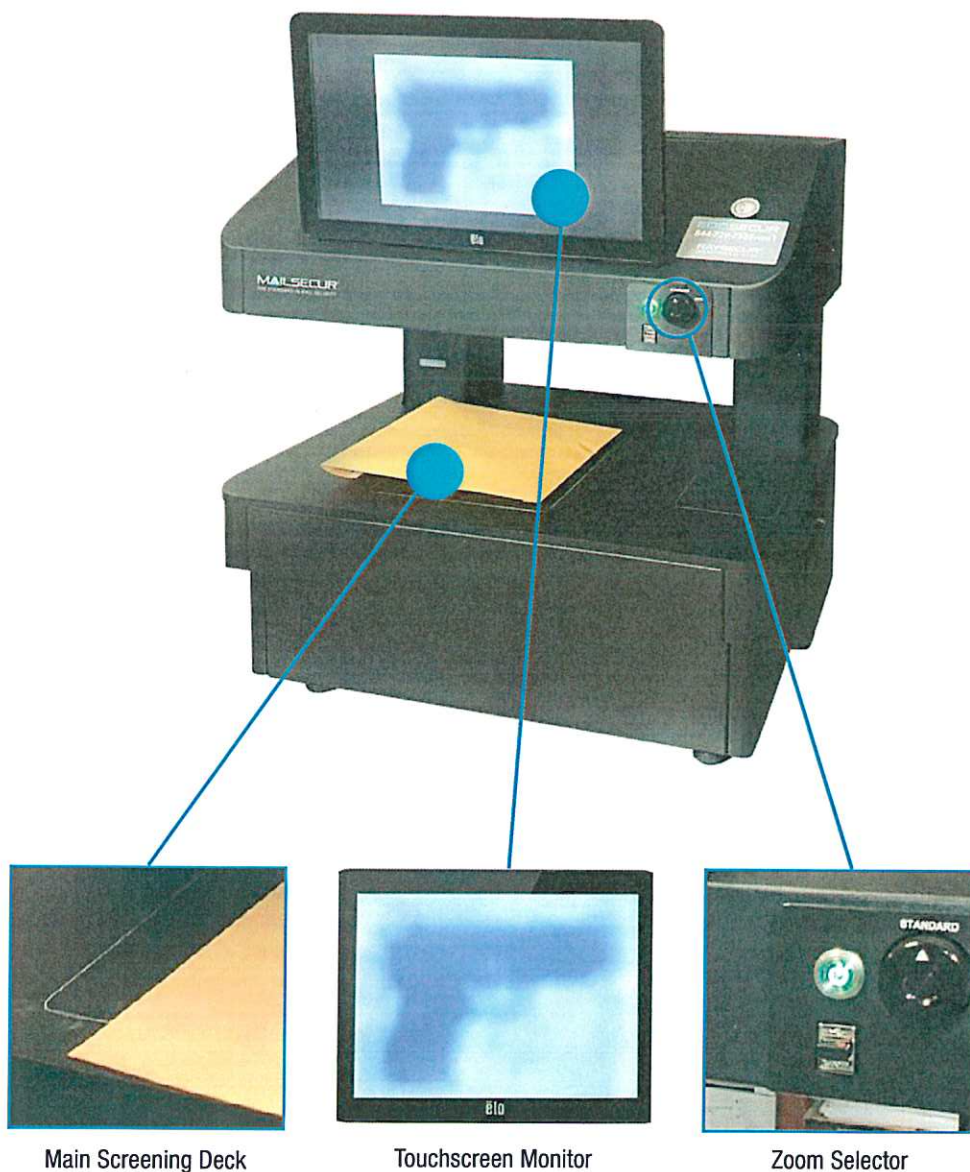


Intuitive Operation

MailSecur scanners have 10x greater resolution than conventional mmWave scanners used in airports. It is also superior to X-ray machines for mail scanning, detecting more threat types, including powders and liquids with 300x higher image sensitivity.

- ✓ There are two scanning areas for dual mode T-ray imaging:
 - Wide-format large field of view
 - 3x optical zoom for detailed inspection
- ✓ Adjustable monitor and touch screen user interface.
- ✓ Integrated radiation and metal detectors.

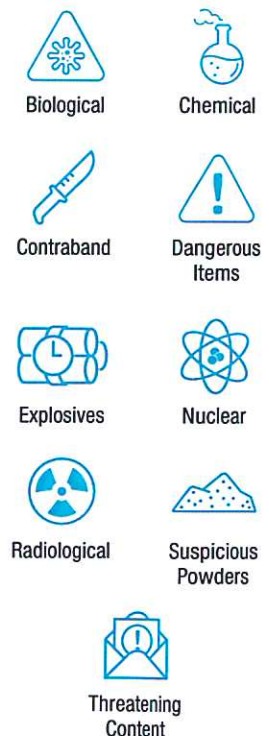
- ✓ Designed as a compact tabletop unit weighing 85 pounds, and standard power requirements.
- ✓ Because the T-ray technology is safe operators can touch and manipulate the item during screening to gain a real-time view of concealed items from all angles.
- ✓ Image and video capture capabilities allow operators to save findings for auditing or reporting needs.
- ✓ Network capabilities enable 24x365 remote EODSecur expert support in real-time.



Typical Items Scanned



Detects All DHS Listed CBRNE Substances



Technology

- ✓ Exclusive 3D Real-time T-ray Imaging combined with machine vision.
- ✓ Detect and identify the smallest and hardest to find threats such as powders, liquids, and explosives that are concealed in small envelopes or packages.
- ✓ Software imaging toolkit supports multiple imaging modes, color mapping and image enhancements, including AI updates.
- ✓ Leverages T-ray technology that is 10x more sensitive than the millimeter wave technology currently used in airport scanners.
- ✓ MailSecuris the only all-in-one mail scanner that can detect all nine of the threats listed in the Department of Homeland Security (DHS) Mail Screening Guidelines.
- ✓ DHS Safety Act Designated Qualified Anti-Terror Technology.
- ✓ Included deck camera for visualization and recording of screened items.

Experts On-Demand Remote Support When You Need It

RaySecur's EODSecur service boosts customers' detection capabilities with 24x365 on-demand access to a team of highly-trained experts with extensive military and law enforcement backgrounds in identifying and remediating dangerous substances, including drugs, explosives, contraband, weapons, and hazardous materials. With a simple phone call, a EODSecur team member will walk you through validation and provide guidance on how to address with the goal of keeping your operations and staff safe from harm.

EODSECUR™

Desktop Mail Scanner Technical Specifications

Terahertz (T-ray) Technology	Safe, non-ionizing , active T-ray (THz) Imaging System Supports real-time user interaction with screened items
Frequency Range	280GHz nominal with 10GHz sweep range
Imaging Systems	Multi-pixel, real-time T-ray camera for non-invasive imaging of screened items HD 1080P optical camera for external imaging of screened items
Zoom	3X Optical zoom
Field of View	Dual zone supports standard and zoom +/- 10% nominal Standard field of view: 9.25" x 6.75" (23.5cm x 17.15cm) Zoom field of view: 2.75" x 2.5" (6.99cm x 6.35cm)
Image Processing	Multiple imaging and color mapping modes Drug-laced paper enhancement Image Adjustment: Brightness, Standard and Enhanced Contrast
Enhanced Detection	Compatible with updates for image processing, machine vision- and AI- based enhanced detection
User interface Display	Touchscreen with 1920 x 1080 resolution (16.9:1 aspect ratio)
Data Recording	T-ray and optical video and images
Metal Detection	Variable sensitivity handheld wand with visual and audible alert
Radiation Detection	BETA and GAMMA radiation including visual and audible notification
Network Connectivity	Ethernet, Wifi, LTE capable
Peripherals	USB, external DisplayPort
Setup Time	Typically < 30 minutes
Dimensions	19.5 in x 32 in x 31.5 in (49.5cm x 81.3cm x 80cm)
Weight	85 Pounds (38.55 kg)
Power	Standard 110/220V AC, 5/3A, 50/60Hz with various plug options available
Certifications and Designations	ETL/CE/ROHS/WEEE USDHS SAFETY Act Designated Qualified Anti-Terror Technology (QATT)

RAYSECUR®

raysecur.com | 617-855-9938 | info@raysecur.com

PROCUREMENT REVIEW

Required for approval of all purchases or contracts for services.

SUBMITTER: Jeremy Krohn

DEPARTMENT: Sheriff's Office

BOARD APPROVAL REQUIRED? ☐ Yes ☐ No DATE OF BOARD APPROVAL: 1/18/2024

Any BUDGETED purchases or contracts under \$10,000.00 do NOT require Board approval.

DOLLAR AMOUNT OF PROCUREMENT: \$ 120,101.00

CATEGORY:

☒ Good / Service ☐ Personal Service * ☐ Public Improvement ☐ Other: _____

**Please provide certificate of liability insurance or written verification that insurance will be obtained.*

DESCRIPTION:

MailSecur mail screening system, including hardware, training, warranty & shipping.

FREQUENCY OF PAYMENT: ☒ One-Time ☐ Annual ☐ Monthly ☐ Other – describe: _____

IS THIS A BUDGETED PURCHASE OR CONTRACT? ☐ Yes ☒ No

Unless Exempted by Section 6.11, all UNBUDGETED purchases or contracts MUST be approved by the Board.

PAYMENT TO BE DEBITED FROM GL ACCOUNT # : _____

MANNER OF PROCUREMENT:

For all except Exempt procurements, documentation demonstrating the manner of procurement must be attached.

- ☐ Competitive Sealed Proposals
- ☐ Competitive Sealed Bidding
- ☐ Quotes (Purchases up to \$150,000.00)
- ☐ Emergency Contract
- ☒ Sole Source (determination **MUST** be made based on written findings)
- ☐ Procurement Exempt under Contract Review Rules – specify:
☐ 6.1 ☐ 6.2 ☐ 6.3 ☐ 6.4 ☐ 6.5 ☐ 6.6 ☐ 6.7 ☐ 6.8 ☐ 6.9 ☐ 6.10 ☐ 6.11

IS FEDERAL FUNDING INVOLVED? ☐ Yes ☒ No

If yes, requirements of Contract Review Rules Section 5.3.1 MUST be completed PRIOR to procurement review.

IS GRANT FUNDING INVOLVED? ☐ Yes ☒ No

If yes, the Grant Agreement or other documentation regarding use of funds must be attached.

IS SIGNATURE AUTHORITY REQUESTED? ☐ Yes ☒ No

If yes, name of authorized signer: _____

If no signature authority is requested, the Director of County Operations is the authorized signer.

**ATTACH THIS FORM TO THE AGENDA ROUTING SLIP FOR ALL CONTRACTS OR PURCHASES
REQUIRING BOARD APPROVAL**

**ATTACH A COPY OF THIS FORM TO THE CLAIM FORM FOR ALL INITIAL PAYMENTS EVEN IF
BOARD APPROVAL WAS NOT REQUIRED**

Natasha Tippetts

From: Jeremy Krohn
Sent: Thursday, January 11, 2024 4:06 PM
To: BOC Office
Subject: FW: MailSecur Scanner
Attachments: Procurement Review mat meds.pdf; Procurement Review wellness.pdf; Procurement Review mailsscanner.pdf

Please see the attached Procurement forms for the 3 ARS's I submitted.

Mail Scanner Statement: There are two mail scanners that screen mail for substances that are used in corrections and law enforcement facilities around the state. One is the VeroVision Mail Scanner and the other is the MailSecur Scanner that we are requesting approval for.

In looking at both, I reached out to several agencies who use the VeroVision scanner who all said they did not like the purchase. One of the biggest complaints was that it was not mobile as it required a computer workstation attached to the scanner device. This caused the device to have to be placed in locations that did not make sense, and consequently it does not get used to its full potential. Polk County Sheriff's Office, who owns a VeroVision scanner attempted to sell me theirs in our conversation so it could stop collecting dust.

The MailSecur system is quoted to include a mobile cart and battery system, allowing it to to be moved where it is needed and makes sense. The scanner has a built-in screen, so it is not required that it have a workstation attached.

The mobility of this system is what works best for us, and the lack luster user reviews of the competitor caused us to only look at the MailSecur system for our needs.

Lieutenant Jeremy Krohn
Jail Commander

Curry County Sheriff's Office
Sheriff John Ward
29808 Colvin St. (Physical)
94235 Moore St. #311 (Mailing)
Gold Beach, Or. 97444
[541-247-3320](tel:541-247-3320)
krohnj@co.curry.or.us



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CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
January 18, 2024		Request to utilize Opioid Settlement Funds for MAT medications and treatment for adults in custody at the Curry County Jail	
Time Needed:			
.....			
Financial Impact:		Description and Background:	
\$30,000.00		<p>On 1-4-2024, LPSCC approved the proposal to utilize Opioid Settlement funds to assist in the funding of medications associated with opioid treatment for adults in custody at the Curry County Jail.</p> <p>We are looking to add sublocade to the medication treatment options. Sublocade is a once per month injectable extended buprenorphine. This medication has half life of approximately 45 days, which will allow those released an opportunity to find a treatment provider in the community before it wears off.</p> <p>We would also use these funds to help support reach in services for opioid use disorders.</p> <p>We are asking for \$30,000.00 for the FY 23-24 in order to pay for medications, training and implementation of treatment for opioid use disorders.</p>	
Category:			
<input checked="" type="checkbox"/>	Action/Discussion		
<input type="checkbox"/>	Consent		
<input type="checkbox"/>	Executive Session		
<input type="checkbox"/>	Hire Order		
<input type="checkbox"/>	Presentation		
Requested Motion:			
Approve the purchase of the MailSecur Scanner using Opioid Settlement Funds.			
Attachments:		Instructions Once Approved:	
1. Procurement Review Form		
2.	
3.	
4.	
5.			
Contact Person – Name and Department:			Date Submitted:
Lt. Jeremy Krohn, Curry County Sheriff's Office			1/10/2024

PROCUREMENT REVIEW

Required for approval of all purchases or contracts for services.

SUBMITTER: Jeremy Krohn

DEPARTMENT: Sheriff's Office

BOARD APPROVAL REQUIRED? ☒ Yes ☐ No DATE OF BOARD APPROVAL: 1/18/2024

Any BUDGETED purchases or contracts under \$10,000.00 do NOT require Board approval.

DOLLAR AMOUNT OF PROCUREMENT: \$ up to 30,000 FY 23-24

CATEGORY:

☒ Good / Service ☐ Personal Service * ☐ Public Improvement ☐ Other: _____

**Please provide certificate of liability insurance or written verification that insurance will be obtained.*

DESCRIPTION:

Medication, training and implementation of Medical Assisted Treatment program

FREQUENCY OF PAYMENT: ☐ One-Time ☐ Annual ☐ Monthly ☒ Other – describe: As prescribed purchase

IS THIS A BUDGETED PURCHASE OR CONTRACT? ☐ Yes ☒ No

Unless Exempted by Section 6.11, all UNBUDGETED purchases or contracts MUST be approved by the Board.

PAYMENT TO BE DEBITED FROM GL ACCOUNT # : To be determined

MANNER OF PROCUREMENT:

For all except Exempt procurements, documentation demonstrating the manner of procurement must be attached.

- ☐ Competitive Sealed Proposals
- ☐ Competitive Sealed Bidding
- ☐ Quotes (*Purchases up to \$150,000.00*)
- ☐ Emergency Contract
- ☐ Sole Source (*determination **MUST** be made based on written findings*)
- ☒ Procurement Exempt under Contract Review Rules – specify:
☐ 6.1 ☐ 6.2 ☐ 6.3 ☐ 6.4 ☐ 6.5 ☐ 6.6 ☐ 6.7 ☐ 6.8 ☒ 6.9 ☐ 6.10 ☐ 6.11

IS FEDERAL FUNDING INVOLVED? ☐ Yes ☐ No

*If yes, requirements of Contract Review Rules Section 5.3.1 **MUST** be completed **PRIOR** to procurement review.*

IS GRANT FUNDING INVOLVED? ☐ Yes ☒ No

If yes, the Grant Agreement or other documentation regarding use of funds must be attached.

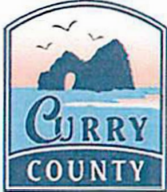
IS SIGNATURE AUTHORITY REQUESTED? ☐ Yes ☒ No

If yes, name of authorized signer: _____

If no signature authority is requested, the Director of County Operations is the authorized signer.

