



# TILLAMOOK COUNTY BOARD OF COMMISSIONERS

*Mary Faith Bell - Doug Olson - Erin Skaar*

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## BOARD MEETING

**Wednesday, July 17, 2024, 9:00 AM**

### Join In Person:

County Courthouse, Board of Commissioners' Meeting Room 106, 201 Laurel Avenue, Tillamook

### Join Virtually:

[tillamookcounty.gov/bocc/page/meetings-agendas-minutes](https://tillamookcounty.gov/bocc/page/meetings-agendas-minutes) or 1-971-254-3149, ID: 866 914 607#

Additional viewing options are available at [tctvonline.com](https://tctvonline.com). Closed captioning and translation options are available for recorded videos at [www.youtube.com/@tillamookcounty1434](https://www.youtube.com/@tillamookcounty1434).

More detailed [meeting instructions](#) are available at [tillamookcounty.gov/bocc/page/meetings-agendas-minutes](https://tillamookcounty.gov/bocc/page/meetings-agendas-minutes). Call 503-842-1814 or send an email to [helpdesk@tillamookcounty.gov](mailto:helpdesk@tillamookcounty.gov) regarding any meeting technical issues.

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## MEETING - 2024-07-17 BOCC MEETING AUDIO.MP4

**CALL TO ORDER** – Tuesday, July 17, 2024 9:15 a.m.

1. [Welcome & Request to Sign Guest List](#)  
01:51
2. [Pledge of Allegiance](#)  
01:53
3. [Public Comment](#): There were none.
4. [Non-Agenda Items](#): There were none.  
02:23

## PRESENTATIONS AND REPORTS

5. [Oregon Department of Forestry FY25 Operation Plan Highlights/Kate Skinner, Tillamook District Forester, Oregon Department of Forestry](#)  
02:24

## LEGISLATIVE - ADMINISTRATIVE

6. [Consideration of a Notice of Federal Interest in the Department of Health and Human Services Health Resources and Services Administration Grant No. 1 CE1HS52677-01-00 to Northwest Medical Foundation of Tillamook/Eric Swanson, President, Adventist Health Tillamook](#)  
29:06

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board signed the notice.

7. Consideration of an Out-of-State Travel Request for Rockie Phillips to Attend the Northwest Center for Public Health Management Certificate Class in Seattle, Washington on 8/18/24 - 8/22/24/Irene Fitzgerald, Accounting Manager, Health and Human Services

52:51

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Chair signed the travel request.

8. Consideration of Modification #4 to Professional Services Agreement #6200 with RSS Architecture P.C. for the Tillamook County Health Center 8th Street Annex Addition and Remodel Project/Commissioner Erin Skaar

55:41

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board signed the modification.

9. Consideration of a Professional Services Agreement with Universal Field Services for Property Acquisition Services for the Big Trout Bridge Project/Chris Laity, Director, Public Works

59:10

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board signed the agreement.

10. Consideration of Amendment #1 to the State of Oregon Department of Environmental Quality Overflow Sewer and Stormwater Grant Agreement #027-024 for the Pacific City Transfer Station/Justin Weiss, Program Manager, Solid Waste

1:01:15

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Chair signed the amendment.

11. Consideration of a Workforce Housing Property Tax Exemption Application for Kingfisher LLC's Multi-Family Housing Development Project/Parker Sammons, Housing Coordinator, Department of Community Development

1:13:40

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board approved the application.

#### **AGENDA ITEM TAKEN OUT OF ORDER**

12. Discussion Concerning the Federal Emergency Management Agency's Biological Opinion Updates/Sarah Absher, Director, Department of Community Development

1:26:55

13. Discussion Concerning a Countywide Classification Study Proposal/Jodi Wilson, Director, Human Resources

2:16:09

14. Consideration of an Order in the Matter of Relinquishing any Revisionary Interest in the Cape Meares Community Association Property/William K. Sargent, County Counsel

2:30:23

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board signed Order #24-047.

15. Consideration of Change Order #2 to Contract #6371 Prevailing Wage Rate Contract for Construction with Saunders Company, Inc. for the Kiwanda Corridor Project: Cape Kiwanda Parking Lot & Restroom Project/Rachel Hagerty, Chief of Staff

2:36:54

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board signed the change order.

16. Consideration of a Professional Services Agreement with DLR Group Architecture & Engineering, Inc. for BLM Building Design Services/Rachel Hagerty, Chief of Staff

2:39:37

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board signed the agreement.

17. Consideration of Amendment #6 to Grant Agreement #5012 with Tillamook Coast Visitors Association for Destination Management and Communication Services/Rachel Hagerty, Chief of Staff

2:42:15

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board signed the amendment.

18. Consideration of Transient Lodging Tax Grant Agreement #2024-P-2 with the Salmonberry Trail Foundation for Salmonberry Trail Organizational Capacity-Year 4/Rachel Hagerty, Chief of Staff

2:45:51

A motion was made by Commissioner Skaar and seconded by Vice-Chair Olson. The motion passed with three aye votes. The Board signed the agreement.

19. Board Concerns: There were none.

02:49:30

#### **OTHER MEETINGS AND ANNOUNCEMENTS**

02:49:30

The Local Public Safety Coordinating Council (LPSCC) meeting will be held on **Monday, July 15, 2024** at **12:00 p.m.** The meeting will be held in the Board of Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The teleconference number is 1-971-254-3149, Conference ID: 155 859 952#.

The Commissioners will hold a Leadership Team meeting to discuss the Strategic Plan on **Monday, July 15, 2024** at **2:00 p.m.** The meeting will be held in the Board of Commissioners' Meeting Room 106 at the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The teleconference number is 1-971-254-3149, Conference ID: 866 914 607#.

The Commissioners will hold a Board Briefing on **Wednesday, July 17, 2024** at **2:00 p.m.** to discuss weekly Commissioner updates. The meeting will be held in the Commissioners' Meeting Room 106 in the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The teleconference number is 1-971-254-3149, Conference ID: 866 914 607#.

The Commissioners will attend a Tillamook LightWave meeting on **Tuesday, July 23, 2024** at **9:30 a.m.** The teleconference number is 1-253-215-8782, Conference ID: 899 5732 9678.

The Commissioners will hold an executive session on Tuesday, July 23, 2024 at **3:00 p.m.** pursuant to ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member, or individual agent. The executive session will be held in the Commissioners' Meeting Room 106 at the Tillamook County Courthouse, 201 Laurel Avenue, Tillamook. The executive session is not open to the public.

**ADJOURN – 12:06 p.m.**

Wednesday, July 17, 2024

| <u>Name</u>  | <u>Email or Address</u> | <u>Item of Interest</u> |
|--------------|-------------------------|-------------------------|
| Kate Skinner | on file                 | o&f-Presentation        |
| Erin Swartz  | "                       | Proctor                 |
| Abby Sissons | abby.sissons@yahoo.com  | Observing               |

**(Please use reverse if necessary)**

## TILLAMOOK COUNTY BOARD OF COMMISSIONERS' MEETING

**WEDNESDAY, JULY 17, 2024**

# PUBLIC COMMENT SIGN-IN SHEET

**PLEASE PRINT**

[illegible]

# Oregon Department of Forestry

Board of County Commissioners  
July 17th, 2024



# State Forest Planning Levels

## FMP + HCP

- Forest Management Plan provides high-level forest management goals and strategies.
- Habitat Conservation Plan provides majority of conservation strategies.