**ATTACH THIS FORM TO THE AGENDA ROUTING SLIP FOR ALL CONTRACTS OR PURCHASES
REQUIRING BOARD APPROVAL**

**ATTACH A COPY OF THIS FORM TO THE CLAIM FORM FOR ALL INITIAL PAYMENTS EVEN IF
BOARD APPROVAL WAS NOT REQUIRED**



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
1/18/24	Request to utilize Opioid Settlement Funds to provide wellness and support services for Deputy's experiencing trauma associated with Opioid related emergencies.	
Time Needed:		
10 minutes		
Financial Impact:	Description and Background:	
\$40,000	<p>Brief summary of the current item, as well as any background or past actions related to the item.</p> <p>The Curry County Sheriff's Office would like to utilize \$40,000 of opioid settlement funds in order to design and implement a wellness program for Sheriff's Office employees who may experience trauma associated with Opioid related emergencies. Sheriff's Deputy's have used the current Employee Assistance Program provided by the county, and have had poor experiences with it.</p> <p>These funds would used to design and implement;</p> <p>1) Culturally competent EAP 2) Peer-Support Team & Training 3) Chaplaincy Programs & Training 4) Other agency approved wellness activities and programs</p>	
Category:		
<input checked="" type="checkbox"/> Action/Discussion		
<input type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
To approve the use of \$40,000 of opioid settlement funds to design and implement an employee wellness program at the Curry County Sheriff's Office.		
Attachments:	Instructions Once Approved:	
1. 1st Watch Wellness Calculator 2. 1st Watch Wellness information 3. Procurement review Form 4. 5.		
Contact Person – Name and Department:		Date Submitted:
Lt. Jeremy Krohn, Curry County Sheriff's Office		1/8/24

1st Watch Cost Calculator (Oregon) and Assumptions

Department Assumptions

For purposes of this initial cost assumption no non-sworn included.

Cost per Session	\$189		\$189								
	Individuals Served			Annual Wellness Checkups		First Watch Follow-Up Sessions					
Curry County Sheriff's Office	Dependents	%	Count	Available	Cost	Available	Utilization	Average # Utilized	Total Visits	Cost	
Sworn Officers (SO)			53	1	\$10,017	8	17.0%	4	36	\$6,812	\$189
SO Significant Others		70%	37	0	\$0	8	8.0%	2	6	\$1,122	
SO Dependents	1.5	70%	56	0	\$0	8	6.0%	3	10	\$1,893	
Sworn Sub-Total			146		\$10,017				52	\$9,827	
Non Sworn Officers			2	1	\$378	6	15.0%	6	2	\$340	
Non-Sworn Significant Others		70%	1	0	\$0	6	8.0%	4	0	\$85	
Non-Sworn Dependents	1.5	60%	2	0	\$0	6	6.0%	3		\$61	
Non-Sworn Sub-Total			5		\$378				2	\$486	
Other (Civilian)			0	0	\$0	6	15.0%	3	0	\$0	
Other Significant Others		70%	0	0	\$0	6	8.0%	2	0	\$0	
Other Dependents	1.5	60%	0	0	\$0	6	6.0%	2	0	\$0	
Other Sub-Total			0		\$0				0	\$0	
			<u>Total Wellness Checks</u>		<u>Total Cost Wellness Checks</u>				<u>Estimated Follow-up Visits</u>	<u>Estimated Cost for Follow-up Visits</u>	
			55		\$10,395				54	\$10,313	
GRAND TOTALS											
			<u>Total Visits</u>		<u>Total Cost</u>						
			109		\$20,708						
			120	1,075	148,500						
			80	1,328	160,644						

INSTRUCTIONS

- YELLOW CELLS indicates ASSUMPTIONS (only change Yellow Cells)
Change the assumptions to see how it affects the overall cost of the program
- COUNT is the number of individuals in any category
- % (Column C): Is the percentage assumption for that line item. Example: 70% on the Sworn Significant Others row (cell C7) would be the % of Officers with a Significant Other that would be covered by the program.
- KIDS (Column B): For individuals in that category who have children, what is the assumption on the average number of children they have.
The % of Dependents cells (cells C8, C12 & C18) is the assumption of the Individuals covered, what percentage of them have dependents.
- AVAILABLE (Column E&G): Indicates how many total visits are available.
Column E, Available Wellness Visits: Put 1 in this cell if the Annual Wellness visit will be offered.
Column G, Available Follow-up Visits: Add the total number of follow-up visits will be available to an individual in that category each year.
- UTILIZATION (Column H): Is the assumption of what percentage of individuals will utilize the Follow-up Visits
- AVERAGE # UTILIZED (Column I): Of those individuals that utilize the Follow-up Visits, what is the average number of visits they will use.

No. Fire:	Sworn:	0	Civilian:	0	TBD CALL
No. Police:	Sworn:	53	Civilian:	0	TBD CALL
Totals:	Sworn:	53	Civilian:	2	TBD CALL

Sworn And Civilian Combined 55 TBD CALL

Wellness Program for the First Responder Community



877-225-5443

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About Us | Benefits of 1st Watch Wellness | Contact Us

A hostile political environment coupled with a reduction in departmental resources has lowered morale and increased mental health concerns amongst the rank and file.

The nature and pressures of the job manifest themselves in poor performance, shorter careers, unstable home environments, and employees suffering from PTSD and other forms of trauma and mental health issues. As a result, departments and agencies face acute retention and recruiting challenges that negatively impact budgets and hinder their ability to execute their duties.

The 1st Watch Wellness program was developed to address these concerns. 1st Watch works directly with departments to schedule regular wellness checkups for all employees and provide follow-up sessions to employees and family members as needed. All 1st Watch clinicians are culturally competent and know, understand, and respect the job.

1st Watch Features:

- Encrypted telehealth platform that maximizes privacy
- Remote access that makes connecting convenient, easy, and efficient
- Employer-employee separation that ensures privacy, engenders trust, and promotes participation
- Coded (anonymous) billing that protects participant identity
- Licensed, culturally competent clinicians who know and understand the job
- Regular wellness checkups for all employees
- Follow-up sessions as-needed for employees and family members
- Wellness and resiliency training for employees and family members



1st Watch Benefits



Improves department morale



Improves employee retention



Improves employee productivity



Improves family health and morale



Regular wellness checkups are a preventative measure that benefit employer and employee



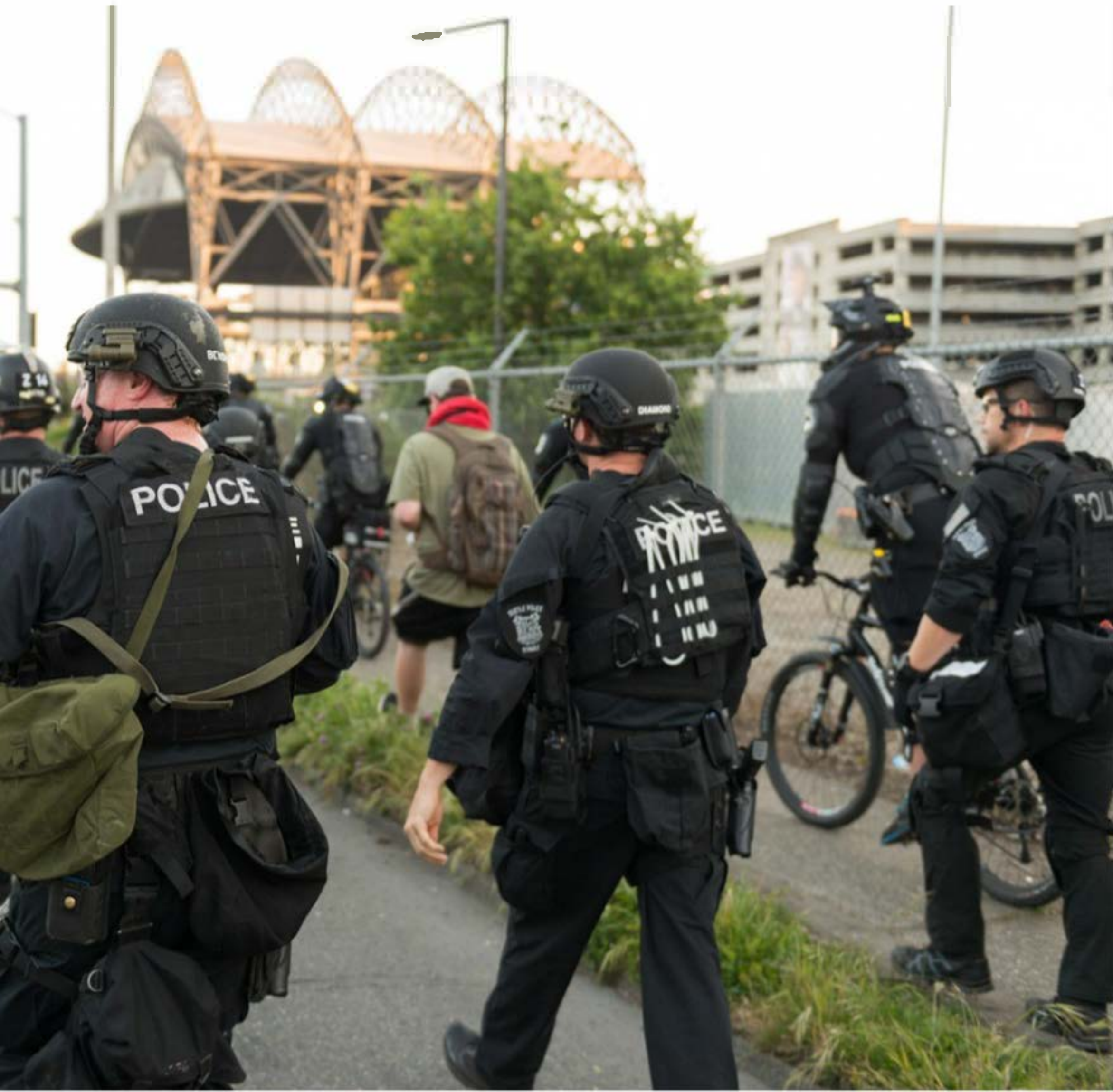
Can reduce “use of force complaints” and other negative employee actions



Can mitigate damage and limit liability for departments, agencies, and municipalities



Cost of the program is a fraction of the cost of replacing one employee



Contact Information

Please call us at 877) 225-5443 or use the contact form below to learn more about this program.

Name *

Phone *

Email *

How Can We Help

What color is the sky? *

CAPTCHA

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Sitemap

About Us
Benefits
Contact Us



877) 225-5443

Contact Us

1st Watch Wellness
13867 S Bangerter Pkwy #201
Draper, UT, 84020

PROCUREMENT REVIEW

Required for approval of all purchases or contracts for services.

SUBMITTER: Jeremy Krohn

DEPARTMENT: Sheriff's Office

BOARD APPROVAL REQUIRED? ☒ Yes ☐ No DATE OF BOARD APPROVAL: 1/18/2024

Any BUDGETED purchases or contracts under \$10,000.00 do NOT require Board approval.

DOLLAR AMOUNT OF PROCUREMENT: \$ 21,000 estimated

CATEGORY:

☒ Good / Service ☐ Personal Service * ☐ Public Improvement ☒ Other: _____

**Please provide certificate of liability insurance or written verification that insurance will be obtained.*

DESCRIPTION:

1st Watch Wellness Program - Estimated cost is \$20,709, this is an as used service.

FREQUENCY OF PAYMENT: ☐ One-Time ☐ Annual ☐ Monthly ☐ Other – describe: 1st watch well less annual

IS THIS A BUDGETED PURCHASE OR CONTRACT? ☐ Yes ☒ No

Unless Exempted by Section 6.11, all UNBUDGETED purchases or contracts MUST be approved by the Board.

PAYMENT TO BE DEBITED FROM GLACCOUNT #: To be determined

MANNER OF PROCUREMENT:

For all except Exempt procurements, documentation demonstrating the manner of procurement must be attached.

- ☐ Competitive Sealed Proposals
- ☐ Competitive Sealed Bidding
- ☐ Quotes (Purchases up to \$150,000.00)
- ☐ Emergency Contract
- ☐ Sole Source (determination **MUST** be made based on written findings)
- ☒ Procurement Exempt under Contract Review Rules – specify:
☐ 6.1 ☐ 6.2 ☐ 6.3 ☐ 6.4 ☐ 6.5 ☐ 6.6 ☐ 6.7 ☐ 6.8 ☐ 6.9 ☒ 6.11

IS FEDERAL FUNDING INVOLVED? ☐ Yes ☐ No

If yes, requirements of Contract Review Rules Section 5.3.1 MUST be completed PRIOR to procurement review.

IS GRANT FUNDING INVOLVED? ☐ Yes ☒ No

If yes, the Grant Agreement or other documentation regarding use of funds must be attached.

IS SIGNATURE AUTHORITY REQUESTED? ☐ Yes ☒ No

If yes, name of authorized signer: _____

If no signature authority is requested, the Director of County Operations is the authorized signer.

**ATTACH THIS FORM TO THE AGENDA ROUTING SLIP FOR ALL CONTRACTS OR PURCHASES
REQUIRING BOARD APPROVAL**

**ATTACH A COPY OF THIS FORM TO THE CLAIM FORM FOR ALL INITIAL PAYMENTS EVEN IF
BOARD APPROVAL WAS NOT REQUIRED**



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
January 18, 2024		Fair Board Appointments	
Time Needed:			
Financial Impact:		Description and Background:	
		Currently there are three open positions on the Fair Board. Position #1 will	
Category:		have a term set to expire on December 31, 2026. Position #4 will have a	
<input checked="" type="checkbox"/> Action/Discussion		term set to expire December 31, 2024. Position #6 will have a term set to	
<input type="checkbox"/> Consent		expire December 31, 2025. All applications are attached or the Board to	
<input type="checkbox"/> Executive Session		review.	
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
Requested Motion:			
Appoint (insert name) to Position #1 of the Fair Board with a term to expire December 31, 2026. Appoint (insert name) to Position #4 to the Fair Board with a term to expire on December 31, 2024. Appoint (insert name) to Position #6 to the Fair Board with a term to expire on December 31, 2025.			
Attachments:		Instructions Once Approved:	
1. Order			
2. Fair Board Applications			
3.			
4.			
Contact Person – Name and Department:		Date Submitted:	
Natasha Tippetts – BOC Assistant		1/5/2024	

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

In the Matter of an Order Appointing)
Three Members to the Fair Board) **ORDER NO. _____**
)

WHEREAS, Position #1, Position #4 and Position #6 of the Fair Board have all been left vacant due to resignation; and

WHEREAS, ten applications were received – Monday Addams, Ron Crook, William Dooley, Ezekiel Harms, Lucia La Bonte, Linda Marshall, Kira Morris, Samantha Roberts, Ida Swank, Barbara Tedsen; and

WHEREAS, all applicants have been reviewed diligently by the Board.

NOW, THEREFORE, IT IS HEREBY ORDERED that the following individuals be appointed to the Fair Board with the corresponding expiration term date.

Position #1 - _____ with a term to expire on December 31, 2026.

Position #4 - _____ with a term to expire on December 31, 2024.

Position #6 - _____ with a term to expire on December 31, 2025.

DATED this 18th day of January, 2024. **BOARD OF CURRY COUNTY COMMISSIONERS**

Brad Alcorn, Chair

Approved as to Form:

John Herzog, Vice Chair

Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel

Jay Trost, Commissioner



Application: Volunteer Boards, Commissions, Councils,
Committees or Task Forces Board of Curry County Commissioners

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC_Office@co.curry.or.us

RECEIVED

JAN 08 2024

BY: M

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

Please print or type clearly

Name: Monday Adhama

Date: 12-8 24

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

<input type="checkbox"/>	Ambulance Service Area Advisory Committee
<input type="checkbox"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input checked="" type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
--------------------------	-----	--------------------------	----	-------------------------------------

Date Received:

If yes, list which committee(s):

What experience, training, or qualifications do you have for this Board, Commission, Council, Committee, or Task Force?

My university education is in Public Health Nursing.
We attended a lot of meetings

What community topics concern you that relate to this Board, Commission, Council, Committee, or Task Force?

I am interested in participating in the
social life of my community

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

None. You have not appointed me to anything.



Application: Volunteer Boards, Commissions, Councils,
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Email: BOC_Office@co.curry.or.us

Other Volunteer activities: I help clean & tidy the Catholic Church
I help do the paperwork and serve at the 3rd St food Bank

Circle one:

Does your schedule allow you to attend daytime meetings?

☒ Yes

No

Does your schedule allow you to attend evening meetings?

☒ Yes

No

Does your schedule limit the days you could attend meetings?

Yes

☒ No

If yes, please explain:

Signature: M. J. Adams

Date: 12/8/24

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

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your Mailing Address: _____

Best Phone Number to Call: _____

Email Address: _____

Thank you for your application. Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us

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DEC 20 2023

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

BY: Ut

Please print or type clearly

Name:

Ron Crook

Date:

Dec. 28, 2023

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

<input type="checkbox"/>	Ambulance Service Area Advisory Committee
<input type="checkbox"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input checked="" type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

Yes

No



Date Received:

If yes, list which committee(s):

What experience, training, or qualifications do you have for this Board, Commission, Council, Committee, or Task Force?

Curry County Fair Manager 35 years, Coos County Fair Manager 10 years
Oregon Fairs Ass. 12 years

What community topics concern you that relate to this Board, Commission, Council, Committee, or Task Force?

Public Communications, Master Plan, Event center
Budget

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

Budget development, chaired numerous committees



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Email: BOC_Office@co.curry.or.us

Other Volunteer activities: Pistol River Friendship Board

Pistol River Cemetery Board Curry Fair Friends

Circle one:

Does your schedule allow you to attend daytime meetings?

☒ Yes

☐ No

Does your schedule allow you to attend evening meetings?