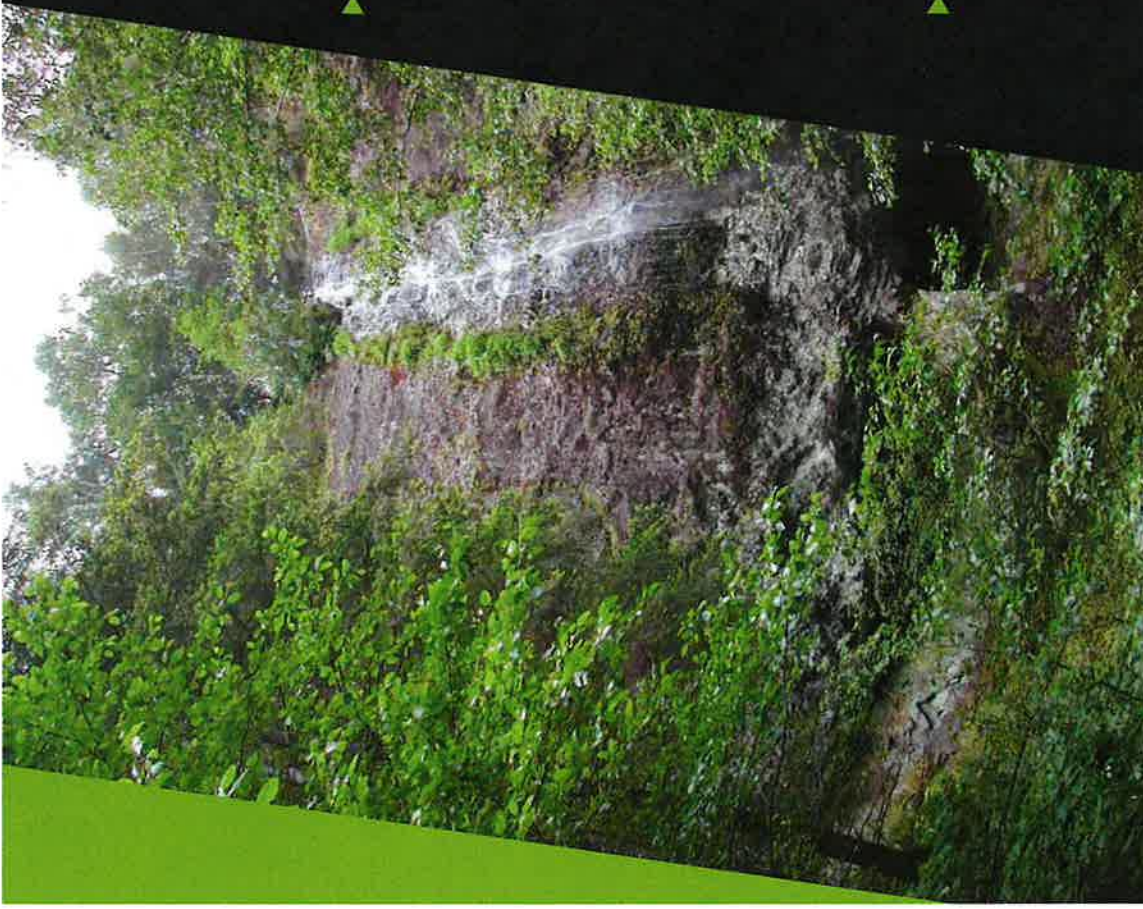
## IP's

- Implementation Plans are sub-geographic plans with mid-level objectives.

## AOP/OP's

- Operations Plans include operational and project level detail.





# Annual Operations Plan Process

- ▶ Operation Plans provide on-the-ground plans, directions, and priorities at a district level.
  - ▶ Focus on timber sales, roads, reforestation, young stand management, and recreation, education, and interpretation aligned with budgets.
  - ▶ This includes work for watershed/stream enhancement, T&E surveys, and administrative work like misc. forest products, and special use permits.
  - ▶ Multi-year process from planning to implementation
- ▶ Operations Plans are shared with the public
  - ▶ Public Comment was open April 3<sup>rd</sup> to May 17<sup>th</sup>
  - ▶ Comments were collected on-line, letters, Board of Forestry meeting and local offices.





## FY25 Operations Plan Highlights July 1 - June 30th

### ▶ Harvest Operations

- ▶ Planned Timber Sales - 51.9 mmbf (TL) + 13.1 mmbf (FG) - 65 mmbf
- ▶ Total Net Value - \$17.9 million (before bid-up)

### ▶ Reforestation and Young Stand Management (Tillamook)

- ▶ Planting 1.1 million seedlings on 1,800 acres with Douglas-fir, western hemlock, and cedar
- ▶ Precommercial Thinning - 500 acres, utilizing grant funds
- ▶ Invasive Species Treatments

### ▶ Roads Management (Tillamook)

- ▶ Continued road maintenance, improvement (165.7 miles), and closures through timber sale contracts, service contracts, and district equipment operators.
- ▶ Focus on Cook Creek Road - closed since December 2015 storm event
  - ▶ Will require closure of some campsites late summer and during hunting season
  - ▶ More information will be shared through press releases for timelines



# FY25 Operation Plan Highlights

- ▶ Recreation and Interpretation
  - ▶ Operation and Maintenance of campgrounds, day use areas, OHV staging areas, trailheads, trails, dispersed campsites and boat launch facilities.
  - ▶ Improvement to Jones Creek Campground for Host site.
  - ▶ Improvement and reroute or construction of motorized trails to improve connections, rider experience, safety and resource protections.
  - ▶ Hosting 12 - 14 OHV events
- ▶ Additional activities
  - ▶ Conducting density and operational surveys for northern spotted owls and marbled murrelets.
  - ▶ Surveying streams for duration and fish presence.
  - ▶ Implementing stream and habitat improvement projects.
  - ▶ Selling misc. forest products, wood cutting, and issuing special use permits.





# Looking back at FY24 and Current Activity on the forest

- ▶ FY24 Annual Operations Plans - Volume and Value
  - ▶ Planned: 49.4 mmbf (TL) + 18 mmbf (FG) - 67.4 mmbf
  - ▶ **Prepared: 49.8 mmbf (TL) + 23.8 mmbf (FG) - 73.6 mmbf**
  - ▶ Total of 12 sales with 8 already sold
- ▶ Sold and Active Operations
  - ▶ 25 sales totaling 133 mmbf
  - ▶ Approximately 32 mmbf hauled to date
  - ▶ Reflection of multi-year contracts
- ▶ Summer Recreation Season
  - ▶ All campgrounds are open and operating
  - ▶ Trask Basin OHV trail mapping and bridge installations complete
  - ▶ Tillamook Forest Center is operating 5 days/week
    - ▶ *Significant amount of work completed on Santiam State Forest to reopen sites*



## Next Steps and Questions

- ▶ Public Comment response and edits (if needed)
- ▶ Approval by District Foresters
- ▶ Begin FY25 operations Summer of 2024
  - ▶ Timber Harvest
  - ▶ Stream checks
  - ▶ Road improvement and construction
  - ▶ Site Prep for tree planting
  - ▶ Recreation Operations
- ▶ September - Commissioners field tour









Our newly remodeled and expanded surgery suite, adheres to modern building codes while seamlessly integrating into the hospital's aesthetic.



Our pre-operative area features modern, well-appointed private spaces. Designed with comfort in mind, these spaces offer a calming environment to help keep our patients at ease before their procedures.





Step into our new operating rooms to support optimal patient care. This space fosters a productive, teamwork-focused atmosphere, empowering our medical professionals to deliver exceptional outcomes.



Our Post-Anesthesia Care Unit (PACU) is thoughtfully designed with an efficient workflow layout, ensuring a comfortable recovery environment while optimizing the care team's responsiveness to patient needs.

PLEASE COMPLETE ALL SECTIONS IN YELLOW. WHERE DOLLAR AMOUNT DOES NOT APPLY LEAVE AT \$0.00  
THIS FORM IS FILLABLE. AMOUNTS & TOTALS WILL CALCULATE AUTOMATICALLY

## TILLAMOOK COUNTY TRAVEL AUTHORIZATION

01/01/2024-12/31/2024

Please complete this form and obtain required signatures before travelling.