☒ Yes

☐ No

Does your schedule limit the days you could attend meetings?

☐ Yes

☒ No

If yes, please explain:

Signature:

Ron Cook

Date: Dec 28, 2023

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

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your Mailing Address:

[Redacted]

Best Phone Number to Call:

[Redacted]

Email Address:

[Redacted]

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RECEIVED

DEC 27 2023

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

Please print or type clearly

Name: William L. Dooley

Date: December 20 2023

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

<input type="checkbox"/>	Ambulance Service Area Advisory Committee
<input type="checkbox"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input checked="" type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

☐ Yes ☐ No ☒

Date Received:

If yes, list which committee(s):

Fair Board

What experience, training, or qualifications do you, have for this Board, Commission, Council, Committee, or Task Force?

I previously served on this board.

What community topics concern you that relate to this Board, Commission, Council, Committee, or Task Force?

A full board is needed to guide this important property of Curry County

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

I was for a period of time the head of the board.



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Other Volunteer activities: American legion

American legion

Does your schedule allow you to attend daytime meetings? ☒ Yes ☐ No
Does your schedule allow you to attend evening meetings? ☒ Yes ☐ No
Does your schedule limit the days you could attend meetings? ☒ Yes ☐ No
If yes, please explain: I am retired after developing Curry Public Trnsit

Signature: William L. Dooley

Date: 12/20/2023

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

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your Mailing Address: [REDACTED]
Best Phone Number to Call: [REDACTED]
Email Address: [REDACTED]

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RECEIVED

Please complete both pages of this form. Information submitted as part of this application is available and shall be considered public information as it pertains to Oregon Public Records. JAN 04 2024

Please print or type clearly

BY: EH

Name: Ezekiel Harms

Date: 01/04/24

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

<input type="checkbox"/>	Ambulance Service Area Advisory Committee
<input type="checkbox"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input checked="" type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	X
--------------------------	-----	--------------------------	----	-------------------------------------	---

Date Received:

If yes, list which committee(s):

What experience, training, or qualifications do you have for this Board, Commission, Council, Committee, or Task Force?

I have lived in Curry county for 44 years. the last 20 years I have managed a family farm in Brookings.

What community topics concern you that relate to this Board, Commission, Council, Committee, or Task Force?

I believe the fairgrounds to be a community resource that should be run for the interest of the entire community.

I hope to help the fairgrounds improve so that they are of better use to the community.

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

I have been a board member of Del-Cur supply (3 - 3 year terms) and a board member for the Easter Lily Research Foundation(board member for 20 years). While on both boards i have served in various roles; President, Vice-president, secretary, treasurer, director.



Application: Volunteer Boards, Commissions, Councils,
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Email: BOC_Office@co.curry.or.us

Other Volunteer activities:

Does your schedule allow you to attend daytime meetings?

Circle one:

☒ Yes

☐ No

Does your schedule allow you to attend evening meetings?

☒ Yes

☐ No

Does your schedule limit the days you could attend meetings?

☐ Yes

☒ No

If yes, please explain:

Signature:

Date: 01/04/24

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

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your Mailing Address:

[REDACTED]

Best Phone Number to Call:

[REDACTED]

Email Address:

[REDACTED]

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DEC 21 2023

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

Please print or type clearly

Name: Lucie La Bonte

Date: 12/20/23

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

<input type="checkbox"/>	Ambulance Service Area Advisory Committee
<input type="checkbox"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input checked="" type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	X
--------------------------	-----	--------------------------	----	-------------------------------------	---

Date Received:

If yes, list which committee(s):

What experience, training, or qualifications do you have for this Board, Commission, Council, Committee, or Task Force?

Former Fair Board Member, Former Curry County Commissioner, Curry County Budget Committee, Interim Port of Gold Beach Manager

Master Plan development, management of projects and procurement of grants. Marketing and Communication - Port of Brookings Harbor, Artist

What community topics concern you that relate to this Board, Commission, Council, Committee, or Task Force?

Having the best small County Fair in Oregon. Development of the Fairgrounds/Event Center for the benefit of the public and the Fair.

Good fiscal management and use of public funds, public participation.

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

Participated in development of fairs, fair handbooks, Event Center Master Plan, running meetings,

working with Fair Manager on budgets, entertainment, events, participating in OFA meetings



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Member of Curry Arts, Curry Anadromous Fish, South Coast Fishermen, League of Women Voters

Other Volunteer activities:

Member of Curry Arts, Curry Anadromous Fish, South Coast Fishermen, League of Women Voters

Does your schedule allow you to attend daytime meetings? **Circle one:**
Yes No
Does your schedule allow you to attend evening meetings?
Yes No
Does your schedule limit the days you could attend meetings?
Yes No
I would rather not drive at night in winter months but will if I have to.

If yes, please explain:

Signature:

12/20/23

Date:

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Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your Mailing Address

[Redacted]

Best Phone Number to Call:

[Redacted]

Email Address

[Redacted]

Thank you for your application. Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us

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RECEIVED

JAN 04 2024

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

BY: NT

Please print or type clearly

Name: Linda M. Marshall

Date: 1-4-2024

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

<input type="checkbox"/>	Ambulance Service Area Advisory Committee
<input type="checkbox"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input checked="" type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

☐ Yes ☐ No ☒

Date Received:

If yes, list which committee(s):

What experience, training, or qualifications do you, have for this Board, Commission, Council, Committee, or Task Force?

Worked at the biggest fair in Washington State for years!
Puallup Fair. Have worked with public for 46 yrs. I am an organizer and artist/
Business Owner/Operator here at Salon La Vie. Licensed for 46 yrs.
What community topics concern you that relate to this Board, Commission, Council, Committee, or Task Force?

All! Making the Fair Great for our community! Helping this committee
wherever needed.

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

Puallup Fair, WA. State. 1975-85. All positions. Grandstands Games Food,
4-H, have entered that fair and our fair here. Work well with Others
and I will commit to this position.



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Email: BOC_Office@co.curry.or.us

Other Volunteer activities: none here at this time. but have volunteered
at several committees throughout my life.

Does your schedule allow you to attend daytime meetings?

☒ Yes

No

Does your schedule allow you to attend evening meetings?

☒ Yes

No

Does your schedule limit the days you could attend meetings?

Yes

☒ No

If yes, please explain:

Signature: Linda M. Marshall

Date: 1-4-2024

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

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Your Mailing Address:

Best Phone Number to Call:

Email Address:

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RECEIVED

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

JAN 03 2024

BY: NK

Please print or type clearly

Name: Kira Morris

Date: 1/3/24

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

<input type="checkbox"/>	Ambulance Service Area Advisory Committee
<input type="checkbox"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input checked="" type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	X
--------------------------	-----	--------------------------	----	-------------------------------------	---

Date Received:

If yes, list which committee(s):

What experience, training, or qualifications do you, have for this Board, Commission, Council, Committee, or Task Force?

I was a 4-H member from middle school through highschool, participating in numerous livestock and horse classes.

Aside from being extremely passionate about our fairgrounds, I also have a bachelors degree in Human Resources with a concentration in business management, which I believe will be beneficial to understanding business agendas.

What community topics concern you that relate to this Board, Commission, Council, Committee, or Task Force?

Funding for the arena, destruction of the horse barn, and creating an overall safe environment to support activities at the fairgrounds.

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

I do not have experience serving on a board, aside from 4-H meetings.



Application: Volunteer Boards, Commissions, Councils,
Committees or Task Forces Board of Curry County Commissioners

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC_Office@co.curry.or.us

Other Volunteer activities:

Circle one:

Does your schedule allow you to attend daytime meetings?

Yes

No

Does your schedule allow you to attend evening meetings?

Yes

No

Does your schedule limit the days you could attend meetings?

Yes

No

If yes, please explain: I can only attend daytime meetings on Fridays or weekends. I can attend evening meetings.

Signature:

Kira Morris

Date : 1/3/24

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

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your Mailing Address:

[REDACTED]

Best Phone Number to Call:

[REDACTED]

Email Address:

[REDACTED]

Thank you for your application. Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us

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



Application: Volunteer Boards, Commissions, Councils,
Committees or Task Forces Board of Curry County Commissioners

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC_Office@co.curry.or.us

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

Please print or type clearly

Name: Samantha Roberts

Date: 01/05/2024

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

<input type="checkbox"/>	Ambulance Service Area Advisory Committee
<input type="checkbox"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input checked="" type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	X
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Date Received:

If yes, list which committee(s):
N/A

What experience, training, or qualifications do you, have for this Board, Commission, Council, Committee, or Task Force?

* Nineteen years as a bookkeeper for personal, non-profits, and small businesses.

* Eleven years as a small business owner (bookkeeping, commercial fishing, and construction).

* Previously served as an Executive Director for a non-profit that was funded by private and government grants.

What community topics concern you that relate to this Board, Commission, Council, Committee, or Task Force?

* The use of the fairgrounds to benefit the entire community.

* The decline of the fair and 4-H activities.

* The lack of places within the community the youth are able to utilize.

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

* Six years on the Wild Rivers Soccer Club board as a Member-At-Large and then Secretary.

* Three terms (and still serving) on the Brookings Homeschool Cooperative Board as Treasurer.

* My previous experience as an Executive Director gave me training in grant writing and managing of funds received.
I am also well-versed in working with boards as I was employed by one during this time.

* My bookkeeping experience has helped me to be well-versed in budgeting and allocating funds.



Application: Volunteer Boards, Commissions, Councils,
Committees or Task Forces Board of Curry County Commissioners

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC_Office@co.curry.or.us

Other Volunteer activities: *Sponsor and coach youth league teams. *Teach and assist at the homeschool cooperative.

* My husband and mine's company has done the grading before the fair for the fairgrounds pole barn for two years now.

Does your schedule allow you to attend daytime meetings?

Circle one:

Yes

No

Does your schedule allow you to attend evening meetings?

Yes

No

Does your schedule limit the days you could attend meetings?

Yes

No

If yes, please explain: If it is a daytime meeting that is unscheduled, I need advanced notice so I can make arrangements for my children.

Signature:

S Roberts

Date :

01/05/2024

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

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your Mailing Address:

[Redacted]

Best Phone Number to Call:

[Redacted]

Email Address:

[Redacted]

Thank you for your application. Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us

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



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

Board of Curry County Commissioners

94235 Moore Street, Suite 122

Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718 Email: BOC_Office@co.curry.or.us

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

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

Please print or type clearly

Name: Ida Swank

Date: 9/6/23

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

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

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

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

Safety Committee

What experience, training or qualifications do you have for this particular Board, Commission, Council, Committee or Task Force? Asst. Office Manager for Butler Amusements. I was able to gain a unique perspective into the stark differences

in the way that different fairs operated. I witnessed once great fairs decline which others adapted and thrived. The

differences were attributed directly to the philosophy and creativity of the Management. I feel I could be a good asset.

What community topics concern you that relate to this Board, Commission, Council, Committee or Task Force? _____

Under right leadership, by growing attendance, not only do Fair revenues improve, but so do County revenues.

Describe your previous experience in this appointed position or a similar position: Networking resources exist to

aid fairs and we need to be a part of those networks. My experience in the Amusement Business working with both Carnivals and Fair Boards for over 15 years.

Other volunteer activities:

Does your schedule allow you to attend daytime meetings?

☒ Yes ☐ No

Does your schedule allow you to attend evening meetings?

☒ Yes ☐ No

Does your schedule limit the days you could attend meetings?

☐ Yes ☒ No

If Yes, please explain

Have you ever been convicted of a crime?

☐ Yes ☒ No

If Yes, please explain

Blank

9/6/23

Signature

Date

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

Thank you for your application.

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

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your mailing address:

Best phone number to call you:

E-Mail address:



**Application: Volunteer Boards, Commissions, Councils,
Committees or Task Forces Board of Curry County Commissioners**

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC_Office@co.curry.or.us

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

Please print or type clearly

Name: Barbara Tedsen

Date: 1/4/2024

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

<input type="checkbox"/>	Ambulance Service Area Advisory Committee
<input type="checkbox"/>	Board of Property Tax Appeals
<input type="checkbox"/>	Budget Committee
<input type="checkbox"/>	Planning Commission
<input type="checkbox"/>	Solid Waste Advisory Committee
<input type="checkbox"/>	Compensation Board
<input type="checkbox"/>	Coos Curry Housing Authority
<input checked="" type="checkbox"/>	Fair Board
<input type="checkbox"/>	Local Public Safety Coordinating Council
<input type="checkbox"/>	CCD Business Development Corporation
<input type="checkbox"/>	Suicide Awareness and Prevention Council
<input type="checkbox"/>	Destination Leadership Team - Travel Curry Coast

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

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	X
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Date Received:

If yes, list which committee(s):

What experience, training, or qualifications do you, have for this Board, Commission, Council, Committee, or Task Force?

I am organized, forward-thinking, and creative. I have worked as a supervisor which gives me experience for supervising volunteers.

I am ready to be hands-on and I believe this will be beneficial to the board. Additionally, I have excellent customer service skills.

What community topics concern you that relate to this Board, Commission, Council, Committee, or Task Force?

The happenings with the Curry County fair grounds is my current concern. The use of the fair grounds for equine 4-H groups and different activities that can be held at the fair grounds to generate additional income is also something I think should be addressed.

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

Although I have never been on a board, I was active in 4-H growing up, which gives me knowledge on what the fair grounds have been used for in the past.

I have experience working with groups of people who have opposing opinions. I've participated in fundraising and attaining sponsorships.



**Application: Volunteer Boards, Commissions, Councils,
Committees or Task Forces Board of Curry County Commissioners**

94235 Moore Street, Suite 122 Gold Beach, OR 97444

Phone: 541-247-3296 Fax: 541-247-2718

Email: BOC_Office@co.curry.or.us

Other Volunteer activities:

I have volunteered at South Coast Humane Society, events during my time in 4-H, and events for Boy Scouts.

Does your schedule allow you to attend daytime meetings?

Circle one:

Yes

☒ No

Does your schedule allow you to attend evening meetings?

☒ Yes

No

Does your schedule limit the days you could attend meetings?

☒ Yes

No

If yes, please explain: I work at Pelican Bay State Prison, Monday-Friday, 8-4. If there is a meeting or an event I need to be present for, prior arrangements can be made.

Signature:

Date :

1/4/2024

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

Per ORS 192.502(3), the following can only be disclosed to the public following a public record request that shows clear and convincing evidence that the public interest requires disclosure.

Your Mailing Address:

[REDACTED]

Best Phone Number to

[REDACTED]

Email Address:

[REDACTED]

Thank you for your application. Please return your completed application to the Curry County Commissioners' Office at the address or email listed on page one of this form or you may submit your application on the county's website at www.co.curry.or.us

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



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
1/18/24	Contract to Provide IT Services to Gold Beach Police Department	
Time Needed:		
5 minutes		
Financial Impact:	Description and Background:	
Increased revenue	<p>A few months ago, the County began discussions with the City of Gold Beach regarding their upcoming need for IT Services due to their current provider canceling the contract for services. The proposed Information Technology Services Agreement would allow the County IT Department to provide IT services to the City of Gold Beach, limited specifically to the Police Department IT infrastructure.</p> <p>The rate for services performed by the County IT Director is \$225.00/hr, and for any other IT employees, \$100.00/hr.</p>	
Category:		
<input checked="" type="checkbox"/> Action/Discussion		
<input type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
Approve the proposed Agreement for IT services for the Police Department between the County and City of Gold Beach, with signature authority for this Agreement assigned to Philip Dickson, IT Director. This approval shall be subject to Counsel review.		
Attachments:	Instructions Once Approved:	
1. Draft Contract	<p>Obtain signatures from GBPD & County</p> <p>File with Clerk</p> <p>Copy to GB City Administrator, copy to IT Director</p>	
2.		
3.		
4.		
5.		
Contact Person – Name and Department:		Date Submitted:
Ted Fitzgerald		1/10/24

INFORMATION TECHNOLOGY SERVICES AGREEMENT

This Information Technology Services Agreement (hereinafter referred to as “Agreement”) is made by and between the City of Gold Beach, on behalf of its Police Department (“Client”) and Curry County, a political subdivision of the State of Oregon (“Consultant”), on this, the 18th day of January, 2024 (“Effective Date”).

The parties agree as follows:

1. Purpose

This Agreement sets forth in writing the agreement of the County to perform Information Technology (“IT”) services for the Client, exclusively as to the IT infrastructure of the Gold Beach Police Department, and as more specifically described in Exhibit A (“Scope of Services”) attached hereto and incorporated herein by reference.

2. Services

County, by and through its assigned personnel, shall perform IT services for Client as set forth in the Scope of Services, and in conformance with generally accepted professional standards for IT services. County services performed shall be limited specifically to the Police Department IT infrastructure. Client relies upon the professional skills of County to perform the Services in a skillful and professional manner. County agrees that the Services performed under this Agreement shall adhere to practices usual and customary to the Information Technology profession. All references to County herein shall include personnel authorized by the County performing services under this Agreement at its discretion.