|                                                                                                                                                                                                                                                                                   |  |                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------|--|
| 1. Name of Employee/Traveler: Rochelle Phillips                                                                                                                                                                                                                                   |  | 2. Date: 07/09/2024                                                           |  |
| 3. Training Related/Conference (if yes, attach Agenda):<br><input checked="" type="radio"/> Yes <input type="radio"/> No                                                                                                                                                          |  | 4. Airfare/Railfare:<br><input checked="" type="radio"/> Confirmation Number: |  |
| 5. Name of Conference or Training:<br>Northwest Center for Public Health Practice Public Health Management Certificate Class                                                                                                                                                      |  | 6. Conference/Training Cost:<br>\$ 4,500.00                                   |  |
| 7. Itinerary:<br>Destination (City, State): Seattle, WA                                                                                                                                                                                                                           |  | 8. Lodging Reservation Information:                                           |  |
| Est. Departure Date: 8/18/24 Time: 12pm                                                                                                                                                                                                                                           |  | Hotel Name: Graduate Hotel                                                    |  |
| Est. Return Date: 8/21/24 Time: 9pm                                                                                                                                                                                                                                               |  | Address: 4507 Brooklyn Ave NE                                                 |  |
|                                                                                                                                                                                                                                                                                   |  | Seattle WA, 98105                                                             |  |
|                                                                                                                                                                                                                                                                                   |  | Phone number: 206-634-2000                                                    |  |
|                                                                                                                                                                                                                                                                                   |  | Confirmation Number:                                                          |  |
| 9. Miscellaneous Expenses:<br>(Identify Specific Expenses: Taxis, Shuttles, Etc.)                                                                                                                                                                                                 |  | 10. Lodging Rate:                                                             |  |
| a. Parking \$35 per day \$ 175.00 c. _____                                                                                                                                                                                                                                        |  | Amount per Night: \$ 165.00                                                   |  |
| b. _____ d. _____                                                                                                                                                                                                                                                                 |  | Tax per Night: \$ 25.91                                                       |  |
|                                                                                                                                                                                                                                                                                   |  | Total per Night: \$ 190.91                                                    |  |
| 11. Meals: (Please CHECK which rate you are using in ONE box below)                                                                                                                                                                                                               |  | Number of Nights: x 4                                                         |  |
| Daily Meal Rate without receipts (See policy): \$ 59.00                                                                                                                                                                                                                           |  | Total Lodging: \$ 763.64                                                      |  |
| CONUS Rate with detailed receipts and accounting:                                                                                                                                                                                                                                 |  | 12. Cost of Trip:                                                             |  |
| *Daily Rate: \$ 59.00 *(Standard rate or City Conus Rate)                                                                                                                                                                                                                         |  | Airfare/Railfare: \$ 0.00                                                     |  |
|                                                                                                                                                                                                                                                                                   |  | Lodging: \$ 763.64                                                            |  |
|                                                                                                                                                                                                                                                                                   |  | Meal Per Diem: \$ 212.40                                                      |  |
|                                                                                                                                                                                                                                                                                   |  | Personal Car Miles: \$ 334.20                                                 |  |
|                                                                                                                                                                                                                                                                                   |  | Training/Conference Cost: \$ 4500.00 pd C #LO                                 |  |
|                                                                                                                                                                                                                                                                                   |  | Miscellaneous: \$ 175.00                                                      |  |
|                                                                                                                                                                                                                                                                                   |  | Total Not To Exceed: \$ 5985.24                                               |  |
| 13. Personal Car Miles                                                                                                                                                                                                                                                            |  |                                                                               |  |
| Total miles round trip: 498.8 x 0.67 \$ 334.20                                                                                                                                                                                                                                    |  |                                                                               |  |
| 14. Purpose of Trip (Be Specific):                                                                                                                                                                                                                                                |  |                                                                               |  |
| Cost of the program was covered directly by CHLO. Travel expenses will be covered by CHLO via their standard reimbursement process. Training is located in the Hans Rosling Center for Population Health at 3980 15th Ave NE, Seattle WA, 98105. (249 miles from 801 Pacific Ave) |  |                                                                               |  |
| The Public Health Managers Certificate is a year long program that helps public health professionals develop core management skills such as planning, organization, budgeting, performance analysis                                                                               |  |                                                                               |  |
| 15. Approved for Payment:                                                                                                                                                                                                                                                         |  |                                                                               |  |
| Meal Per Diem: \$ 212.40                                                                                                                                                                                                                                                          |  | Transportation: \$ 0.00                                                       |  |
| Personal Car Miles: \$ 334.20                                                                                                                                                                                                                                                     |  | Training/Conference: \$ 4500.00 pd C #LO                                      |  |
| Misc: \$ 175.00                                                                                                                                                                                                                                                                   |  | Total: \$ 5985.24                                                             |  |
| Lodging: \$ 763.64                                                                                                                                                                                                                                                                |  |                                                                               |  |
| 16. Employee/Traveler Signature:<br>Rochelle Phillips                                                                                                                                                                                                                             |  | Date:<br>7/10/24                                                              |  |
| 17. Department Head/Designee Signature:<br>Merlene Butner                                                                                                                                                                                                                         |  | Date:<br>7/10/2024                                                            |  |
| 18. Board of Commissioner's Signature (Required for Out-Of-State)<br>MF B EU                                                                                                                                                                                                      |  | Date:<br>7/17/2024                                                            |  |



**APPENDIX D**

**TILLAMOOK COUNTY**

**REQUEST APPROVAL FORM TO UTILIZE EMPLOYEE/AGENT  
PRIVATE VEHICLE FOR COUNTY BUSINESS  
*APPROVAL REQUIRED PRIOR TO USAGE OF PRIVATE VEHICLE***

Destinations:

TO: 4507 Brooklyn Ave SE Seattle WA \_\_\_\_\_ FROM: 801 Pacific Ave Tillamook Oregon \_\_\_\_\_

I request approval to use my private vehicle on 8/18/24 to 8/22/24 for Tillamook County business purpose of:

Attending Public Health Managers Certificate Class with Northwest Center for Public Health Practice

Reason for using private vs. County owned vehicle is:

To ensure enough county owned vehicles are available for home visitors and other clinic staff

I am ( ☒ ) am not ( ☐ ) requesting mileage reimbursement. Insurance terms remain the same whether or not mileage payment is requested. This form must accompany the reimbursement request.

**Personal or Private Vehicle Liability.** If you authorize your employees/agents to use a personal or private vehicle on County business, he/she is responsible to carry the minimum liability insurance required by law (must provide proof before department head/designee approval). If employees operate a personal or private vehicle on County business, their personal liability insurance policy is primary and County coverage is excess. If the amount of liability to third parties exceeds their private policy limits, the County will provide excess liability coverage.

The County does not cover collision or comprehensive insurance for personal vehicles. When utilizing a personal vehicle for County purposes, the employee/agent is 100% responsible for collision or comprehensive damage incurred to the vehicle.

The rationale of having County employees/agents complete a vehicle usage form is for their own knowledge pertaining to County vehicle coverage, and liability protection from the County. Plus, the signed form may give their department head/designee a heads up as to who will be using their own vehicle on County business and committing department funds when claiming reimbursement for personal vehicle mileage. The signing of the personal vehicle usage document will inform the County employee/agent that their insurance is the first to be used in the event of a vehicle accident. Each department should keep a copy of the signed form on file.

If involved in an accident while on official County business, I will advise the Human Resources Department within twenty-four (24) hours by calling 503-842-3418.

Employee: Rochelle Phillips Date: 7/9/24

## PHMC 2024-25

Site: HRC 135

|          | Monday<br>8/19/2024                                                               | Tuesday<br>8/20/2024                                                                       | Wednesday<br>8/21/2024                                                          | Thursday<br>8/22/2024                                                                                                                                                                            |                                                                                           |                                                                         |
|----------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 8:00 AM  | Welcome & Introductions<br>8:00 - 9:30<br><br><br><br><br>1.5                     | Breakfast (provided)<br>8 to 8:30                                                          | Breakfast (provided)<br>8 to 8:30                                               | Breakfast (provided)<br>8 to 8:30                                                                                                                                                                |                                                                                           |                                                                         |
| 8:15 AM  |                                                                                   | Block 1<br>Organizational Systems<br>(Mary Kay Chess)<br>8:30 to 12<br><br><br><br><br>3.5 | Block 1<br>Organizational Systems<br>(Mary Kay Chess)<br>8:30 - 11:30           | Goal Writing<br>(Grace Gorenflo) .5                                                                                                                                                              |                                                                                           |                                                                         |
| 8:30 AM  |                                                                                   |                                                                                            |                                                                                 | Block 2<br>Managing People & Teams<br>(Grace Gorenflo)<br>9:00 - 12:00<br><br><br><br><br>3                                                                                                      |                                                                                           |                                                                         |
| 8:45 AM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 9:00 AM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 9:15 AM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 9:30 AM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 9:45 AM  | Technology Review<br>9:30 to 10                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 10:00 AM | Project Management<br>(Kevin Meenaghan)<br>10 to 12<br><br><br><br><br><br><br>2  | break                                                                                      | break                                                                           | 9:00 - 12:00                                                                                                                                                                                     |                                                                                           |                                                                         |
| 10:15 AM |                                                                                   |                                                                                            |                                                                                 | break                                                                                                                                                                                            |                                                                                           |                                                                         |
| 10:30 AM |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 10:45 AM |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 11:00 AM |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 11:15 AM |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 11:30 AM |                                                                                   |                                                                                            |                                                                                 | Our HE approach (ECHO)<br>11:30 - 12<br>3                                                                                                                                                        |                                                                                           |                                                                         |
| 11:45 AM |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 12:00 PM | Lunch (on your own)<br>12 to 1                                                    | Lunch (on your own)<br>12 to 1                                                             | Lunch (on your own)<br>12 to 1                                                  | Lunch (provided)<br>12 to 1                                                                                                                                                                      |                                                                                           |                                                                         |
| 12:15 PM | Small Groups<br>1 to 2:30<br><br><br><br><br><br><br>1.5                          | Small Groups<br>1 to 2<br><br><br><br><br>1                                                | Positionality<br>(Kendra Liljenquist)<br>1 to 3:00<br><br><br><br><br><br><br>2 | Small Groups<br>1:00 - 2:30<br><br><br><br><br><br><br>Group photos<br><br><br><br><br>Wrap-Up & Next Steps<br>Reflective Session<br>(Christine Ector)<br>2:30 - 3:30<br><br><br><br><br>Day end |                                                                                           |                                                                         |
| 12:30 PM |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  | Reflection Time<br>2 to 2:30                                                              |                                                                         |
| 12:45 PM |                                                                                   | break                                                                                      |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 1:00 PM  |                                                                                   | Project Management<br>(Kevin Meenaghan)<br>2:45-4:45<br><br><br><br><br><br><br>2          |                                                                                 |                                                                                                                                                                                                  | Block 1<br>Organizational Systems<br>(Mary Kay Chess)<br>2:45 - 4:45<br><br><br><br><br>2 | Culture Chests<br>(Christine Ector)<br>3:15 - 5<br><br><br><br><br>1.75 |
| 1:15 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 1:30 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 1:45 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 2:00 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 2:15 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 2:30 PM  | break                                                                             | break                                                                                      |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 2:45 PM  | Project Management<br>(Kevin Meenaghan)<br>2:45-4:45<br><br><br><br><br><br><br>2 | Block 1<br>Organizational Systems<br>(Mary Kay Chess)<br>2:45 - 4:45<br><br><br><br><br>2  | Culture Chests<br>(Christine Ector)<br>3:15 - 5<br><br><br><br><br>1.75         | Social Hour with<br>Faculty and Coaches<br>5 to 6<br><br><br><br><br>Day end                                                                                                                     |                                                                                           |                                                                         |
| 3:00 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 3:15 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 3:30 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 3:45 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 4:00 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 4:15 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 4:30 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 4:45 PM  | Social Time<br>4:45 - 5:15                                                        | Day end                                                                                    |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 5:00 PM  | Day end                                                                           |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 5:15 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 5:30 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 5:45 PM  |                                                                                   |                                                                                            |                                                                                 |                                                                                                                                                                                                  |                                                                                           |                                                                         |
| 6:00 PM  |                                                                                   |                                                                                            | Day end                                                                         |                                                                                                                                                                                                  |                                                                                           |                                                                         |