2.1 Services Outside Scope

County shall retain the right to determine, in County’s sole discretion, whether any services requested by Client are outside the Scope of Services or are otherwise outside of County’s areas of expertise. Under such circumstances, County shall notify Client within a reasonable time in consideration of the circumstances, and Client shall then be responsible for obtaining the services of a qualified third-party contractor at Client’s sole cost to perform the subject IT services.

2.2 Third-Party Contractors

Client shall not retain any third-party contractor to perform any services unless County notifies Client that County is unable to perform the services in accordance with Section 2.2.

2.3 Availability to Perform Services

Consultant will provide the Scope of Services set forth herein insofar as it has the resources available to provide them in consideration of Consultant’s own information technology needs. It is expressly understood that needs of the

Consultant will take precedence over needs of the Client as pertain to information technology services.

2.4 Services Required as a Result of County Action

Any information technology services required to be performed for Client solely as a result of any reconfiguration, update, upgrade or any other action taken by the County specifically as to Justice Systems shall be completed by Consultant without any additional charge to Client.

3. Standard of Performance

County shall assign County personnel who possess the professional skills necessary to perform the Services described in this Agreement.

3.1 Manner of Execution

County, in the performance of its obligations under this Agreement, is subject to the direction of Client as to the designation of tasks to be performed and the results to be accomplished, and not the means, methods, or sequence used by County for accomplishing the results, unless otherwise specified in the Scope of Services.

4. Term and Termination

4.1 Term of Agreement

This Agreement shall be effective on the Effective Date, and shall continue for a period of one (1) year.

4.1.1 Extension

The parties may amend the term of this Agreement upon mutual written agreement, for a period not to exceed three (3) years.

4.1.2 Renegotiation

The parties may renegotiate the terms of this Agreement at any time, and may amend any provision thereof accordingly upon mutual written agreement.

4.2 Termination

This Agreement may be terminated as follows:

- (a) Upon sixty (60) days written notice by either party.
- (b) Upon ten (10) days written notice in the case of either party failing to perform the material obligations set forth herein.
- (c) Immediately upon the mutual written agreement of both parties.

5. Representatives and Notices

The Authorized Representatives for this Agreement are as follows:

County:

Philip Dickson
IT Director
94235 Moore Street, Suite 111
Gold Beach, OR 97444
DicksonP@co.curry.or.us

City:

Anthony Pagano
City Administrator
29592 Ellensburg Ave
Gold Beach, OR 97444
apagano@goldbeachorgon.gov

All notices pertaining to this Agreement shall be delivered, by US Mail, physical delivery, email or a combination of those methods to the Authorized Representatives.

6. Payment

Payment shall be made by Client to Consultant within thirty (30) days of an itemized invoice provided by Consultant. Rates for services performed under this agreement shall be billed at the rate of \$225.00/hr for work performed by the IT Director, and \$100.00/hr for work performed by any other information technology staff employed or retained by the County.

6.1 Extraordinary Charges

At the sole discretion of the Consultant, any work performed for Client that has the potential to exceed a reasonable charge for the services performed, or if the cost for services performed exceeds the value of the infrastructure being serviced, Consultant will make its best efforts to notify Client prior to proceeding with those services.

7. Dispute Resolution

All claims or disputes between the parties to this Agreement arising out of or relating to this Agreement or the breach thereof shall first be assigned to the Appointed Representatives herein. If the Appointed Representatives cannot resolve the dispute, then the governing body of the parties shall meet to resolve the dispute. Any agreed-upon resolution of the matter shall be documented in writing, signed by both parties, and shall become a binding agreement for the resolution of the matter. If the parties are unable to resolve the dispute within thirty (30) days, the parties agree to first attempt to resolve the dispute by way of arbitration and mediation through a mutually agreed upon arbitrator or mediator before resorting to litigation.

8. Representations and Warranties

Each party hereby represents and warrants to each other that:

- (a) The appropriate individuals have authorized this Agreement.
- (b) The execution of this Agreement does not violate any legal requirements of either party.
- (c) The execution of this Agreement does not result in any violation of, or default under, or give to others a right of termination, cancellation or acceleration of any obligation under any agreement, note, bond, indenture, lease, or other contract applicable to such party.

9. Protected Information

County agrees to maintain in confidence and not disclose to any person or entity, without the prior written consent of Client, any Client information, confidential information, knowledge or data relating to the products, process, or operation of Client. County further agrees to maintain in confidence and not to disclose to any person or entity, any Client information, data, technology, or material developed or obtained by County during the term of this Agreement. The covenants contained in this Section shall survive the termination of this Agreement for whatever cause.

County acknowledges and agrees that, in the course of providing the Services, County may create, receive, or have access to protected information. County shall comply with the terms and conditions set forth in this Agreement in its creation, collection, receipt, transmission, storage, disposal, use, and disclosure of protected information and be responsible for any unauthorized creation, collection, receipt, transmission, access, storage, disposal, use, or disclosure of protected information under its control or in its possession by all authorized County personnel. Protected information is deemed to be the property of the Client and is not the property of County.

County agrees and covenants that it shall:

- (a) Keep and maintain all protected information in strict confidence, using such degree of care as is appropriate to avoid unauthorized access, use, or disclosure;
- (b) Not create, collect, receive, access, or use protected information in violation of law, including state, federal, and international law;
- (c) Use and disclose protected information solely and exclusively for the purposes for which the protected information, or access to it, is provided by the Client to County pursuant to the terms and conditions of this Agreement, and not use, sell, rent, transfer, distribute, or otherwise disclose or make available protected information for County's own purposes or for the benefit of anyone other than the Client; and
- (d) Not, directly or indirectly, disclose protected information to any person other than individuals designated by the County or Client to be authorized to receive such information.

County and County's employees, agents, and subcontractors perform services under this Agreement as an independent contractor, and not an employee of the Client.

10. Security Incident Response

Upon becoming aware of any unauthorized access to any Client Data stored on Consultant's equipment or in Consultant's facilities, or unauthorized access to any equipment or facilities reasonably expected to result in loss, disclosure, or alteration of Client Data (each a "Security Incident"), Consultant will:

- (a) Promptly notify Client of the Security Incident.

- (b) Investigate the Security Incident and provide Client with detailed information about the Security Incident.
- (c) Take reasonable steps to mitigate the effects and to minimize any damage resulting from the Security Incident.
- (d) Take prompt and appropriate corrective action aimed at preventing the reoccurrence of a similar Security Incident in the future.
- (e) Hold Client harmless from any costs associated with a data breach attributable to the actions or inactions of Consultant, which costs shall include, but not be limited to, the mailing of legally required notices, providing credit monitoring, and governmental/regulatory fines and penalties that may be due and owing. The foregoing costs shall be deemed direct damages, not consequential damages or otherwise.

11. Severability

If any provision of this Agreement is held by any court of competent jurisdiction to be invalid, such invalidity shall not affect any other provisions of this Agreement and the parties shall attempt to negotiate new provisions to restore this Agreement as nearly as possible to its original intent and effect.

12. Entire Agreement

This document contains the entire Agreement between the parties with respect to the services contemplated herein and supersedes all prior agreements and understandings, oral or written, between the parties with respect to the services performed hereunder.

13. No Waiver

Any waiver at any time by a party of its rights under this Agreement or with respect to any other matter arising in connection with this Agreement shall not be deemed a waiver with respect to any subsequent matter of a similar nature arising in connection therewith.

IN WITNESS WHEREOF, this Agreement between Curry County and the Gold Beach Police Department is executed and effective this 18th day of January, 2024.

CITY OF GOLD BEACH

CURRY COUNTY

Anthony Pagano, City Administrator

Philip Dickson, IT Director

Date: _____

Date: _____

EXHIBIT A
SCOPE OF SERVICES

Respond to Client requests for services in a timely manner; keep records of requests for services performed for, or requested by, Client.

Assist Client with technical issues and provide related support; provide after-hours on call services remotely or in person to the extent Consultant is available.

Maintain integrity, operations, and security of existing Client information technology systems; preserve data appropriately through routine data back-up functions.

Perform network and system upgrades as needed or as requested by Client; advise Client of needed or beneficial upgrades to network, system, and information technology processes.

Research and provide consultation on the selection of new technical equipment as requested by Client.



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:	Agenda Item Title:	
1/18/24	Approval of MOU with Coos-Curry Electric Cooperative - BRIC Grant for Battery and Microgrid Project Scoping	
Time Needed:		
5 minutes		
Financial Impact:	Description and Background:	
None	<p>Coos-Curry Electric Cooperative is applying for a Federal Emergency Management Agency's (FEMA) Building Resilient Infrastructure and Communities (BRIC) Grant in the amount of \$387,500. The intent of the grant is to study the effectiveness and feasibility of developing a battery and microgrid project to provide electric service during emergency periods. Coos-Curry Electric Co-Op will have to use the Curry County Emergency Management Department as a pass through entity to apply for the grant, thus making Curry County the Sub-Applicant. Coos-Curry Electric Co-Op has provided an MOU, whose purpose is to define the perspective roles and responsibilities of both Coos-Curry Electric Co-Op and Curry County for this grant. The total project cost is expected to be \$387,500. Coos-Curry Electric Cooperative has also provided a Letter of Commitment of Funds which identifies \$290,625 as the federal share of the project. The non-federal match is expected to be \$96,875 and represents 25% of project costs. Coos-Curry Electric Cooperative has committed to providing the matching funds necessary for the proposed Curry County Battery and Microgrid Project Scoping.</p>	
Category:		
<input checked="" type="checkbox"/> Action/Discussion		
<input type="checkbox"/> Consent		
<input type="checkbox"/> Executive Session		
<input type="checkbox"/> Hire Order		
<input type="checkbox"/> Presentation		
Requested Motion:		
Approve the proposed MOU subject to Legal Counsel review and approval.		
Attachments:	Instructions Once Approved:	
1. CCEC MOU 2. Letter of Commitment of Funds 3. 4. 5.	Once approved, Legal Counsel will need to sign the MOU as well as place Coos-Curry Electric Cooperatives 'Letter of Commitment of Funds' on Curry County Letterhead for FEMA as Curry County is the sub-applicant. All grant reporting will be run through the Curry County Emergency Management Department on behalf of Coos-Curry Electric Cooperative.	
Contact Person – Name and Department:		Date Submitted:
Ashley Thien - Emergency Management		1/10/24

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) between Coos-Curry Electric Cooperative, Inc., located at 43050 US Hwy 101, Port Orford, OR 97465 (“CCEC”), and Curry County, located at 94235 Moore St., Gold Beach, OR 97444, is effective the [REDACTED] day of January, 2024 (“Effective Date”). CCEC and Curry County are sometimes referred to herein as a “Party” and collectively as the “Parties”.

WHEREAS, the Parties are interested in studying the effectiveness and feasibility of developing a battery and microgrid project to provide electric service during emergency periods (the “Scoping Project”); and

WHEREAS, the Scoping Project may be eligible for grant funding to offset up to 75 percent of the cost through the Federal Emergency Management Agency’s (“FEMA”) Building Resilient Infrastructure and Communities (“BRIC”) program; and

WHEREAS, the Parties wish to coordinate to apply for BRIC funding for the Scoping Project and are entering into this MOU to define their respective roles and responsibilities.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. CCEC Responsibilities. CCEC, at its own cost, shall complete all work as described in the Scoping Project application in a timely and workmanlike manner. CCEC shall also provide input on the grant application and all quarterly reports submitted to FEMA and review all requests for reimbursement submitted to FEMA. CCEC will collect, collate, and submit all data to Curry County in a timely manner to enable Curry County to include all information and submit the grant application on or before the applicable deadline.

2. Curry County Responsibilities. Contingent on the timely receipt of all necessary data and information from CCEC, Curry County shall submit the application for grant funding on or before the applicable deadline in the required format and with the required information. Curry County shall provide the application and any other materials submitted to FEMA to CCEC for review prior to submission. Curry County shall pass 100 percent of all grant funding received from FEMA to CCEC within 30 days of receipt without any deduction or withholding.

3. Term and Termination.

- a. This MOU shall begin on the Effective Date and shall terminate at the earlier of: (i) receipt by CCEC of 100 percent of all grant funding awarded by FEMA; or (ii) FEMA’s rejection of a grant application for any reason and the exhaustion of any appeal or review process following such rejection.
- b. Either Party may terminate this MOU without cause with 30 days’ notice to the other Party; *provided that*, if Curry County terminates this MOU after submission of a grant application but before receipt of grant funding, Curry County’s obligation

to pass 100 percent of all grant funding ultimately received to CCEC shall survive such termination.

4. Miscellaneous.

- a. Neither Party may assign its rights or responsibilities under this MOU without the express prior written permission of the other Party.
- b. This MOU shall be governed by the laws of the State of Oregon. The Parties expressly agree to submit to the jurisdiction of the courts of Curry County, Oregon.
- c. Nothing in this MOU shall be construed to confer any benefit upon a third party.
- d. Nothing in this MOU shall be construed as creating a joint venture, partnership, or agency, or as making either Party the fiduciary of the other.
- e. This MOU constitutes the entire agreement between the Parties hereto with respect to the matters addressed herein.
- f. This MOU may be executed in two counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the Effective Date.

Coos-Curry Electric Cooperative, Inc.

Curry County

Brent Bischoff
General Manager/Chief Executive Officer

[NAME]
[TITLE]

Letter of Commitment of Funds

January XX, 2024

Stephen Richardson
Mitigation Section Manager
Oregon Department of Emergency Management
3930 Fairview Industrial Drive SE
Salem, OR 97302
stephen.j.richardson@oem.oregon.gov

Re: BRIC – Curry County Battery and Microgrid Project Scoping, Cost Share Letter

Dear Stephen Richardson,

This letter of intent, provided by Curry County (the “Subapplicant”) demonstrates the commitment of Coos-Curry Electric Cooperative, as partner to the Subapplicant to assume responsibility of the proposed Curry County Battery and Microgrid Project Scoping under the FEMA Building Resilient Infrastructure and Communities (BRIC) Grant Program.

After FEMA approval and during project implementation, Coos-Curry Electric Cooperative acknowledges that it is responsible for providing a minimum of 25% of all eligible project costs or in local matching funds to comply with all grant cost share requirements.

Coos-Curry Electric Cooperative hereby commits the matching funds necessary for the proposed Curry County Battery and Microgrid Project Scoping under BRIC. The total project cost is expected to be \$387,500. Coos-Curry Electric Cooperative has preliminarily identified \$290,625 as the federal share of the project. The non-federal match is expected to be \$96,875 and represents 25% of project costs.

Subapplicant and Coos-Curry Electric Cooperative are working in partnership on this project.

As signed, we understand the responsibilities of a sub-grantee participating in the HMA program and hereby authorize the use of these non-federal funds for this proposed project.

Curry County

Date

Brent Bischoff, GM/CEO Coos-Curry Electric

Date



CURRY COUNTY BOARD OF COMMISSIONERS
REQUEST FOR AGENDA ITEM
BUSINESS MEETING

Agenda Date:		Agenda Item Title:	
January 18, 2024		Rules of Order	
Time Needed:			
Financial Impact:		Description and Background:	
		<p>The attached book on Rules of Order structures clear guidelines for government meetings. Commissioners have discussed adopting these rules to conduct the Curry County Board of Commissioner meetings to further create efficiency and increase productivity. The attached Order would approve adopting the Democratic Rules of Order with a clarification on the difference between “Formal” and “Informal” meetings based on size (Pg 14-15 of book). Formal meetings shall be Boards or Committees existing of 9+ members while informal meetings will consist of 7- members.</p>	
Category:			
<input checked="" type="checkbox"/> Action/Discussion			
<input checked="" type="checkbox"/> Consent			
<input type="checkbox"/> Executive Session			
<input type="checkbox"/> Hire Order			
<input type="checkbox"/> Presentation			
Requested Motion:			
Adopt Rules of Order			
Attachments:		Instructions Once Approved:	
1. Order			
2. Rules of Order			
3.			
4.			
5.			
Contact Person – Name and Department:		Date Submitted:	
Jay Trost, Commissioner		1/5/2024	

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

**In the Matter of an Order Adopting Rules)
of Order for Board Meetings) ORDER NO. _____
)**

WHEREAS, the Curry County Board of Commissioners holds an array of meetings; and

WHEREAS, the Board finds it necessary to adopt a set of rules and guidelines in order to ensure that each meeting is structured, uniform, and easily understood by the public; and

WHEREAS, the Democratic Rules of Order set forth rules and information for public meetings, and if adopted, would allow the Board to conduct its meetings in observance of specific rules available to all, and without bias.

WHEREAS, Page 14 – 15, Formal and Informal Chair, states these are differentiated between size of meetings. The Board agrees that Formal Meetings will be meetings that consist of Committees that have 9+ members and Informal Meetings consist of Committees that are 7- Members.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT the Democratic Rules of Order, attached hereto and incorporated herein by reference, are adopted, and further, that all future meetings will be conducted in observance of the Democratic Rules of Order.