**La Vonne R. Beckner**

---

**From:** Rockie Phillips  
**Sent:** Tuesday, April 16, 2024 4:21 PM  
**To:** Madison Riethman; Marlene Putman  
**Subject:** FW: EXTERNAL: Welcome to the 2024-25 Public Health Management Certificate Program  
**Attachments:** phmc\_welcome\_letter-2024.pdf

Hello Madison,

I've already received my acceptance letter to the Public Health Management Program, wow! That was fast. Below are instructions for payment, please let me know if there's anything else you need me to do.

Thank you,

Rockie

\*\*\*Please note that my email has changed to [Rockie.Phillips@tillamookcounty.gov](mailto:Rockie.Phillips@tillamookcounty.gov). Please update your contact information as needed. \*\*\*

**Rochelle (Rockie) Phillips, RN, BSN**  
**Public Health Deputy Director**  
TILLAMOOK COUNTY | Public Health  
801 Pacific Ave  
Tillamook, OR 97141  
Phone (503) 842-3931  
Mobile (503) 812-2247  
[Rockie.Phillips@tillamookcounty.gov](mailto:Rockie.Phillips@tillamookcounty.gov)

This e-mail is a public record of Tillamook County and is subject to the State of Oregon Retention Schedule and may be subject to public disclosure under the Oregon Public Records Law. This e-mail, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please send a reply e-mail to let the sender know of the error and destroy all copies of the original message.

**From:** Christine Ector <cector@uw.edu>  
**Sent:** Tuesday, April 16, 2024 1:16 PM  
**To:** Rockie Phillips <rockie.phillips@tillamookcounty.gov>  
**Cc:** Janell Blackmer <jla@uw.edu>  
**Subject:** EXTERNAL: Welcome to the 2024-25 Public Health Management Certificate Program

[**NOTICE:** This message originated outside of Tillamook County -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Dear Rochell,



Thank you for your application to the 2024-25 Public Health Management Certificate Program (PHMC). We are pleased to let you know that you have been accepted to the program. A welcome letter from the program director that includes some important dates and lodging information is attached.

Payment for the program (early bird rate = \$4500) can be made online through our payment portal: [https://secure.touchnet.net:443/C20410\\_ustores/web/product\\_detail.jsp?PRODUCTID=4091&FROMQR\\_CODE=true&SINGLESTORE=true](https://secure.touchnet.net:443/C20410_ustores/web/product_detail.jsp?PRODUCTID=4091&FROMQR_CODE=true&SINGLESTORE=true). To receive your early bird discount, please enter the promo code: PHMC2024. Please let us know if you would prefer to pay by check and/or need an invoice or payment form. We ask that you pay the program fee within three weeks of receiving your acceptance.

Please respond to confirm your acceptance and reach out with any questions you may have.

Sincerely,

Christine Ector, PHMC Program Manager  
Janell Blackmer, PHMC Program Director

**CHRISTINE ECTOR (MPH)**

Continuing Education Coordinator / She, Her, Hers

Northwest Center for Public Health Practice  
University of Washington School of Public Health

[cector@uw.edu](mailto:cector@uw.edu)

3980 15th Ave NE, Seattle, WA 98195 (Campus Box: 351621)

**Northwest Center**  
FOR PUBLIC HEALTH PRACTICE

**PUBLIC HEALTH MANAGEMENT  
CERTIFICATE PROGRAM**

**2024-25 APPLICATION PERIOD OPEN!**

**APPLY HERE**

Thank you for your application to the 2024-25 Public Health Management Certificate Program (PHMC). We are pleased to let you know that you have been accepted to the program. A welcome letter from the program director that includes some important dates and lodging information is attached.

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**PUBLIC HEALTH MANAGEMENT  
CERTIFICATE PROGRAM**

**2024-25 APPLICATION PERIOD OPEN!**

**APPLY HERE**



## Healthy Rural Oregon: Building a Workforce for Community Health

### Participant Reimbursement Form

Invoice date: \_\_\_\_\_ SSN Tax ID: \_\_\_\_\_ Invoice #: \_\_\_\_\_

*HRO staff will complete*

#### INSTRUCTIONS

- All expenses require prior approval from HRO staff in order to be reimbursed.
- Invoices received by the third Wednesday of the month will be included in that month's billing cycle.
- All information needs to be completed for the invoice to be valid.
- For non-mileage expenses: Please provide a receipt or other documentation of the expense.

#### INDIVIDUAL INFORMATION

Name: \_\_\_\_\_ Training/program: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Name to make reimbursement check out to: \_\_\_\_\_

Address to mail reimbursement check to: \_\_\_\_\_

#### MILEAGE REIMBURSEMENT

| Date                              | Starting address | Ending address | Total miles |
|-----------------------------------|------------------|----------------|-------------|
|                                   |                  |                |             |
|                                   |                  |                |             |
|                                   |                  |                |             |
| TOTAL MILES:                      |                  |                |             |
| TOTAL MILEAGE REIMBURSEMENT:      |                  |                |             |
| Number of miles x \$0.67 per mile |                  |                |             |

#### OTHER REIMBURSEMENT

| Date                          | Description of expense | Cost |
|-------------------------------|------------------------|------|
|                               |                        |      |
|                               |                        |      |
| TOTAL COST OF OTHER EXPENSES: |                        |      |
| TOTAL REIMBURSEMENT:          |                        |      |

Please submit your completed invoice to Madison Riethman at [madison@oregoncho.org](mailto:madison@oregoncho.org). You will receive your payment (via mailed check) within 30 days of the end of each month. If your organization is being reimbursed, please note and provide a W-9.

Questions? Contact Madison Riethman at [madison@oregoncho.org](mailto:madison@oregoncho.org) or Janessa Wells at [janessa@oregoncho.org](mailto:janessa@oregoncho.org).



**La Vonne R. Beckner**

---

**From:** Madison Riethman <madison@oregonclho.org>  
**Sent:** Tuesday, July 9, 2024 11:14 AM  
**To:** Rockie Phillips  
**Cc:** Marlene Putman  
**Subject:** EXTERNAL: Re: EXTERNAL: Re: FW: EXTERNAL: Welcome to the 2024-25 Public Health Management Certificate Program  
**Attachments:** Participant Reimbursement Form\_v3.pdf

[NOTICE: This message originated outside of Tillamook County -- **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe.]

Hi Rockie,

We're happy to help cover the costs of your travel. We do all this on a reimbursement basis; after your trip, you can complete and submit the attached form back to me, and I'll get a check in the mail to you. I don't need maps or receipts for your mileage as long as the mileage section on the form is completed. For your hotel, I will need a receipt along with it listed on the form.

We operate on a monthly billing cycle, so I'll include your reimbursement in the next one following your travel. Below are the due dates for the next couple of months, just to keep in mind:

- July 17
- August 14
- September 18

Please let me know if you have any questions!

Best,  
Madison

On Mon, Jul 8, 2024 at 2:47 PM Rockie Phillips <[rockie.phillips@tillamookcounty.gov](mailto:rockie.phillips@tillamookcounty.gov)> wrote:

Hello Madison,

I'm excited for the class to start in August. I am required to be in Seattle for the week of 8/19, I know CHLO was able to cover the cost of the class through the grant, do you know if that also includes lodging? I need to get my hotel reservation taken care of and am wondering if that's also included.

Thank you,

Rockie

\*\*\*Please note that my email has changed to [Rockie.Phillips@tillamookcounty.gov](mailto:Rockie.Phillips@tillamookcounty.gov). Please update your contact information as needed. \*\*\*

**Rochelle (Rockie) Phillips, RN, BSN**

**Public Health Deputy Director**

TILLAMOOK COUNTY | Public Health

801 Pacific Ave

Tillamook, OR 97141

Phone (503) 842-3931

Mobile (503) 812-2247

[Rockie.Phillips@tillamookcounty.gov](mailto:Rockie.Phillips@tillamookcounty.gov)

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**From:** Madison Riethman <[madison@oregonclho.org](mailto:madison@oregonclho.org)>

**Sent:** Wednesday, April 17, 2024 12:14 PM

**To:** Rockie Phillips <[rockie.phillips@tillamookcounty.gov](mailto:rockie.phillips@tillamookcounty.gov)>

**Cc:** Marlene Putman <[Marlene.Putman@tillamookcounty.gov](mailto:Marlene.Putman@tillamookcounty.gov)>

**Subject:** EXTERNAL: Re: FW: EXTERNAL: Welcome to the 2024-25 Public Health Management Certificate Program

[NOTICE: This message originated outside of Tillamook County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Rockie,

That's great news! I'm very excited that you'll be able to complete this certificate program.