DATED this 18th day of January, 2024. **BOARD OF CURRY COUNTY COMMISSIONERS**

Brad Alcorn, Chair

Approved as to Form:

John Herzog, Vice Chair

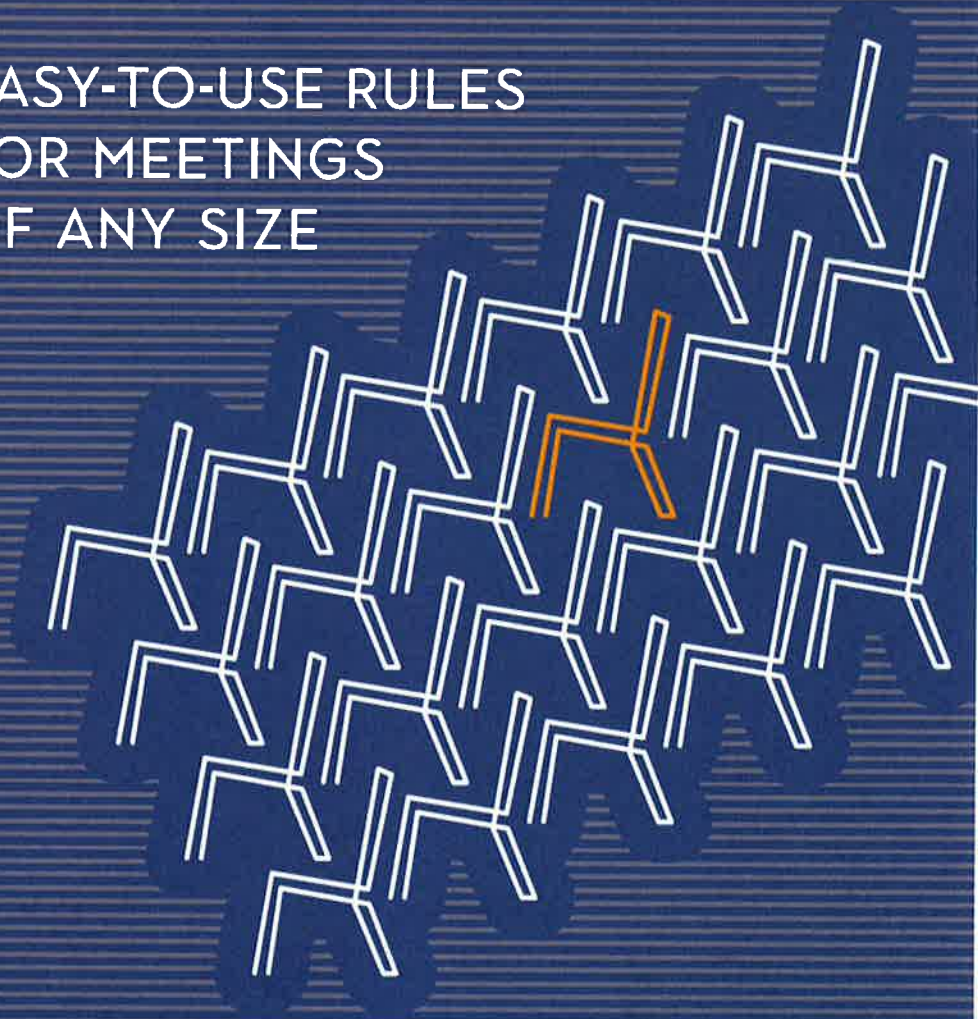
Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel

Jay Trost, Commissioner

10th
edition

Democratic Rules of Order

EASY-TO-USE RULES
FOR MEETINGS
OF ANY SIZE



Fred Francis • Peg Francis

Advance Praise
Democratic Rules of Order

Stuck in Dysfunction-ville? Are your meetings inefficient, frustrating and possibly not legal? *Democratic Rules of Order* is a small, brilliant book that can make a world of difference. Buy everyone a copy — it will be one of the best investments you've ever made.

—Bruce Batchelor, author, publisher, innovator,
and no-longer-frustrated meeting attendee

This is *Robert's Rules*, simplified, modernized, clarified and, most importantly, humanized.

—Ric Getter, PCC Media Production/PCC-TV,
Educational Advisory Council Membership chair,
Portland Community College — Sylvania

Many condominiums get tangled up with *Robert's Rules of Order* which is most often far too complex. That is why the Team and VISOA recommend the uncomplicated *Democratic Rules of Order* to all stratas.

—David Grubb, board member and chair, Strata Support Team, Vancouver Island Strata Owners Association (VISOA)

We highly recommend this book to any organization for its clear and simple directions.

—Caroline Holm, clerk, First Church of Christ,
Scientist, Victoria, Canada

Easy-to-follow guidelines allowed us to get a handle on the tasks that needed doing, without regularly digressing into chaos. Kudos to the authors for keeping a rowdy bunch of us on track.

—Pieter Vorster, Courtenay rugby team board member,
and chief editor, TideChange.ca

I bought a copy for each member of the board and we voted to make it the official procedure manual.

It's: 1) easy to understand, 2) easy to learn,
3) user-friendly, 4) logical, and 5) efficient.

—Edward E. Douglas, BA, MA,
past vice-president of a library board of trustees

Truly the guide for the rest of us...with elegant solutions to three challenges: how to run meetings with fairness, efficiency, and good order, how to do so with rules that everybody can understand, and how to foster true democracy in a world that needs it more than ever.

—Jim Rietmulder, author, *When Kids Rule the School*,
and co-founder, The Circle School

A gem of a reference book, it is practical, well-structured and is detailed and informative about meeting terminology.

—Gerry O'Sullivan, facilitator, mediator, and trainer,
and author, *The Mediator's Toolkit*

10th Edition
.....

Democratic Rules of Order

EASY-TO-USE RULES
FOR MEETINGS OF ANY SIZE

Fred Francis • Peg Francis



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Cover design by Diane McIntosh.

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Printed in Canada. First printing May 2019.

Inquiries regarding requests to reprint all or part of
Democratic Rules of Order should be addressed to New Society
Publishers at the address below. To order directly from
the publishers, please call toll-free (North America)
1-800-567-6772, or order online at www.newsociety.com

Any other inquiries can be directed by mail to:
New Society Publishers P.O. Box 189, Gabriola Island, BC
V0R 1X0, Canada
(250) 247-9737

LIBRARY AND ARCHIVES CANADA CATALOGUING IN PUBLICATION

Title: Democratic rules of order : easy-to-use rules for
meetings of any size / Fred Francis, Peg Francis.

Names: Francis, Fred, author. | Francis, Peg, author.

Description: 10th edition. | Includes index.

Identifiers: Canadiana (print) 20190060735 | Canadiana
(ebook) 20190060743 | ISBN 9780865719064
(softcover) | ISBN 9781550926996 (PDF) |
ISBN 9781771422956 (EPUB)

Subjects: LCSH: Parliamentary practice—Handbooks,
manuals, etc. | LCSH: Meetings—Handbooks, manuals,
etc.

Classification: LCC JF515 .F73 2019 | DDC 060.4/2—dc23

Funded by the
Government
of Canada

Financé par le
gouvernement
du Canada

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possible impact on the environment, in a manner that models
this vision.



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Foreword

Fred and Peg Francis have done an amazing job. Their book is absolutely indispensable for anyone who conducts meetings or participates in democratic discussion at any level—from parliamentary assemblies to condominium annual meetings. What the Francises have succeeded in doing is cutting through the forbidding complexities of running a meeting and reducing them to a simple set of common-sense rules that anyone can follow. When this book is employed, the disappointments that accompany many meetings can be sharply reduced and democratic participation greatly improved.

Over the years, I have chaired or attended hundreds of meetings at the governmental, business, church, and social levels and have often been frustrated by the difficulties of properly presiding over such meetings so that everyone can understand the process, and the

will of the majority can be formulated and prevail. Much of the difficulty arises from the fact that few have the time or inclination to study the old-style rule books, and are therefore easily intimidated—even tyrannized sometimes—by the very few who know them.

The Francises' book is making an important contribution to democracy. It can be readily adopted by any group, council, union, or corporation, and will be of lasting benefit. Speaking personally, I have sat through years of parliamentary debate and appreciate the value—and necessity—of achieving consensus in a democratic proceeding by having rules and following them. Up until now, the rules have been exceedingly complex, often confusing, and unsatisfactory at many levels. From here on in, those groups who adopt *Democratic Rules of Order* will find significant improvement in both the tenor of their meetings and the validity of the results.

Douglas Leiterman was Parliamentary Correspondent for Southam News, an Executive Producer at CBC, and CEO of Motion Picture Bond Company.

Preface

Are you frustrated by meetings that lack efficiency ... fail to move smoothly through an agenda ... lose order and professionalism due to emotional outbursts ... or do not foster constructive decision-making that truly represents the wishes of the membership?

You're not alone. And it doesn't have to be that way!

After years of volunteering their time for community groups—including attending hundreds of professional and nonprofit meetings—Fred and Peg Francis recognized the need for a concise, authoritative resource to assist boards of directors, committees, and other organized groups seeking to fairly represent their memberships by hosting efficient, effective meetings.

Because they could not find such a resource, they created one. It took several years

of refining (and a great deal of input from executives, parliamentarians, and other users) to perfect the rules, to be sure that each point was crystal clear, and that not a single necessary rule was missing. Introduced in 1994 as *Distinctly Democratic Rules of Order* (changed to *Democratic Rules of Order* in later printings), this easy-to-use book has become a respected and valued reference for thousands of organizations, large and small, and for students being taught the democratic process in classrooms around the world.

Used By Diverse Groups

From unions and professional associations to strata councils, churches, and nongovernmental organizations, *Democratic Rules of Order* is a “pocket guide” setting out a step-by-step process that allows all members to participate in the exchange of ideas and group decision-making, including virtual meetings.

The book can be read in less than an hour and is intentionally small, so it is easy to carry to meetings for on-the-spot reference when a question arises.

Easy-to-use Format

To make it easy to follow, the book is divided into two parts. *Part 1: The Rules* describes organizational structures and members' roles, and it includes step-by-step procedures for handling the most critical part of any meeting: the decision-making process. It helps the reader navigate through the democratic processes of:

- introducing ideas
- making motions and amendments
- handling points of order and disturbances
- managing the voting process
- working on and with committees.

Part 2: Further Help provides additional important reference information, including:

- frequently asked questions
- a scripted example of a meeting that uses all the key elements of *Democratic Rules of Order*
- a flowchart that illustrates the rules of order
- a summary of the rules of order for quick reference during a meeting.

Since 1996, this book has been a best seller in Canada. By reaching a wider audience with

this 10th edition, the authors hope to improve the world, one meeting and one decision at a time.



PART 1

The Rules

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Keeping Meetings Flowing	31
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Introduction

Fairness and Orderliness

These parliamentary rules of order help people to deliberate and consider ideas together, and then make decisions as wisely, fairly, and easily as possible. These rules are relevant for meetings of any size that are undivided by organized political parties. Ideally, decisions are based on objective consideration of facts, unaffected by emotions, group pressures, or unnecessary protocols. The purpose of this book is to help your organization reach this ideal.

Democratic Principles

This book is not an abridged version of other books. It is a complete set of rules determined by common practice and the natural laws of democracy—“rule by the ruled,” as Webster’s dictionary puts it. These self-evident

principles, when applied to decision-making meetings, include:

- **the right of each individual member** to participate equally and fully in orderly meetings that are free from intimidation, filibustering, and other disturbances and in which all members will follow the same easily understood rules, including the right to be equally and fully informed of all events, whether a member is present or not
- **the right of the majority of members** to make the decisions.

A Democratic Ideal

We should remember that we all belong to the same organization, with a common purpose. We can have widely differing views and still work together for a common good without dividing into opposing sides, each trying to get its own way. The best decisions are made when we listen thoughtfully to the information being presented and then make our own decisions privately.

Another Democratic Ideal

Must we accept a legal decision if it is a bad one? Yes and no. Yes, because, to practice democracy, we must accept the decision and do

what it requires us to do. No, because we are not required to change our opinion. At some later date, the opportunity may occur for a review of the decision or we may even find that the decision was good after all!

Degrees of Formality

In small or close-knit groups, decisions can often be made by consensus or general agreement, provided that the chair or secretary recording each decision is sure that most members agree (see pages 15, **Informal Chair**, and 37, **Less Formality**).

Large groups, too, often make decisions informally. The mover's privilege (see page 19, **Mover's Privilege**) allows cooperative members to work out decisions quickly and easily. A more formal amending process is automatically required if opinions are divided. The degree of formality is usually determined by custom, agreement, or a law as defined in the next paragraph.

Higher Laws

Rules of order are automatically overruled when a law of the land, a constitution, a bylaw, or an existing standing rule applies.

Throughout this book, we refer to any of these as a *law*.

Rules of order apply to the conduct of meetings only. They do not interpret laws or make up for deficiencies in bylaws or standing rules.

Minority Rights

While a democratic majority rule system may appear to be in conflict with minority rights, remember that there are higher laws that protect minority and individual rights. Nearly all nations have laws that protect the natural rights of all individuals, including the UN's Universal Declaration of Human Rights (UDHR). No group may make a decision that would violate universally recognized human rights and fundamental freedoms.

For Maximum Efficiency

Sharing the decision-making process in meetings is like driving a car. There are rules to be learned and skills to be attained. Once this has been done, group decision-making is second nature, like driving. If each member reads this book thoughtfully at least once, and

if the chair does the same at least twice, and if members agree to follow these rules, your meetings should move as easily as the car of an experienced driver who can drive competently without wondering which pedal to press.

The Tenth Edition

The tenth edition, like each previous edition, has been revised to make the book clearer, more useful, and easier to work with. However, the rules of all editions are so similar that organizations can use earlier editions along with the latest edition without conflicts.

Virtual Meetings

These rules, modified if necessary, can be used for telephone or video conference meetings and for computer-connected meetings in which discussions and voting are done electronically.

To Adopt or Modify These Rules of Order

Add to the standing rules or bylaws a statement such as: "This organization's meetings shall be governed by *Democratic Rules of Order*." You could also add: "Members' general meetings shall be conducted by a formal chair,

and the executive board's meetings shall be conducted by an informal chair" (see pages 14 and 15, **Formal Chair and Informal Chair**). Similarly, modifications can be made to these rules to make them conform to an organization's special needs.

An Impersonal Referee

These rules are complete. When adopted, they form the official rules of order for your organization's meetings. This book is your parliamentarian—or referee—when needed.

Governing Elements

Good governance has structure.

Government Control

The governments of some jurisdictions require that the constitution and bylaws of incorporated societies be approved by the members and that reports be submitted annually.

Constitution

A constitution is a short document stating the name and purpose of the organization. Changes to a constitution may require advance notice, a large majority of votes (e.g. two-thirds or three-quarters), a secret ballot, and/or government approval if the organization is incorporated. Indeed, some clauses may be unalterable, so an organization might have to be disbanded and reformed to change them. Many unincorporated organizations today are formed without constitutions and place all governing rules in their bylaws.

Bylaws

The governing rules of the organization, covering topics such as membership, officers, elections, duties, finances, meetings, quorum, discipline, amendments, and the seal. Changes to the bylaws may require advance notice, a large majority of votes (e.g. two-thirds or three-quarters), a secret ballot, and/or government approval.

Standing Rules

Standing rules are a record, usually in list form, of previously made decisions that provide future guidance. Standing rules can be changed by a majority of votes at any regular meeting, provided a quorum (the minimum number of members required to be present, see page 15, **Quorum**) is present.

Unless all members are present and none object, changes to an existing standing rule governing the conduct of members' meetings apply only to future meetings. Some organizations require advance notice before a decision listed in the standing rules can be changed (see page 50, **Q17**).

Rules of Order

A set of rules, established by the standing rules or bylaws, by which the members agree to govern their meetings. This book supplies a complete set of rules that can be used by any organized group. Rules of order are subject always to the laws of the land, the constitution, the bylaws, and existing standing rules, any of which we call a *law* in this book.

Executive Board

A group of members elected for a limited time to conduct the organization's business in accordance with the members' wishes. Their responsibilities and limitations are specified in the bylaws. Their authority lies only with the whole board, and no single member should assume any special authority or responsibility unless such powers have been delegated to that individual by the board. When a person serves in a capacity such as "Director," "Strata Council Member," "Trustee," or "Governor," that person is still obligated to act in complete compliance with the will of the members.

Officers

President, vice president, secretary, treasurer, etc., elected by the members or appointed by the executive board for a limited time. Their responsibilities and limitations are specified in the bylaws. In some organizations, the officers form part or all of the executive board.

Election Procedures

Usually found in the bylaws and stating when elections are to be held, the requirements and terms of office, nominating and voting procedures, balloting, and the number and appointment of vote counters.

Members Making Decisions

It is easier to make good decisions when everyone knows the rules.

Final Authority

Given a quorum, the will of the majority of members present and voting at any meeting held in accordance with the bylaws is the final authority and cannot be thwarted by any individual or by any previous decision, except where a higher law provides an exception (see page 5, **Higher Laws**).

Equal Rights

Unless a law states differently, each member has one vote and an equal voice in all decisions.

The Chair

The president or someone elected by the members or appointed by the executive board to conduct the members' meetings.

Chair's Authority

The chair's duty is to preserve order and fairness in meetings by following the bylaws and rules of order. Members must abide by the rulings of the chair without debate except when a point of order (see page 32, **Point of Order**) is made.

Formal Chair

In large meetings, the chair must be—and must be seen to be—absolutely impartial. The chair must refrain from expressing personal opinions in words or gestures and should not participate in discussion except to guide it in an orderly fashion. If, on rare occasions, the chair has relevant, brief information, the chair may depart from this rule, but the chair must always avoid showing any bias. The chair cannot make a motion.

If the chair needs to participate actively in a discussion, arrangements should be made for another member to fill this position until the motion has been voted on. A member may call the chair to a point of order for wrongful participation, and the chair should comply with good spirit (see page 58, Q31).

Informal Chair

In smaller or less formal meetings, members may have a bylaw, standing rule, or custom permitting the chair to participate in discussions with the same privileges as other members.

Addressing the Chair

Members must wait for permission (a verbal or nonverbal sign) from the chair before speaking. If several members stand at once, the chair selects one and notes who should be next. The others should sit until the speaker has finished; in large assemblies, the chair may require members wishing to speak to line up behind a microphone, or put their names on a list and wait their turn. A list of the order of speakers, preferably visible to all, is often useful, especially for virtual meetings.

Quorum

The minimum number of members required by a law to be present before decisions can be made at meetings. The chair must find out if a quorum is present before the meeting begins and be kept informed of any drop in numbers that might cause the loss of a quorum. The chair should warn the members if this is

likely to occur. If a quorum is not present, the meeting may continue unofficially and should arrange, if possible, to get a quorum or to set the time of the next meeting.

Agenda

The items of business and the order in which they are to be discussed at meetings, generally prepared by the secretary with executive board approval, or, in smaller meetings, by the chair. The agenda should be made known to members beforehand. An agenda distributed in advance is particularly valuable for virtual meetings. The agenda can be changed by the members any time during the meeting except when another motion is on the floor (being considered by the members). The agenda change must be voted on if one or more members object. Agenda headings might include:

- Opening of the meeting and approval of the agenda
- Minutes of the previous meeting
- Correspondence and reports
- Business arising from minutes, correspondence, and reports
- Motions to be presented and new business
- Announcements
- Adjournment and closing

Motions and Decisions

Sometimes decisions are made by consensus in which the chair says “If there are no objections, then [the decision is described],” but otherwise all decisions are made with motions or resolutions (see page 55, Q26) in which a member says “I move [that some action be taken].” Before any motion can be considered, it must be seconded by another member; this prevents time being spent discussing an idea that has little chance of approval.

A new motion cannot be made until the motion on the floor has been withdrawn or voted on, except for those motions that directly affect the motion on the floor. Possible actions that would affect the motion on the floor would include:

- amendment to a motion (see page 20, **Amendments**)
- postponement to a later date (see page 21, **postpone**)
- referral to another entity (see page 21, **referr**)
- imposing a limit to speakers’ time (see page 22, **under Voting**)
- making changes to the voting procedure (see page 22, **under Voting**)
- point of order (see page 32, **Point of Order**)

Unless a law specifically allows, a member must be present to make a motion, thus preserving the valuable mover's privilege. If the members have been notified already of a proposed motion, however, any member present can make the motion when it comes up on the agenda.

If the motion is clear, does not conflict with a law, and has been seconded, the chair or the secretary should read out the motion to make sure it is recorded correctly. Experienced movers sometimes have motions already written to give to the secretary. If possible, the motion should be worded affirmatively.

It is customary to allow the mover to speak to the motion first, and then again at the end of the discussion.

Notice of motion

A notice of motion can be made to members in writing or verbally during a meeting regarding a motion to be presented at a future meeting.

Special meeting

Unless a law states differently, those present at a special meeting can make decisions only

on topics given in the notice calling that meeting.

Opinion poll (straw vote)

A nonbinding opinion poll (straw vote) can be held by the chair any time during a meeting if the members are willing. If a member objects, the chair should ask the members for a decision and conduct the opinion poll or not according to the members' vote (see page 55, Q27).

Mover's Privilege

During discussion, ideas for improving the motion may occur. Provided that not more than one member objects, the mover may reword or withdraw the motion any time before it has been voted on. A seconder for new wording or withdrawal is required. Rewording can be continued until the motion is as perfect as the mover, assisted by the meeting, can make it.

Once the mover has decided on new wording—and it has been seconded—the chair or secretary should read out the reworded motion, which immediately becomes a new motion on the floor, replacing the previous

one. If two members object prior to this reading out of the reworded motion, changes can be made only with motions to amend.

Amendments

If the mover does not—or cannot, because of objections—make a suggested change to the motion, any member may move an amendment to the original motion. An amendment may delete, substitute, or add words that will modify the original motion but must not negate it or change the intent.

The amendment, when accepted by the chair and seconded, immediately becomes a new motion on the floor, temporarily replacing the original motion. The amendment grants mover's privilege to the mover of the amendment. Any rewording must be acceptable to the chair as not changing the topic. The details of the proposed amendment are discussed (not the original motion), and then the amendment is voted on. An amendment cannot be amended, but it can be defeated and replaced with another amendment.

If the amendment passes, the secretary should read the newly amended motion,

which is now a new motion on the floor to be discussed (if desired) and voted on. It cannot be reworded or withdrawn by the mover's privilege now, since it has been partly established by the members, but this new motion can be passed, defeated, or amended again.

If the amendment fails, the previous motion again becomes the motion on the floor. If this previous motion was the original motion (having never been amended), then the original mover regains the mover's privilege. Further amendments are allowed, one at a time.

Postpone, Refer

A member may, any time before the motion has been voted on, move to **postpone** the motion on the floor (including any amendments passed) to an indefinite or a specific future occasion or to **refer** it to a standing committee, or an ad hoc committee specific for this purpose, for further study.

A member believing that consideration of a particular motion would be unwise could move "that we postpone the motion indefinitely." If the motion to **postpone**

indefinitely is seconded and passed, then that particular motion cannot be discussed further at that meeting. It can be brought up at another meeting. A motion cannot be postponed permanently, because one meeting cannot bind a future meeting.

Voting

When all members who wish to speak have done so, the chair should call for a vote. Unless a larger majority is required (see page 25, **Larger Majority Vote**), a decision is made (the motion is passed) when a quorum is present and more than half the votes are affirmative. Spoiled ballots and members not voting are not counted (see page 51, **Q18**).

Calling for a vote

Members who believe discussion is complete sometimes call out “We are ready to vote,” or the chair might ask “Are you ready to vote?” The response is a guide for the chair only and does not force a vote. A member who believes that the chair is calling for the vote too early or is delaying too long can rise on a point of order (see page 32, **Point of Order**) and move

that “we delay the vote for more discussion” or that “we vote now.” Such a motion needs seconding and should be voted on with little or no discussion.

Member’s right to speak

Every member has a right to speak once to a motion, but in large meetings, a motion limiting speakers’ times could be passed. The chair should not normally accept a motion to “vote now” if members who have not yet spoken are waiting to do so. However, if arguments on both sides of the question have been fairly presented and good order is being jeopardized by discussions becoming repetitive, the chair should accept such a motion.

After the members have decided to vote, either by general consensus or by passing a motion to vote, the chair or the secretary should read out the motion again, and the chair should make sure that all members understand it. Then the chair should call for the vote with “All in favor of the motion, please say ‘yes’ [or raise a hand]” (pause), “All opposed, say ‘no’ [or raise a hand],” or “Please mark your ballots now,” etc. The chair must announce the result. If ballots need to be

counted, the chair announces the results after the ballots are tallied.

How votes are taken

Custom or a standing rule usually determines how votes are taken. Some groups vote by voice, which makes it more difficult to tell which way others are voting; some groups vote by a show of hands, voting cards, standing, secret ballot, or roll call (see page 55, Q25), all of which make it easier to count the votes. If the chair, assisted by the secretary, is uncertain which way the vote went, the chair can ask for a show of hands. If it is still unclear, the chair can ask for a standing vote, saying “Those in favor, please stand” (pause), “Please be seated. Those opposed, please stand” (pause), “Please be seated.”

A member who believes that there has been a **miscount** can ask—or, if necessary, move—“that we repeat the count with a standing [or ballot] vote.” If this motion is seconded and passed, then the vote must be taken again. Motions can be made requiring that a vote be by ballot, that the counted ballots be destroyed, that the number of votes for and against be announced, or that some other action be taken regarding the vote.

Absentee voting

Unless a law specifically allows proxy or absentee voting, a member must be present to vote, either in person or virtually.

Ethics

A member who would benefit personally from a decision may participate in the discussion but should voluntarily refrain from voting.

Tie Vote

A tie vote means the motion has not passed. Members might wish to reconsider it immediately, or at a future time. In some organizations, an already existing law gives the chair an extra vote to break a tie.

Larger Majority Vote

A mover who believes that the action being proposed needs strong support from many members may finish the motion with wording such as: "... and that this motion require a three-quarters [or some other ratio] affirmative vote to pass." A simple majority of members could easily remove this special requirement with an amendment; therefore, if this restriction is not removed through an amendment,

the larger majority vote requirement has been accepted by the meeting and is now needed for the motion to pass. Sometimes a law will already exist requiring a larger majority vote on certain financial matters, bylaw changes, or other matters of import.

Informal Discussion

Occasionally, there is merit in discussing an idea informally before a motion has been formulated. To allow for this, a member may move “that we discuss [some topic] informally for a few minutes.” This motion needs seconding and should be voted on almost immediately. After discussing the topic, if no motion is forthcoming, the meeting should proceed with the next item on the agenda.

Rescind

Unless a law makes an exception, and providing it would not create a breach of contract, a motion to rescind (repeal) a previous decision requires only a majority to pass and can be made at a time when the agenda allows (normally under new business or resulting from a point of order changing the agenda).

Reconsider

A motion to reconsider a previous decision can be made immediately after the decision has been made or at any meeting during new business or when it has been put on the agenda (perhaps by a point of order). It should be voted on immediately with little or no discussion. If the motion to reconsider is passed, then a member moves the previous motion or a replacement motion on the same topic, and it is again discussed and voted on. The mover's privilege (see page 19, **Mover's Privilege**) applies. The new decision replaces the previous one. A motion can be reconsidered as often as the members are willing (see page 70). Once the decision to reconsider has been made, no new business can be done until the reconsideration has been dealt with.

Minutes

Minutes are records of meetings, kept by the secretary. They should include at least all major events and motions (see page 46, Q7). The secretary should maintain a filing system for minutes, reports, correspondence, etc.

After the minutes of the previous meeting have been circulated or read to all members,

the chair should ask if there are any corrections. After any corrections have been made, the chair should ask "All in favor of adopting the minutes as circulated [or read, or corrected], please say 'yes' [or raise a hand]" (pause), "All opposed, please say 'no' [or raise a hand]" and then announce the decision. Once adopted, and signed by the chair and secretary, the minutes are an official record generally acceptable in a court of law.

Reports

Executive boards, committees, and individuals often report recommendations or give other information to the members at meetings.

After a report containing information has been read to the meeting, no motion is necessary. However, in some groups it is customary to finish with "I move that this report be **received** as read," which means that the members have heard and understood the report.

If the report contains a recommendation, the person presenting the report might move that "this report be **adopted** as read." This motion means that the members have agreed with and adopted the report and its recommendations. Of course, a member could

propose an amendment changing “adopted” to “received,” so that the members would not be bound by the report’s recommendations. Treasurers’ reports are usually received, rather than adopted, as the members are not in a position to guarantee the report’s accuracy.

Ratifying a Previous Decision

If a decision was made, perhaps due to an emergency, that exceeded the authority of the member, committee, or meeting at the time it was made, this decision can be either ratified or not by the members who do have the authority at a later meeting (see page 57, Q29). This is done by a member making a motion to ratify the decision. Normally, the motion to ratify is quickly passed. However, if the motion to ratify is not passed, this is a **non-confidence** vote. Unless a higher law (e.g. a bylaw) has provided for this in a different way, the member or group that made the decision in question must resign and an election be called to have them replaced.

Adjournment

If a bylaw or standing rule requires adjournment by a specified time, the chair should

warn the members as that time draws near, so that they can either finish quickly or extend the meeting with a motion, if it is allowed. If the meeting has not been extended, the chair should declare the meeting adjourned at the specified time. Otherwise, the chair could say, "Since the business is finished, if there are no objections" (pause), "the meeting is adjourned." Or the chair could say, "Since the business is finished, let's adjourn; all in favor, please say 'yes' " (pause), "All opposed, please say 'no.' " If the motion passes, the chair then says "The meeting is adjourned."

Keeping Meetings Flowing

A productive meeting needs good order.

Staying on the Subject

Members must discuss only one topic or motion at a time. If necessary, the chair should interrupt a speaker to insist that this rule be obeyed. If ideas are brought up that may be valuable but are off topic, a “Parking Lot” concept can be used. The chair or secretary records the ideas to be brought up later for discussion at an appropriate time, perhaps as a new business agenda item for a future meeting.

More Thought, Less Talk

A member must not take more than a fair share of floor time nor speak more than once on a motion until all others who wish to do so have had a turn. Exceptions may occur, however, with new information or a series of questions and answers involving useful facts.

If necessary, members could pass a motion or have a standing rule, starting next meeting (see page 10, **Standing Rules**), limiting each speaker's time and appointing a timekeeper to enforce it.

Mutual Respect

Members must respect the rights of other members to have their own quiet judgment on issues. Decisions should be based on consideration of facts rather than on the skill of the speakers or one person's opinion of how others should vote. Members should speak to contribute light only, not heat!

Members must not use any form of personal criticism or ridicule to sway opinions. A member may criticize an idea, but never a fellow member. A member must never interject or interfere with another member's right to an uninterrupted floor when speaking, except as allowed under a point of order. The chair should insist that this rule be followed.

Point of Order

A member who believes that a law or the meeting's good order is being breached may rise at any time and say, "Mister/Madam

Chair, point of order.” The chair should immediately acknowledge this member, who should then briefly explain why he or she believes a law or good order is being breached. The chair then rules on the point, either correcting the situation or explaining why it is in order.

If the chair declares that the situation is in order, the member may exercise **one last option** by rising and saying “Mister/Madam Chair, I request a vote on this point of order.” First the member, and then the chair, briefly explain their reasons. Then with little or no further discussion, the chair calls for a vote, saying “All who believe that [this action] conforms to our rules [or good order], please say ‘yes’ [or raise a hand]” (pause), “Those who disagree, please say ‘no’ [or raise a hand].” The chair and the member raising the point of order must abide by this vote.

Disturbances

Filibustering (intentionally delaying progress by prolonged speaking) or any other action that interferes with good order is not allowed. If a member is speaking too long, the chair should give a polite reminder. If the member

continues, the chair can interrupt and request a decision from the meeting with “I request a decision from the meeting. All wishing this member to stop speaking now, please say ‘yes’ [or raise a hand]” (pause), “All opposed, please say ‘no’ [or raise a hand].” If the decision was for the member to stop speaking, the chair says, “Sir/Madam, the members wish you to stop speaking now. Please do so.” Or if the decision was opposed, “Sir/Madam, the members are willing for you to continue. Please do so.”

If a member or group of members does not stop speaking when asked by the chair or a motion has been passed by the members, then the chair can interrupt the speaker and ask for a motion requiring the speaker(s) to leave the meeting or, if necessary, for a motion to adjourn the meeting to reconvene at a later time. Only the members can make such a decision. Physical force should not be used against a member, although the speaker’s microphone could be turned off on request of the chair (see page 43, Q2, and page 44, Q3).

Differing Opinions

If there is a difference over the meaning of a bylaw or a procedure, etc., the chair may assist

in solving the dispute. For example, the chair could pose a question designed to resolve the dispute and ask for a show of hands on it. The final decision rests with the members (see example, page 74).

A New Chair

Serving as chair need not be a dreaded job; the rules in this book are straightforward, and your fellow members can assist you, if needed. You can let it be known that you appreciate help. Ask members to call out if they can't hear you and to remind you if you forget something. You could suggest "If you see ways I can chair the meetings more efficiently, please ask the secretary to give me a copy of the rules of order in which you have highlighted the points I most need to review."

As well as studying the bylaws, standing rules, and rules of order beforehand, it is helpful to study the agenda and perhaps to annotate it with reminders and notes so you won't forget them during the meeting. By the way, starting meetings on time is a valuable habit.

Committees and Small Meetings

Meetings can be both informal and orderly.

Committees

A committee is a group of one or more persons appointed by the executive board or the members to perform a continuing or short-term function. A **standing committee** is permanent until disbanded, although its membership may be changed periodically.

An **ad hoc committee** is appointed to do a specific task and is temporary. The chair of a committee is appointed by the members or the executive board, or is elected from within the committee. Unless otherwise stated, the quorum of a committee or meeting is a majority of its members. Written guidelines are often used to provide order and continuity.

Less Formality

In committees and small meetings, the chair participates informally as a leader

(see page 15, **Informal Chair**)—subject always to the law and the will of the meeting, which in turn is responsible to the appointing body. The following is a list of examples of meeting types, in order of increasing degrees of formality:

- work parties making decisions by consensus led by the chair
- small meetings making minor decisions by consensus that are announced by the chair and recorded in minutes
- meetings of executive boards with an agenda and motions that are seconded, voted on, announced by the chair, and recorded in minutes by a secretary.