I will reach out to NWCPHP and coordinate billing with them, and let you know if there are any additional actions you need to take to get that all squared away. More soon!

Best,  
Madison

On Tue, Apr 16, 2024 at 4:20 PM Rockie Phillips <[rockie.phillips@tillamookcounty.gov](mailto:rockie.phillips@tillamookcounty.gov)> wrote:

Hello Madison,

I've already received my acceptance letter to the Public Health Management Program, wow! That was fast. Below are instructions for payment, please let me know if there's anything else you need me to do.

Thank you,

Rockie

\*\*\*Please note that my email has changed to [Rockie.Phillips@tillamookcounty.gov](mailto:Rockie.Phillips@tillamookcounty.gov). Please update your contact information as needed. \*\*\*

**Rochelle (Rockie) Phillips, RN, BSN**

**Public Health Deputy Director**

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**From:** Christine Ector <[cector@uw.edu](mailto:cector@uw.edu)>

**Sent:** Tuesday, April 16, 2024 1:16 PM

**To:** Rockie Phillips <[rockie.phillips@tillamookcounty.gov](mailto:rockie.phillips@tillamookcounty.gov)>

**Cc:** Janell Blackmer <[jla@uw.edu](mailto:jla@uw.edu)>

**Subject:** EXTERNAL: Welcome to the 2024-25 Public Health Management Certificate Program

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Dear Rochell,

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Please respond to confirm your acceptance and reach out with any questions you may have.

Sincerely,

Christine Ector, PHMC Program Manager  
Janell Blackmer, PHMC Program Director



**CHRISTINE ECTOR (MPH)**

Continuing Education Coordinator / She, Her, Hers  
Northwest Center for Public Health Practice

University of Washington School of Public Health  
[ector@uw.edu](mailto:ector@uw.edu)

3980 15th Ave NE, Seattle, WA 98195 (Campus Box: 351621)

**Northwest Center**  
FOR PUBLIC HEALTH PRACTICE



PUBLIC HEALTH MANAGEMENT  
CERTIFICATE PROGRAM  
2024-25 APPLICATION PERIOD OPEN!

**APPLY HERE**

801 Pacific Ave  
Tillamook, OR 97141

Follow OR-6 E to US-26 E in Washington County

58 min (51.4 mi)

- ↑ 1. Head south toward 9th St
- ↪ 2. Turn right onto 9th St
- ↪ 3. Turn right at the 1st cross street onto Pacific Ave
- ↪ 4. Turn right onto OR-6 E/3rd St
- ↑ 5. Continue onto OR-6 E

49.3 mi

Follow US-26 E and I-5 N to Seattle. Take exit 169 from I-5 N

3 hr 7 min (197 mi)

- ⬆ 6. Merge onto US-26 E
7. Use the left lane to merge onto I-405 N toward Seattle
8. Use the right 3 lanes to merge onto I-5 N
- 📍 Entering Washington
- ↪ 9. Keep right to stay on I-5 N
- ↪ 10. Keep right to stay on I-5 N
- ↪ 11. Keep right to stay on I-5 N
- ↪ 12. Keep right to stay on I-5 N
- ↪ 13. Take exit 169 toward NE 45th St

0.2 mi

Take NE 45th St to Brooklyn Ave NE

3 min (0.4 mi)

- ↪ 14. Keep right to continue toward 7th Ave NE

79 ft

- ↑ 15. Continue straight  
102 ft
- ↑ 16. Continue straight onto 7th Ave NE  
197 ft
- ↪ 17. Use any lane to turn right onto NE 45th St  
0.3 mi
- ↩ 18. Turn left onto Brooklyn Ave NE  
  - 📍 Destination will be on the left
95 ft

4 hr 8 min (249 mi)

**4507 Brooklyn Ave NE**  
**Seattle, WA 98105**

**Get on I-5 S from NE 45th St**

- ↑ 19. Head south on Brooklyn Ave NE toward NE 45th St  
4 min (0.7 mi)
- ↪ 20. Turn right before University of Washington Tower Building T  
95 ft
- ↩ 21. Use the left 2 lanes to turn left onto 5th Ave NE  
0.4 mi
- ⤴ 22. Use the left 2 lanes to take the ramp onto I-5 S  
341 ft
- 0.2 mi

**Follow I-5 S and US-26 W to OR-6 W in Washington County**

- ⤴ 23. Merge onto I-5 S  
3 hr 5 min (197 mi)
- ↪ 24. Keep right to stay on I-5 S  
27.5 mi
- ↪ 25. Keep right to stay on I-5 S  
1.1 mi
- ↪ 26. Keep right to stay on I-5 S  
6.5 mi
- 📍 Entering Oregon
- ↪ 27. Use the 2nd from the right lane to take exit 302B for I-405/US-30 W toward Beaverton/St. Helens  
139 mi
- ↑ 28. Continue onto I-405 S/US-30 W  
0.6 mi
- 0.5 mi

- ↩ 29. Use the 2nd from the left lane to continue on I-405 S and follow signs for US-26 W/City Ctr/Beaverton/Glisan St/Everett St  
0.6 mi
- ↩ 30. Use the middle lane to stay on I-405 S  
0.6 mi
- ↪ 31. Use the right 2 lanes to take exit 1D for US-26 W toward Beaverton  
0.4 mi
- ↗ 32. Continue onto US-26 W  
20.2 mi

**Follow OR-6 W to your destination in Tillamook**

- ↩ 33. Slight left onto OR-6 W (signs for Banks/Tillamook)  
59 min (51.4 mi)
- ↗ 34. Slight right  
49.2 mi
- ↑ 35. Continue onto OR-6 W  
0.4 mi
- ↩ 36. Turn left onto Goodspeed Pl  
1.2 mi
- ↪ 37. Turn right onto 3rd St  
282 ft
- ↩ 38. Turn left onto Ocean Ave  
0.1 mi
- ↪ 39. Turn right onto 4th St  
171 ft
- ↩ 40. Turn left at the 3rd cross street onto Laurel Ave  
0.1 mi
- ↪ 41. Turn right  
0.2 mi
- ⓘ Destination will be on the right  
144 ft

4 hr 8 min (249 mi)

801 Pacific Ave



## Tillamook County



## DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING, PLANNING & ON-SITE SANITATION SECTIONS

1510 – B Third St.  
Tillamook Oregon 97141  
[www.TillamookCounty.gov](http://www.TillamookCounty.gov)

(503) 842-3407  
1 (800) 488-8280

*Land of Cheese, Trees, and Ocean Breeze*

### Section 1 – Purpose, Eligibility, Terms and Process

#### Introduction:

This form is first of several steps for a multifamily housing development project to apply for up to 10-years of property tax exemption. Applicants will be asked to supply additional information in addition to what is requested within this intake packet. If you have any questions or require assistance while completing this form, please contact Tillamook County Community Development at 503.842.3408 or by emailing [Housing@TillamookCounty.gov](mailto:Housing@TillamookCounty.gov)

#### Purpose:

The purpose of Tillamook County [Board Ordinance #85](#) is to incentivize multi-family housing in furtherance of Tillamook County's housing and livability goals. Oregon House Bill 2377 (2013) authorizes local governments to enact a property tax exemption for certain multifamily housing. This Ordinance implements House Bill 2377 and provides additional terms for receipt and administration of the property tax exemption.

#### Eligibility:

For a **new** housing development project to be eligible for this program, all the following must be true.

- The project is multifamily (or multiunit) with at least three (3) new housing units becoming available for rent.
- The project is within unincorporated Tillamook County (or within the limits of a participating city).
- Average rent of the housing units is set at or below 100% AMI (Tillamook County AMI can be found by [following this link](#)).
- No housing unit's rent exceeds 120% AMI.
- The property owners are willing to enter into a legally binding agreement which **prohibits** the housing units from being converted into **any form** of transient lodging or short-term rental for the lifetime of the building.

There are additional requirements that may apply, for a comprehensive list of eligibility requirements, please review [Board Ordinance #85](#), which can be located at this [link](#).

If you're your project is a **renovation** or have questions about eligibility, please contact Tillamook County Community Development at 503.842.3408

## **Tillamook County**



## **DEPARTMENT OF COMMUNITY DEVELOPMENT**

*BUILDING, PLANNING & ON-SITE SANITATION SECTIONS*

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### **Terms:**

For successful applications, this property tax exemption begins the first property tax year (begins **July 1<sup>st</sup>**) after receipt of a Certificate of Occupancy for the property. The exemption must be reapplied and approved annually. A maximum of ten (ten) consecutive years of exemption may be granted.