Special Committees

Most committees are democratic, but sometimes a nondemocratic committee is formed in which one person has full responsibility, although others may help.

Chairing a Committee Meeting

Ideally, a committee brings to bear upon a subject the combined experience and wisdom of several people. But sometimes well-meaning

people talk too much or too forcefully, quite unaware of how much time this wastes and how unfair it is to others. Meetings must be protected from such imbalance. The chair should not allow any member to be overly dominant.

The chair should assist members in sticking to the business at hand. (Socializing can be done before or after the meeting.) Light good humor is great, but should be brief. Replies to divergent opinions should be controlled and not allowed to degenerate into arguments. Facts should be allowed to speak for themselves. A little silence during a meeting—as members ponder a situation—is often the sign of an effective group.

When an idea needs to be written down or a letter produced, most committees find that these are better written and corrected by one or two people and then presented to the whole committee for final review.

In all meetings—of any size—the ideal is for members to seek the best solutions *together, as a unit*, rather than having sides debate to have their own viewpoints adopted. (True for legislative assemblies too, if only they applied it!)

Nondemocratic Meetings

Some meetings (such as a sales meeting in which a manager is instructing personnel) are not intended to be democratic, yet orderliness and respect for every individual and the employment of the basic principles of democratic rules will improve the efficiency of any meeting. Including a little democratic decision-making, when possible, usually brightens a meeting, making it more interesting for all participants.



PART 2

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Frequently Asked Questions

Involving the Chair

Q1. *What qualities does the chair most need?*

A1. Self-control, good humor, and a thorough knowledge of the constitution, the bylaws, the standing rules, and the rules of order of the organization.

Q2. *What can a chair do to ensure a fair and harmonious discussion of a contentious item?*

A2. If necessary, the chair can remind members:

- that the rules by which they have agreed to be governed allow them to discuss and make joint decisions in an orderly fashion, even when opinions are strongly divided
- that a member's right to an uninterrupted floor includes freedom from

any kind of audience response while that member is speaking

- that a member who has spoken once may not reply to other speakers' statements—no matter how outrageous—until all others who wish to speak have done so
- that a member must be acknowledged by the chair before speaking
- that we need not change our opinions, but we must accept the voting majority as the authorized decision-maker.

It may be helpful to have copies of this book on hand; members could be allowed to borrow one, and return it at the end of the meeting, so that appropriate sections can be referred to. If necessary, the chair should respectfully insist that these rules, especially those on **pages 31 to 35 (Keeping Meetings Flowing)**, be followed.

Q3. *How should the chair deal with confrontational, angry members?*

A3. The most effective way is to not react even a little, to be calm, objective, proactive, and aware that remaining polite

and dispassionate will help keep the situation controlled. Compassion for people less able to control their emotions sometimes helps a chair from dropping to the same level. It gets easier with experience (see page 33, **Disturbances**).

Q4. *Can the chair vote?*

A4. Yes, unless a law states differently.

However, a formal chair (see page 14, **Formal Chair**) should do so as inconspicuously as possible to avoid showing bias.

Q5. *If both the chair and the vice-chair are absent, what happens?*

A5. Any member, perhaps the secretary, can call the meeting to order, call for nominations, and conduct an election of a temporary chair for that meeting (see page 13, **The Chair**).

Q6. *Should the chair guide the discussion?*

A6. An occasional verbal summary can be helpful, but a formal chair (see page 14, **Formal Chair**) must be careful to maintain impartiality.

A chair who keeps the discussion on track, prevents overzealous members

from dominating, helps members speak clearly one at a time, and keeps the meeting from dragging on with repetitions, is doing much to make the meeting worthwhile. With direction from the chair, minor decisions can be made by consensus. For example, the chair might say, “Unless there is an objection, we will continue this meeting without the noisy microphone.”

Involving the Secretary

Q7. *How detailed should minutes be?*

A7. As detailed as the secretary and/or the members wish. Minutes should contain all motions exactly as passed and a very brief description of all major actions. Minutes often look like expanded agendas. Minutes of formal meetings will generally be fuller than those of informal meetings. Minutes of informal meetings might be simply a dated list of events and decisions.

Q8. *Must the minutes include the names of the mover and seconder?*

A8. No, but in more formal meetings, the secretary may wish to include them,

or the members could pass a motion requiring that this be done.

Q9. *Must the minutes of the previous meeting be read at the beginning of the meeting?*

A9. Not necessarily; if the minutes have already been circulated (either before the meeting or at the beginning of the meeting), members may not wish to have them read aloud. The members determine the agenda (see page 16, **Agenda**).

Q10. *When minutes of the previous meeting have been corrected, must the secretary rewrite them?*

A10. Normally, corrections are made in the text or margin of the secretary's copy of the minutes and initialed by the chair and the secretary. However, if the secretary wishes, or if the members pass such a motion, then the minutes should be rewritten and the new copy be signed by the chair and the secretary. For virtual meetings, the minutes may be signed and transmitted electronically with the date of changes noted.

Q11. *If the minutes of a previous meeting have been adopted and are later found to contain an error, what should be done?*

A11. Once a meeting's minutes have been adopted and signed, that signed copy cannot be changed. Corrections should be noted and approved by the members in the later meeting and included in that meeting's minutes. Then a note of the later correction should be made on, or attached to, the original minutes, dated, and signed by the chair and secretary. For virtual meetings, any corrections to minutes can be made electronically with the changes dated.

Q12. *Can a secretary make a motion?*

A12. Any member except a formal chair (see page 14, **Formal Chair**) can make a motion. However, in large meetings, it is usual for motions to be made from the floor.

Motions and Other Topics

Q13. *Can a motion be put on the agenda without naming a mover?*

A13. Yes. When its turn comes on the agenda, any member can move it. If the

motion is not moved, the meeting proceeds on to the next item on the agenda (see page 16, Agenda).

Q14. *What are the advantages of the mover's privilege (see page 19, Mover's Privilege)?*

A14. When members are cooperative, the mover's privilege enables them to improve a motion in an easy, natural way. Efficiency increases with experience. Since objection from any two members requires a more formal amending process, this privilege cannot be abused.

Q15. *Can a member speak and vote against his or her own motion?*

A15. Yes. The only restrictions on members' participation are those on pages 31 to 35 (Keeping Meetings Flowing). However, it may be wiser to modify the motion with the mover's privilege or an amendment (see pages 17, under Motions and Decisions, and 19, Mover's Privilege).

Q16. *Can a member who will be absent submit a written amendment to a motion that is on the agenda?*

A16. No, unless a higher law allows (see page 5, Higher Laws). However, the member

could submit a motion for the agenda that addresses the issue. It would need to be moved and seconded at the meeting to proceed (see **page 17, Motions and Decisions**). In a virtual meeting, the moving and seconding could be done electronically. The absent member would be made aware of the decision through the minutes.

Q17. *Can the members add or change a standing rule during the meeting to give the chair a tie-breaking vote?*

A17. No. They can change the standing rule, but it will not take effect until the next meeting because the meeting is governed by the existing standing rules. This rule protects the right of members not present at a particular meeting from having a major rule changed during that meeting—when they are not there to participate in the decision. However, if *all* members are present and none object, a standing rule could be changed immediately (see **page 10, Standing Rules**, and **page 25, Tie Vote**).

Q18. *Our quorum is 40. Forty members were present. On a vote, there were eight affirmative votes, seven negative votes, and one spoiled ballot that did not contain a "yes" or a "no." Twenty-four members did not vote. Did the motion pass?*

A18. Yes. Two conditions are necessary for a motion to pass:

- (1) The total number of members present must be at least a quorum.
- (2) A majority of the legitimate votes cast must be affirmative.

In this case, both conditions were met. A quorum of members was present. The spoiled ballot did not count. Eight votes were a majority of the 15 legitimate votes cast (see page 22, **Voting**).

Q19. *What if a member feels an intermission would be helpful?*

A19. The member can raise a point of order (see page 32, **Point of Order**) and move that members take a break and reassemble at a stated time.

Q20. *Can an agenda be changed during a meeting to include a particular topic considered earlier?*

A20. Yes. At a convenient time, a member can raise a point of order (assuming the proposed change will improve the good order of the meeting) and move the change in the agenda (see page 16, **Agenda**).

Q21. *When can a motion that has been postponed indefinitely be brought up again?*

A21. At a future meeting, at a time when the agenda allows (normally under new business or resulting from a point of order changing the agenda).

Q22. *Our bylaws require a notice of motion in order to spend over \$1,000 at any meeting. A notice of motion to install an electronic security system for \$5,000 was properly sent to each member. During the meeting this motion was changed; the decision was made to purchase better locks instead, for \$4,000. Is this acceptable?*

A22. Yes. The amount is within the financial limit established by the notice of motion, and the motion is on the same topic of security. If there were a difference of opinion on this, the chair could ask "If you agree with my decision to

accept this motion as being in accord with the notice of motion, please raise your hand” (pause), “If opposed, please raise your hand,” thereby emphasizing that the members are the final authority (see page 34, **Differing Opinions**).

However, changing the motion (by means of the mover’s privilege or an amendment) to purchasing a system for \$5,200 would *not* be acceptable, as the amount is over the limit established by the notice of motion. Similarly, changing the motion to purchasing a sound system for \$5,000 would not be acceptable, as the topic is different.

Q23. *How can we have a relaxed, interactive “think tank” session, with maximum freedom to explore new, problem-solving ideas in an orderly way?*

A23. Use the informal discussion rule (see page 26, **Informal Discussion**) to free the meeting from formality. Then appoint the chair or a member to act as a neutral facilitator to be sure that every idea presented is received with complete absence of pre-judgment on its merit

so that no one is reluctant to mention a “far-out” idea. You could also appoint the secretary or a member as a recorder to list the ideas on a board or chart so that none are lost.

Large meetings sometimes break into smaller groups, each with its own facilitator and recorder. When the session is finished, the groups come together and hear reports from the facilitators. Ideas originating from these sessions may lead to motions.

Q24. *Can you give an example of an acceptable and an unacceptable amendment?*

A24. Consider this motion: “I move that we go to Sam’s restaurant next time.”

Amendment #1: “I move that we amend this motion by replacing the word ‘Sam’s’ with ‘The Golden Pagoda.’” This is acceptable, because it does not negate the motion or change the topic.

Amendment #2: “I move that we amend this motion by adding the word ‘not’ in front of the word ‘go.’” This is not acceptable, because it negates the original motion (see page 20, Amendments).

The same result could be achieved more simply by defeating the original motion.

Q25. *What is a vote by roll call?*

A25. The secretary calls the name of each member, who then votes audibly. Each member's vote is recorded on a list.

Q26. *What is a resolution?*

A26. A resolution is a formal expression of the meeting's opinion on some topic, or a resolve to take some action worded in a special way. It usually consists of a preamble containing one or more premises followed by a conclusion. For example: "I move that we adopt the following resolution: *Whereas* [followed by one or more premises], *therefore, be it resolved that* [followed by a resolve]." Of course, the members can change any part with the mover's privilege or amendments before voting on the whole motion.

Q27. *What is an example of an opinion poll (straw vote)?*

A27. While considering the purchase of a new computer, a member wanted to know how many members would make use of it and asked the chair to find out. The

chair said “If there are no objections, we will have a show of hands on this question (pause). How many would use this computer if we buy it?” Then the chair announced the result. If a member had objected to this poll, the chair would have asked “All willing for this meeting to conduct this poll, please say ‘yes’”(pause); “All opposed, please say ‘no.’” The chair would then have conducted the poll or not as the meeting decided (see page 17, under **Motions and Decisions**).

Q28. *Can you give an example of how a higher law would modify a rule of order?*

A28. The rule on equal rights (see page 13, **Equal Rights**) gives each member one vote. However, in some jurisdictions, laws governing meetings of condominium owners give each member one vote for each condominium unit owned by that member. A member owning five units in the condominium complex has five votes. Similarly in a corporation’s shareholders’ meeting, votes are usually proportional to the number of voting shares owned.

Another example would be the rule on a tie vote (see **page 25, Tie Vote**). In some jurisdictions, for example in some condominium owners' bylaws, laws governing meetings give the chair of the meeting a tie-breaking vote in addition to the chair's original vote.

Q29. *Our board spent \$7,000 on repairs to an elevator, claiming it was an emergency; but their spending limit was \$2,000. Were they in order?*

A29. Yes. However, at the next regular or special meeting, the members must ratify this expenditure (see **page 29, Ratifying a Previous Decision**). Usually this motion is passed. If the motion to ratify the expenditure is not passed, then the members have lost confidence in that board, and an election must be called to have them replaced (see also on page 29).

Q30. *Will these rules work in conventions, conferences, and legislative assemblies?*

A30. Yes, they will work well in conjunction with the specific procedures and rules dealing with agendas, delegates, speaking orders and limits, voting methods,

and the many details involved in the smooth operation of such events.

It is easy to modify these rules of order with a standing rule or bylaw to make them conform to special needs.

Q31. *Can a formal president present a motion to the meeting?*

A31. A chair can arrange for another member to present the motion if he or she is willing to stay uninvolved. Otherwise, the chair can ask the vice president, secretary, or another member to chair the meeting throughout this discussion and voting while she participates from the floor as a regular member (see page 14, **Formal Chair**).

Q32. *What can members do if they notice a bias in a chair or committee?*

A32. A member can raise a point of order and insist that the chair (or committee) allow fair discussion of both sides of an issue (see page 23, **Member's right to speak**). If there is formal chair, members must insist that the chair be impartial (see page 14, **Formal Chair**).

Sample Meeting

The following is an example of a meeting governed by the rules laid out in this book. This script of an imaginary meeting contains examples of how the rules work in awkward situations. Before reading it, we suggest you first read the *Rules* in Part 1 and the *Frequently Asked Questions* thoroughly to see that the rules are mostly common sense. Then this sample meeting will be more useful.

C = Chair

M = Member

Page references

C: Welcome! Let's open our meeting.
Are there any changes to the agenda?

M1? p16

M1: *I move that consideration of a fish pond
be deleted from the agenda.*

M2: *I second the motion.*

C: It has been moved and seconded that consideration of a fish pond be deleted from the agenda.

[Discussion]

C: Are you ready to vote now? p22

[Members call out "Let's vote now"]

C: Since we are ready to vote, will the secretary please read the motion.

[Secretary reads the motion] p22

C: All in favor of deleting the fish pond from the agenda, please raise a hand. ...
All opposed, please raise a hand. ...
Thank you. The vote is tied. p25

There are 40 affirmative votes and 40 negative votes, so the motion did not pass, and the agenda remains unchanged. The minutes of our last meeting have been circulated. Are there any changes or omissions? Yes, M3?

M3: *The meeting started at 7:30, not 8:00 p.m.*

C: Thank you M3. If there are no objections (pause), will the secretary please make that correction p17

now. Are there further corrections? ...
All in favor of adopting the minutes as
corrected, please raise a hand. ... All
opposed, please raise a hand. ... Thank
you. The minutes have been adopted as
corrected, and the secretary and I will
sign them now. p27

C: The next item on the agenda is a report
from the executive board, to be read by
M4.

[M4 reads the report]

M4: *I move that this report be adopted
as read.* p28

M5: *I second the motion.*

C: It has been moved and seconded that
the report be adopted as read. M6?

M6: *I don't think we should be bound by this
report's recommendation that we change
our management company.*

*I suggest that M4 replace the word
"adopted" with the word "received."*

C: M4, are you willing to make that
change? p20

M4: *No. I do not wish to make that change.*

C: Yes, M6?

M6: *I move that we amend this motion by replacing the word “adopted” with the word “received.”* p19

M7: *I second the motion.*

C: It has been moved and seconded that we amend this motion by replacing the word “adopted” with the word “received” to prevent the members from being bound by the report’s recommendations.

[Discussion]

[Members call out “Let’s vote now”]

C: If there are no objections, we will vote now. All in favor of the amendment changing the word “adopted” to the word “received,” please raise a hand. ... All opposed, please raise a hand. ... Thank you. The amendment did not pass, and now we must consider the original, unchanged, motion. Is there any further discussion? Since there is none, let’s vote. All in favor of adopting the report as read, please raise a hand. ... All opposed, please raise a hand. ...

Thank you. The motion to adopt has been passed.

M8: *Ms. Chair. Point of order.* p32

C: Yes, M8?

M8: *That vote was so close. I request we vote again by ballot.*

C: I am satisfied the vote was correct. M8?

M8: *Well, I am not satisfied, and I move that we vote again by ballot!* p24

M9: *I second the motion.*

C: All in favor of voting again by ballot, please stand and remain standing until I say "thank you." Will the secretary please help me count? ... Thank you. All opposed, please stand. Secretary, please help count again. ... Thank you. The motion to vote again by ballot has been lost, 37 affirmative and 43 negative. So the original motion to adopt M4's report with its recommendations remains passed. The next item on the agenda is the fish pond. M10?