### **Process:**

The application process begins when the application form is filled out and returned to Tillamook County Community Development. The deadline for applications is March 1<sup>st</sup>. Late filling options may be available.

A member of Tillamook County Community Development will then reach out to help you provide any additional information that may be required for your project as well as explain any specifics of the program that may apply to your project.

The application will then be submitted to the Board of County Commissioners for approval. Annual reapplications do not require Board approval.

### **Contact Information:**

Department of Community Development

503.842.3408

[www.tillamookcounty.gov/commdev](http://www.tillamookcounty.gov/commdev)

[Housing@TillamookCounty.gov](mailto:Housing@TillamookCounty.gov)

## Tillamook County



## DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING, PLANNING & ON-SITE SANITATION SECTIONS

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### Section 2 – Statement of Understanding Regarding Transient Lodging Restrictions

By signing this document all parties with a legal ownership of the project submitted for tax exemption under Tillamook County Ordinance#85 make clear their understanding of and attest to the following:

- 1) It is understood that the property seeking tax exemption must agree to enter a legally binding covenant with the County Clerk that will prohibit the property from being converted to any form of transient lodging for the lifetime of the building. This includes transient lodging accommodations and short-term vacation rentals of any type.
- 2) To maintain tax exempt status, the average rent of the housing units within the property must never exceed 100% of AMI and no one unit may ever exceed 120% of AMI.
- 3) There are ongoing reporting requirements to maintain tax exempt status, including notifying Tillamook County Community Development of rent changes as well as an annual reapplication to the program.
- 4) Failure to adhere to the requirements set forth in Tillamook County Board Ordinance #85 will result in the loss of the property's tax-exempt status.
- 5) Loss of tax-exempt status does not mean a restoration of the ability to convert to transient or short-term lodging.

Signature: \_\_\_\_\_

Name: Kevin Shluka Title: Managing Member

Company: Kingfisher LLC

Property Address: 6045 Pacific Ave, Pacific City OR 97135

**Tillamook County**



**DEPARTMENT OF COMMUNITY DEVELOPMENT**

*BUILDING, PLANNING & ON-SITE SANITATION SECTIONS*

1510 – B Third St.

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*Land of Cheese, Trees, and Ocean Breeze*

**Section 3 – Application**

**Applicant Information** (if an LLC or S-Corp, or member company, please provide legal documentation of the LLC's formation and list of members, authorized to sign on LLCs behalf)

Name: Kevin Shluka Title: manager/member

Company: Kingfisher LLC

Mailing Address: 44445 Highway 22, Hebo OR 97122

Phone: 503.812.0599 Email: info@kingfisherpc.com

**Applicant's Representative Information** (if different than above)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Additional Representative Information**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Tillamook County****DEPARTMENT OF COMMUNITY DEVELOPMENT**

BUILDING, PLANNING &amp; ON-SITE SANITATION SECTIONS

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1 (800) 488-8280

*Land of Cheese, Trees, and Ocean Breeze***Property Information**Applicant has legal ownership property: ☒ Yes or NoIs the property within an Incorporated City? Yes or ☒ NoSituation Address: 6045 Pacific Ave, Pacific City OR 97135Map & Tax Lot: 4S1125AA00800Tax Account: 250631Date of Certificate of Occupancy (or expected): 9/20/2023**Rental Information**

Please provide the breakdown of units and rents (including utilities).

| <u>Unit Type</u> | <u>Total # of Units</u> | <u>Averaged Rent</u> |
|------------------|-------------------------|----------------------|
| Studio           | 14                      | \$1127.50            |
| 1 bd             |                         | \$                   |
| 2 bd             | 9                       | \$1933.33            |
| 3 bd             |                         | \$                   |
| 4 bd             |                         | \$                   |

**Additional Information**Has this property received State or Federal funding? ☒ Yes or NoProperty owner has reviewed, understands, and signed the TLT/STR waiver form? ☒ Yes or No

I certify that all the above statements are true, accurate, and complete to the best of my knowledge and belief.

Applicant's Signature:  Date: 7/9/24Applicant's Name (Please print or type here): Kevin ShlukaApplicant's Title: Manager/Member

If you have any questions or require assistance while completing this form, please contact Tillamook County  
Community Development at 503.842.3408 or by emailing [Housing@TillamookCounty.gov](mailto:Housing@TillamookCounty.gov)



**Tillamook County****DEPARTMENT OF COMMUNITY DEVELOPMENT***BUILDING, PLANNING & ON-SITE SANITATION SECTIONS*

1510 – B Third St.

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1 (800) 488-8280

*Land of Cheese, Trees, and Ocean Breeze***OFFICE USE ONLY**

|                                                                    |  |                      |  |
|--------------------------------------------------------------------|--|----------------------|--|
| Application Received:                                              |  | Filing Fee Received: |  |
| Received By:                                                       |  | Date Sent to BOCC:   |  |
| BOCC Meeting Date:                                                 |  |                      |  |
| BOCC Results:                                                      |  |                      |  |
| If approved: Document # of Covenant restricting transient lodging: |  |                      |  |
| Comments:                                                          |  |                      |  |



*Land of Cheese, Trees and Ocean Breeze*

**TILLAMOOK COUNTY  
HUMAN RESOURCES**

201 Laurel Avenue  
Tillamook, Oregon 97141  
(503) 842-3418  
TTY/TDD 1(800) 833-3232

July 17, 2024

To: Board of County Commissioners  
From: Jodi Wilson, Human Resources Director

Subject: Countywide Classification Study Proposal

**Introduction:** The purpose of this proposal is to conduct a comprehensive countywide Classification Study for Tillamook County. This study aims to evaluate current classifications to ensure they are aligned with industry standards, accurately reflect the work being performed by employees including minimum job requirements.

**Background:** In 2022 the Board of County Commissioners developed a Countywide compensation philosophy and approved the completion of a market study. The market study, using current classifications, was complete in 2023. Market study findings for AFSCME and non-represented employees were implemented January 1, 2024. It was recommended to complete market studies every 2-3 years and utilize a cost-of-living increase in off years to try to maintain market competitiveness. Based on the changing County landscape, it was further recommended to have updated classifications before completing the next cycle of market studies.

This is Phase 1 of a Countywide classification and compensation project, and it is budgeted for the 24/25 fiscal year. Phase 2 will include an updated market study, which is currently non budgeted and will be conducted by HR staff. Trupp did provide an additional proposal for just under \$50,000 to complete the Phase 2 Market Study but it was determined by the BOCC they would like to see this work stay in house due to budget limitations.

**Objectives of Proposal**

**1. Evaluate Current Classification Structure:**

- Assess the existing job classifications and their alignment with organizational goals.
- Identify any discrepancies or inefficiencies within the current structure.
- Identify future workforce needs of the department such as job families or reorganization needs.

**2. Job Analysis and Descriptions:**

- Conduct a detailed analysis of job roles and responsibilities though a
- Update or create accurate job descriptions that reflect current duties and requirements.
- Update template for job descriptions to meet current legal standards and add Tillamook County values

**3. Recommendations for Improvement:**

- Provide recommendations for reclassification, consolidation, or creation of new job titles.

## **Scope of Work**

- 1. Data Collection and Analysis:**
  - Gather data on current job classifications and descriptions.
  - Conduct interviews with Leadership to understand department needs and requirements.
  - Address pain points or needs in department classification structure.
- 2. Job Analysis:**
  - Perform job analysis to understand the duties, responsibilities, and qualifications required for each position.
  - Update job descriptions accordingly.
- 3. Development of Classification Plan:**
  - Develop a classification plan that addresses identified gaps and inefficiencies.
  - Ensure the plan is aligned with organizational goals.
- 4. Implementation Plan:**
  - Propose new classifications and classification structure
  - Bargain impact of changes, if required
  - Develop a communication plan to inform employees of changes
  - Update pay plans, web sites, and NeoGov with new classifications

## **Estimated Timeline**

- 1. Initial Assessment and Planning (Weeks 1-3)**
  - Project kick off
  - Meet with leadership team members regarding department needs and introduce project plan
  - Collect and review existing data
- 2. Data Collection and Job Analysis (Weeks 4-7)**
  - Countywide Communication of project and what to expect
  - Provide employee listening sessions via Teams or department meetings to ask questions about the process
  - Conduct interviews via job analysis tool or paper depending on departments access to computers
- 3. Data Analysis and Classification Plan Development (Weeks 8-10)**
  - Analyze collected data.
  - Review preliminary findings with department directors for accuracy
  - Review preliminary findings with Board of Commissioners
  - Develop new classification structure and job descriptions.
- 4. Review and Finalization (Weeks 11-12)**
  - Present findings and recommendations to the Board of Commissioners
  - Finalize classifications and proposed pay plan based on Board approval
- 5. Implementation (Weeks 13-16)**
  - Proposal new classification structure to union as required by CBA's.
  - Bargain any potential impacts of CBA's
  - Prepare pay plans and present to BOCC for adoption
  - Communicate any classification changes / title changes to employees.

## Budget

| TRUPP PROPOSAL              | Estimated Units | Unit Rate         | Total Estimated Cost <sup>1</sup> |
|-----------------------------|-----------------|-------------------|-----------------------------------|
| Project Launch + Management | 20 hours        | \$205.00 per hour | \$ 4,100                          |
| Classification Updates      | 180 hours       | \$205.00 per hour | \$36,900                          |
| Final Report                | 20 hours        | \$205.00 per hour | \$ 4,100                          |
|                             |                 | Total             | \$45,100                          |

Pricing is based on approximately 280 employees and 140 unique jobs. Trupp completed the work of comparable character analysis (pay equity) during out last study and already has the TC data. This project is designed for Trupp to provide a large volume of classification work with a HR staff member coordinating. Additional project savings may be obtained by archiving inactive job classifications, consolidating job analysis for single classifications filled by multiple incumbents, and consolidating similar jobs.

This proposal does not include

- Internal personnel costs
- Legal advice, if required
- Miscellaneous expenses (travel, printing, etc.)

Human Resources did obtain 2 alternate proposals for due diligence.

### Mercer

Proposal \$50,000-\$68,000 with approximately a 5-month timeline. Vendor uses different compensation methods and different factoring methods than were used in the last study. No hourly consulting rates were provided.

### Public Sector Personnel Consulting

RFI Only- Vendor did not submit full proposal and could not start project until November 2024. Provided ballpark RFI of \$50,000 based on County specifications provided with a timeline undetermined. Unable to quantify methods to be used by vendor. Consulting rate is \$150 per hour.

## Conclusion

A comprehensive Classification Study will provide Tillamook County with a comprehensive review of our current job classifications and archive those no longer in use. This will enhance our ability to attract and retain top talent, align current job duties with future market studies, set clear expectations regarding work assignments, and align our workforce with organizational goals. Trupp previously provided the prior pay equity analysis and is familiar with our classifications and pay plans. While the proposal is not significantly less than the RFI vendors, to start over with another vendor and change processes would not be cost effective or efficient for the County given time constraints of next bargaining cycle in Spring of 2025. Trupp is a women owned business and also provides the County's FMLA/OFLA administration.

We appreciate your consideration of this proposal and look forward to the opportunity to conduct this important study.

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**Appendices**

- **Appendix A: Trupp Proposal**

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*This proposal focuses solely on the evaluation of the current classification structure, job analysis, and the development and implementation of a classification plan. A future market analysis is proposed to be conducted with HR internal staff as the classifications are finalized.*

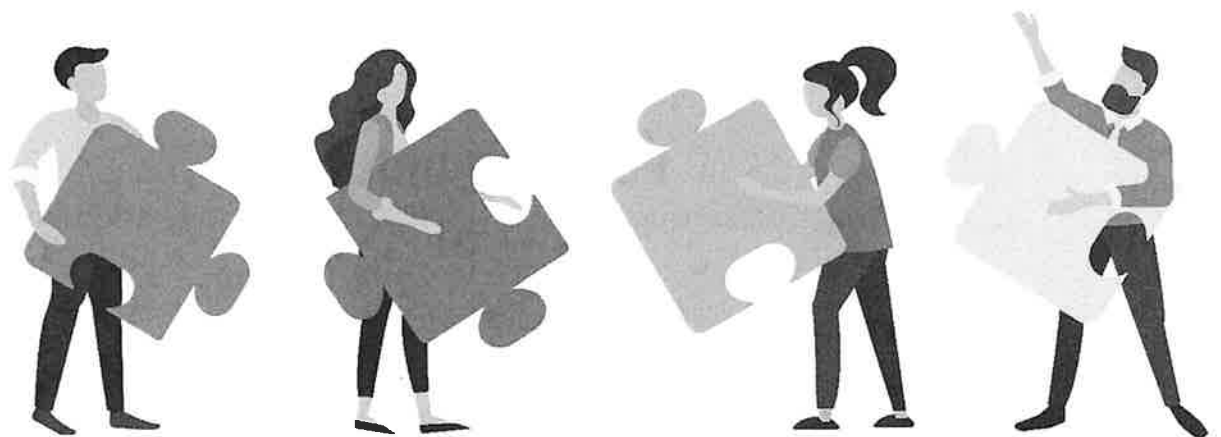


# trüpp

# CLASSIFICATION STUDY PROPOSAL

**PRESENTED TO**  
Tillamook County

**PREPARED BY**  
Kylie Artz



JULY 2, 2024

# A BIT ABOUT TRÜPP

100%

## WOMEN-OWNED BUSINESS

Ranked in OR and SW Washington's Top 50 Women-Owned Businesses and Top 100 Fastest-Growing Private Companies



## COMMITTED TO OUR CORE VALUES

Our five core values are woven tightly into the fabric of Trüpp.



## SERVING CLIENTS IN ALL 50 STATES

Experts in multi-state compliance and navigating state and local laws.



## PURPOSE-DRIVEN

Help our clients' businesses to thrive by offloading and augmenting HR functions.

# COMPANY OVERVIEW

Trupp HR, Inc. (dba Trüpp) was founded in 2011 out of a passion for helping organizations thrive through “people strategies.” Trüpp is based in Portland, Oregon, and is ranked in the Oregon and Southwest Washington Top 50 Women-Owned Businesses and Top 100 Fastest-Growing Private Companies. Owned 100% by Founder and President/CEO, Jean Roque, Trüpp (Trupp HR, Inc.) is a certified WBE (certification #11161).

## TRUPP CORE VALUES + CULTURE

The company name Trüpp comes from the Swedish word for “team.” Our strong commitment to value diversity and the benefits that come from weaving a team together is reflected in our company culture and our client engagements. Below are the core values of Trüpp.

**WE KEEP IT REAL.** We believe in unbiased candidness, delivered with respect. We may not have the popular opinion, but it will be shared for the betterment of the individual, the client, and the team.

**WE DON'T MERELY CHECK THE BOX.** We anticipate the unasked questions and needs that have yet to be discovered—feeling a sense of accomplishment only when your expectations, and ours, have been met.

**WE BOLDLY COLOR OUTSIDE THE LINES.** We do not blindly accept yesterday's way of doing things. We are creative problem-solvers who know when to push boundaries.

**WE HARNESS THE POWER OF THE TEAM.** We believe we can do more together than any one of us could do alone. Armed with a collaborative spirit fueled by inclusivity, we have the power to get it done.

**WE PUT THE Ü IN TEAM.** We celebrate what makes us...US! Our unique perspectives, differences, and personalities are woven together to make the fabric of Trüpp stronger and more vibrant.

## KNOWLEDGE AND EXPERIENCE

### Compensation Services

**Benchmark Surveys:** When an organization has unique job classifications or is interested in establishing a compensation strategy that is competitive with its particular industry peers, Trüpp designs and deploys benchmark surveys to gather information relevant to a job classification, including established pay ranges, incumbent(s) actual pay and tenure, and degree of match to the job classification description. Trüpp may also use the Benchmark Survey to gather information related to employee benefits and the respondent's pay practices or salary structure. Trupp offers to share the survey results with invitees as an incentive to participate.

**Classifications:** Trüpp conducts a wide range of activities relating to classifications, including establishing new classification templates to gain consistency in language/options used as well as aligning with client preferences and best practices; analyzing classifications to identify opportunities to broaden or narrow use of classifications; and, revising classification structure to align with internal pay equity or pay equity compliance.

**Compensation Philosophy:** Gaining clarity and consensus around the Compensation Philosophy creates a framework for ensuring a compensation program aligns with an organization's business objectives, culture, and employee value proposition. Considerations of the Compensation Philosophy include areas such as business objectives and challenges; threats and opportunities; priorities pertaining to attracting, engaging, and retaining top talent; competition for talent; organization transparency; and budgetary considerations.

**Compensation Plan Design:** Each organization presents a unique set of needs when it comes to its compensation plan design. There is a wide spectrum of organizations that Trüpp has supported in this area, including some that are looking

to implement a compensation plan for the first time, those that are looking to revise the compensation plan to align with the current environment and business needs, or those who are seeking a minor update to the compensation plan.

**Compensation Plan Maintenance:** Keeping a salary structure current with the market conditions and business needs is critical, and for many of Trüpp's compensation clients, we play an ongoing role in keeping their compensation plan up to date. Aspects of this work may include aging the pay grade structure to reflect changes to the external salary market, analyzing and slotting new/changed job classifications into pay grades, analyzing the external market and internal equity to determine if jobs need to be slotted into a different pay grade, and modifying the plan to incorporate, for example, a pay-for-performance component.

**Executive Compensation:** Trüpp designs executive compensation plans that incorporate total cash compensation, equity compensation, and other compensation variable pay such as perquisites, pension/deferred compensation, and non-equity performance-based compensation. Trüpp's approach keeps in mind the distribution of pay mix components while maintaining a competitive total rewards strategy that drives the overall business strategy.

**External Market Analysis:** Trüpp combines salary survey data, benchmark data, compensation trends, regional differentials, and proven expertise to conduct an analysis of what the relevant market is currently paying for a given job classification.