M10: *I move that we informally discuss the idea of a new fish pond for a few minutes now.* p26

M11: *I second the motion.*

C: All in favor of informally discussing the fish pond now please raise a hand. ... All opposed please raise a hand.... Thank you. The motion has been passed, so we will now discuss this topic together informally.

[Informal discussion]

M12: *Since we are not ready to make a motion on this topic yet, I move that we continue with the agenda now.*

M13: *I second the motion.*

C: All in favor of continuing with the agenda now, please raise a hand. ... All opposed, please raise a hand. ... Thank you. The motion has been passed. The next item arising from the minutes is the notice of motion made at our last meeting about painting our building. M14? **p18**

M14: *Because I believe this motion should have strong support from a large majority of members, it contains a special requirement. I move that we have all the exterior wood of our building*

*painted at a cost not to exceed \$20,000
and that this motion require a 75 percent
affirmative vote to pass.* p25

M15: *I second the motion.*

C: Since members have been notified, this motion complies with our bylaws and is in order. Would the secretary please read it.

[Secretary reads the motion]

C: M14, do you wish to speak to your motion?

[M14 speaks to the motion]

[Discussion]

M14: *After hearing the discussion, I wish to reword my motion to read: that we have the exterior window frames of our building painted at a cost not to exceed \$10,000, and that this motion require a 75% affirmative vote to pass.*

M16: *I second the motion.*

M17: *I object to this change in the motion.*

M18: *I also object to this change in the motion.*

p19

C: Since there have been two objections, this motion cannot be changed with the mover's privilege, and the original motion is still the motion on the floor.
M14?

M14: *I move that we amend the motion by replacing the words "all the wood on the exterior of our building" with "the exterior window frames" and the price of "\$20,000" with "\$10,000."*

M19: *I second the amendment.* p20

C: The amendment is in order. Would the secretary please read the amendment to be sure we have it written correctly?

[Secretary reads the amendment]

C: The mover of the amendment may speak first.

[Discussion]

[Members call out "Let's vote now"]

C: Hearing no objection, let's vote now. Will the secretary please read the amendment?

[Secretary reads the amendment]

C: All in favor of the amendment, please raise a hand. ... All opposed, please raise a hand. ... Thank you. A majority are in favor, and the amendment has been passed. The newly amended motion is now the motion on the floor. Would the secretary please read this new motion?

[Secretary reads the motion]

[Discussion]

C: Is there any further discussion? Will the secretary please read the new motion again before we vote on it?

[Secretary reads the motion]

C: Does everyone understand what we are voting on? ... To make counting easy, we will have a standing vote. All in favor of the motion, please stand. ... All opposed, please stand. ...

Thank you. p24

There were 48 affirmative votes and 32 negative votes, which means 60 percent are affirmative. The motion required 75% to pass. It has been lost.
M20?

M20: *I move that we reconsider this motion.*

p27

M21: *I second the motion.*

C: All in favor of reconsidering the motion, please raise a hand. ... All opposed, please raise a hand. ... A majority is in favor, and the motion to reconsider has been passed. M22?

M22: *With a slight modification, I think this idea might gain approval. I move that we have the exterior window frames and doors of the building painted at a cost not to exceed \$15,000 and that this motion require a 75% affirmative vote to pass.*

M23: *I second the motion.*

C: Would the secretary please read the motion.

[Secretary reads the motion]

[Discussion]

C: M24?

M24: *Ms. Chair, I move we vote now.*

M25: *I second the motion.*

C: As soon as M26, who was waiting to speak, has had his turn, I will accept your motion. p23

M26: *Thank you. [M26 speaks.]*

C: It has been moved and seconded that we vote now.

M28: *Ms. Chair, point of order. Several more of us would like to speak to this motion.*

C: Both sides of the question have been fairly presented during the past 20 minutes. Over 80 members are present. We will let the members decide. p26
All in favor of voting now, please raise a hand. ... All opposed, please raise a hand. ... Thank you. The motion is carried and we will vote now. Secretary, please read the motion once again.

[Secretary reads the motion]

C: Thank you. We will have a standing vote. All in favor, please stand. ... Thank you. All opposed, please stand. ... Thank you. There were 60 affirmative votes and 20 negative votes. The number of affirmative votes was 75% of the total votes, so the motion has

been passed. The executive board can now have this work done. Next on our agenda is new business. M29?

M29: *I move that we reconsider this last motion.*

p27

M30: *I second the motion.*

C: All in favor of reconsidering this last motion, please raise a hand. ... All opposed, please raise a hand. ... The motion to reconsider has been lost.

M30: *I move that we reconsider this last motion.*

M29: *I second the motion.*

C: This motion is out of order as we have already made a decision on it.
M30?

M30: *Ms. Chair. It is not out of order, as our rules of order state on page 27 that "A motion can be reconsidered as often as the members are willing."*

C: The members have just decided that they are not willing to reconsider this motion, so we will now proceed with new business. M31?

M31: *My condominium is next to the games room, and players are frequently noisy. I move that this room be closed daily at 9:00 p.m.*

C: Is there a seconder for the motion?

The motion fails for lack of a seconder. M32?

p17

M32: *I move that we post a sign in the games room asking players to be quiet after 9:00 p.m.*

M33: *I second the motion.*

C: It has been moved and seconded that we post a sign in the games room requesting players to be quiet after 9:00 p.m. Is there any discussion?

M34: *The motion should put a limit on the cost of this sign.*

C: M32?

M32: *Good idea. I would like to change my motion to read that the maintenance committee be asked to spend up to \$45 for a sign in the games room requesting players to be quiet after 9:00 p.m.*

M33: *I second the new motion.*

M35: *I object to this change in M32's original motion.*

C: Since there is only one objection, this change is acceptable. Will the secretary please read the new motion. p19

[Secretary reads the motion]

C: M36?

M36: *Because there are other factors to be considered, I move that we refer this motion to the executive board for their consideration and ask them to report back to us at our next meeting.* p21

M37: *I second the motion.*

[Discussion]

C: Anyone else? ... It has been moved and seconded that we refer this motion to the executive board and ask them to report back to us at our next meeting. All in favor, please raise a hand. ... All opposed, please raise a hand. ... The motion is carried. Is there any further new business? M38?

M38: *Three meetings ago we decided to carpet the foyer. Nothing has been done. I*

*move that we rescind the motion to
carpet the foyer!*

p26

M34: *I second the motion.*

M39: *Ms. Chair. Point of order.*

C: Go ahead, M39.

M39: *The contract has been given to a firm.
By our rules of order we cannot rescind
that motion.*

C: I believe you are right, M39. We cannot
rescind a motion if doing so would
create a breach of contract. M38?

M38: *The color is wrong! The price is too high!
We are not breaking a contract! It hasn't
been signed yet! I insist that we—*

M39: *I agree with—*

C: Hold on a minute, M39! Please wait
until you have been acknowledged
before speaking.

p15

M38: *Ms. Chair. Point of order.*

p32

C: Yes, M38.

M38: *I believe this motion is in order and
request a vote on this point of order.*

C: Thank you, M38. Please explain your reasoning. Then I will explain my reasoning, and then we will vote.

[M38 explains]

[C responds]

C: Now the members will decide. All who believe that this motion to rescind is out of order, please raise a hand. ... All opposed, please raise a hand. ... Thank you. The motion has been carried. The motion to rescind has been considered out of order, and we will now proceed to the next item of business.

[More business is discussed]

C: Our standing rules require us to adjourn by 10:00 p.m. We have only ten minutes left. M40? p29

M40: *I move that we change that standing rule to read: "that we adjourn at 10:00 p.m. or at a later time if the members attending so wish."*

M41: *I second the motion.*

C: This motion, if passed, will not affect tonight's closing time as we are governed

by our existing standing rule. The motion before us is that we change our standing rule p10 to read that “we adjourn at 10:00 p.m. or at a later time if the members attending so wish.”

[Short discussion]

[Members call out “Let’s vote now”]

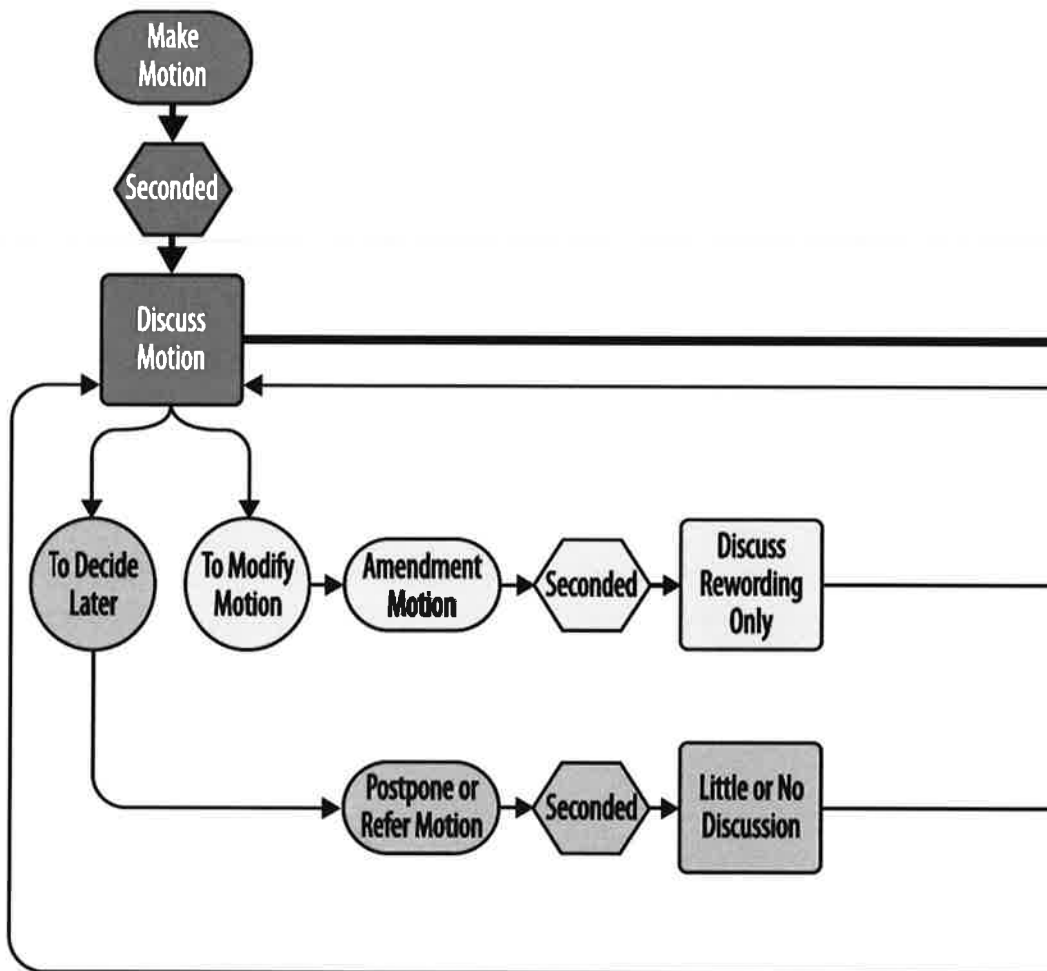
C: Secretary, please read the motion.

[Secretary reads the motion]

C: If there is no objection, we will vote now. All in favor, please raise a hand. ... All opposed, please raise a hand. ... The motion has been carried and will allow members to extend the time of adjournment at future meetings. It is now 10:00 p.m., and I declare this meeting adjourned!

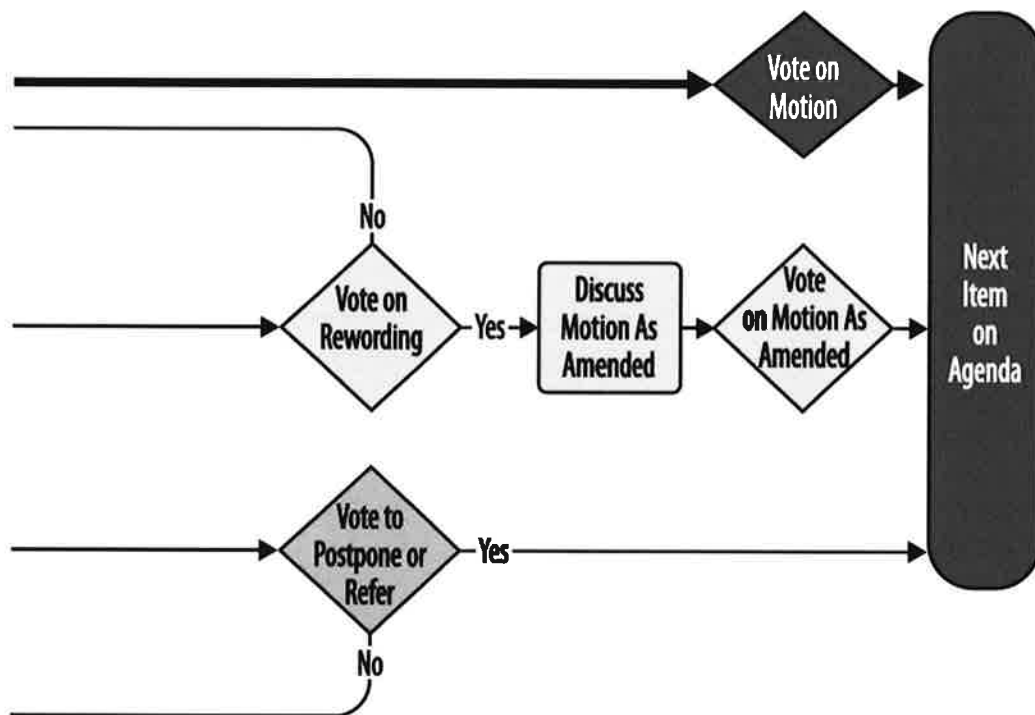
Flowchart

Using *Democratic Rules of Order*



Good Order

- Stay on topic
- One speaker at a time, acknowledged by chair
- No interrupting



Point of Order

- Member explains how a law or good order is being breached
- Chair rules on point of order
- Vote if necessary

A printable color version of the Flowchart is available for download here: democraticrules.com/pdf/flowchart.pdf

Summary of the Rules

A printable version of this Summary is available for download at democraticrules.com/pdf/summary.pdf

Fairness (equal rights of members) and good order are the underlying principles (page 13).

The **final authority is the majority of voting members**, provided a quorum is present, subject always to any applicable higher law (a law of the land, a constitution, a bylaw, or an existing standing rule) (page 15).

In **formal meetings**, the chair guides impartially without taking part in discussion. In **informal meetings**, the chair participates as an equal member (page 14).

A **motion** should be worded affirmatively and must not conflict with any higher law. Each motion requires a **second** (page 17).

The **mover's privilege** allows the mover to reword or withdraw the motion provided there is a seconder and not more than one member objects (page 19).

Amendments can delete, substitute, or add words to a motion on the floor but must not negate it or change its topic. An amendment cannot be amended (**page 20**).

Postpone, refer: A motion can be postponed to an indefinite or a specific future occasion or referred to a committee for further study (**page 21**).

Voting: Common voting methods include voting by ballot, standing, show of hands, show of voting cards, and voice. For a motion to pass, a quorum must be present, and more than half the votes cast must be affirmative (**pages 22 to 26**).

Informal discussion: A motion to informally discuss some topic, if passed, allows members to consider an idea without the formality of a motion (**page 26**).

Rescind, reconsider: A previous decision can be rescinded or reconsidered by the members at any appropriate time (**pages 26 and 27**).

Ratify a previous decision: A decision exceeding the authority of a member, committee or meeting can be ratified at a later meeting (**page 29**).

Good order: Members should discuss only one motion at a time. A member must not

take more than a fair share of floor time nor interrupt another member except as allowed with a point of order (page 32).

Point of order: A member who believes that a law or the meeting's good order is being breached may rise immediately and say "point of order." The chair should allow the member to explain and, if necessary, should call for a vote for a decision (page 32).

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About the Authors

By 1994, when they wrote the first edition of *Democratic Rules of Order*, Fred and Peg Francis had had decades of experience with meetings in school, college, business, church, and community organizations as members and as officers. After attending university together, Peg taught elementary school. Fred taught mathematics in high schools and college. Together, they also designed several commercial products, including clean-burning wood stoves, rodent-proof composters, and children's building sets. For over 60 years, they lived in Victoria, Canada, where they raised four wonderful children and six equally wonderful grandchildren.

Since Fred's passing in 2003, Peg has continued their work in improving our democratic process. As the daughter of Fred and Peg Francis, Joyce McMenamon has been making her parents' book available through her Cool

Heads Publishing venture. Joyce is eager to share this valuable tool and to continue the work that Fred and Peg started.

This book was a very satisfying project for Fred and Peg, who saw the urgent need for more justice and stronger democracies in our world. For a democracy to work successfully, the populace itself must understand and want to obey the democratic principles. Citizens need practice in making the individual rights of each member and the rights of the majority work together. People using this book are learning and practicing these principles, and helping the world at the grassroots level.

*May this book help you and your
organization to have productive and
distinctly democratic meetings!*

*—Fred and Peg Francis, Victoria,
British Columbia, Canada*

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