**Job Analysis + Descriptions:** Accurate, well-written job descriptions can provide the foundation for effective performance management, and reliable compensation analysis, as well as assist with compliance and risk management. Trüpp has developed a robust process and tools for conducting a thorough job analysis that supports the development of strong, precise job descriptions. Trüpp also is effective at creating job description formats that succinctly fulfill their intended role, while representing the culture and brand of an organization.

**Wage and Hour:** Trüpp provides a range of services related to wage and hour compliance, including advising clients on policies, developing and deploying training content, conducting FLSA audits, and serving as an expert resource for client inquiries. Our Compliance Services team maintains SHRM certifications and continuously monitors the changing legal environment and case law.

**Pay Equity Analysis:** Trüpp has been leading the way in helping organizations to comply with pay equity laws. Trüpp offers Pay Equity Analyses as a stand-alone service or as part of an overall compensation study. Trüpp has developed a robust toolset for conducting pay equity studies to address regulatory compliance along with the internal equity objectives of our clients. Our framework removes subjectivity and creates a reliable and consistent basis for conducting a pay equity analysis and for ensuring pay practices are equitable on an ongoing basis.

**Pay Practices + Policies:** Establishing pay practices and policies equips an organization to fully leverage its compensation plan. Trüpp works with its clients to provide guidance in areas such as level of pay transparency, setting new hire pay, ensuring pay equity, determining cost of living and merit pay increases, and setting pay when an employee is promoted or demoted.

## EXPERIENCE WITH PAY EQUITY ANALYSES

Trüpp has always prioritized internal pay equity in its compensation study engagements. This priority, however, has been substantially augmented as a result of state-level pay equity laws and an increased priority for organizations to integrate compensation practices with their equity initiatives. As a consulting firm engaged with both private and public sector clients, Trüpp has been working diligently to:

- Understand the provisions of recently introduced pay equity laws;
- Educate the market on the provisions and strategies for compliance;
- Incorporate an "equity lens" into our methodologies and recommendations; and,
- Identify the many nuances of an organization that may need to be considered when conducting a pay equity analysis.

Trüpp has dedicated significant R&D to identify approaches, best practices, and tools that optimize our ability to address the unique considerations that may impact an organization's ability to complete a pay equity analysis, to message this effort to the workforce, and to modify elements of its compensation and classification program.

Trüpp has developed pay equity subject matter expertise, established methodologies and frameworks, and conducted pay equity analysis activities in areas including:

## Establishing Client-Specific Methodology

Even though state-level has been in effect for a while, a lack of clarifying case law has resulted in room for interpretation. While Trüpp is not providing legal counsel to its clients, we are diligent in keeping informed of interpretations of the law and how this may impact our clients' pay equity projects. We have also learned the importance of having a methodology and approach that is specifically tailored to the client, including areas such as:

- **Project pace.** This effort requires the client to dedicate quite a bit of time and effort. Additionally, availability of data, internal resources, organizational transparency, and bargaining units often influence project timing.
- **Transparency and communications.** Each of our pay equity clients has approached the project differently with regard to transparency with the workforce and to whom and to what degree project details will be communicated. These decisions can influence project timing as well as our recommendations for gathering data for the analysis.
- **Substantially similar or comparable character work.** Pay equity laws leave room for interpretation when it comes to determining work of comparable character. We have discovered it is valuable to have clarity with the client regarding the agreed-upon basis for making these decisions.
- **Compensatory factors.** Trüpp works closely with our clients to identify which factors are relevant to the employee pay equity analysis. The client may want to prioritize using those factors that are currently or have historically used for making pay decisions.

## Pay Equity Questionnaires

Trüpp has created many different forms of questionnaires to address the unique requirements of the project. Our preference is to deploy questionnaires electronically. Some approaches and objectives we address with questionnaires include:

- Formatting the questionnaire to align with the client's job description format (or position description or classification specification) so that the employee can verify alignment with the job description and only take time to provide details where their actual work performed is not in alignment with the job description. This helps to avoid situations where employees receive benefit from being a better writer or personal advocate.
- Establishing specific options (i.e., from a drop-down list) for areas related to work of comparable character that are often not explicitly addressed in the job description, such as degree of autonomy, the scope of supervisory function, or level of employer risk or liability associated with employee's work.
- Asking employees about compensatory factor data that may not be easily gathered by other means, including information such as tenure in the role, years of relevant experience, relevant certifications/training, or special skills such as a second language.
- Leveraging supervisors and/or the client's HR team to review and provide comments on employee questionnaire responses.

## Work of Comparable Character Framework + Analysis

Trüpp has created a proprietary framework for analyzing and comparing positions to determine if the work is substantially similar. Our framework includes applying factors to each position (or an individual employee's work or classification) to determine if the position is substantially similar to one or more positions. The process involves client review cycles related to factoring and work of comparable character groupings.

## Pay Equity Framework + Analysis

Trüpp has established a methodology for evaluating employee pay to identify wage disparities. The framework includes statistical analysis of employee pay by comparable character groupings. Pay differences that cannot be sufficiently justified based on bona fide factors are flagged so that Trüpp can further assess the impact of this disparity and the course(s) of action that may be recommended.

## Auditing Pay Practices for Pay Equity Compliance

Trüpp has found that reviewing a client's pay practices is key to maintaining ongoing pay equity and stopping any trajectory of pay inequities. This review includes uncovering and documenting "ad hoc" or discretionary practices, reviewing established pay practices and policies, and reviewing collective bargaining agreements.

## Conducting Pay Equity Meetings for Client Audiences

Many of our pay equity client engagements have included presentations on pay equity regulatory requirements and the methodology that will be applied to their project. These presentations are provided to a range of audiences, including:

- Compensation/pay equity committee or project team
- Executive leadership
- Boards or commissioners
- Union leadership
- Employees

## Providing Recommendations

As part of the pay equity analysis project, Trüpp is relied upon to provide recommendations in a number of areas, including:

- Methodology for determining work of comparable character
- Approach to gathering employee information
- Usage of bona fide factors
- Strategies for addressing pay inequities
- Changes to compensation and/or classification structure
- Changes to pay practices



# STUDY ACTIVITIES

Trüpp is committed to working as an extension of our clients so that the service and work product provided is in full alignment with the client culture and objectives. Our goal is to not only provide excellent work but to ensure that the work successfully integrates into the organization's way of doing business and, as a result, provides ongoing value to the business.



## PROJECT LAUNCH

In preparation for the project activities, Trüpp will review currently available and relevant client documents (such as current classification specifications, job descriptions, organizational charts, job analysis questionnaires, collective bargaining agreements, and pay policies), and meet with the client project team to:

- Gain further perspective on the desired outcomes of the project activities;
- Understand project objectives with regard to keeping staff and stakeholders apprised of project activities;
- Understand challenges, goals, and culture that may potentially influence the project;
- Acquire a deeper understanding of the organization's positions, job grades, pay structures, and pay practices;
- Acquire an understanding of the anticipated internal and external change that may impact classifications; and,
- Establish a project plan—including action items, owners, dependencies, and schedule.

### Deliverables:

- Project kick-off meeting
- Project plan



## CLASSIFICATION UPDATES

To have an accurate understanding of the work employees are performing and to help identify current gaps or inconsistencies classification descriptions, Trüpp will deploy a job analysis questionnaire so that staff can provide details about their job.

To provide recommendations for changes to classifications descriptions and the classification structure, Trüpp will first ensure it thoroughly understands:

- Anticipated future changes such as new or eliminated jobs and expansions or contractions to job families;
- The organization's preference for how narrowly or broadly it prefers to define classifications; and,
- Any contractual or organizational considerations that influence classifications.

Trüpp will then provide recommendations for the methodology to be used in updating the classification structure and specifications. Once the City has approved this methodology, Trüpp will draft the classification structure, including mapping job classifications to the structure while ensuring:

- Jobs that are deemed substantially similar are placed in the same classification (or, at a minimum, in the same pay grade of the new compensation structure);
- The classification structure supports career progression; and,
- The structure complies with relevant Federal and State regulations.

Once the draft classification structure is approved, Trüpp work with the client to establish a standardized classification template and will update the classification descriptions to uniformly reflect elements such as distinguishing characteristics, essential job functions, minimum qualifications, working conditions, and certification/licenses/registration requirements for the job. The process of updating classification specifications typically occurs in batches by, for example, departments or job groups.

**Deliverables:**

- Job analysis questionnaire
- Updated classification structure
- Updated classification descriptions

# PROJECT COSTS

Pricing is based on approximately 280 employees and 140 unique jobs.

## PROJECT 1: CLASSIFICATION STUDY

| ACTIVITY                    | Estimated Units | Unit Rate         | Total Estimated Cost <sup>1</sup> |
|-----------------------------|-----------------|-------------------|-----------------------------------|
| Project Launch + Management | 20 hours        | \$205.00 per hour | \$4,100                           |
| Classification Updates      | 180 hours       | \$205.00 per hour | \$36,900                          |
| Final Report                | 20 hours        | \$205.00 per hour | \$4,100                           |
| TOTAL                       |                 |                   | \$45,100                          |

<sup>1</sup> Does not include travel or legal counsel.