

**BOARD OF COMMISSIONERS EXECUTIVE SESSION**

12:45pm, CBAB, 601 State Street, Hood River, OR – 1<sup>st</sup> Floor Conference Room

ORS 192.660(2)(b) Personnel

**BOARD OF COMMISSIONERS BUSINESS MEETING AGENDA**

1:30pm, CBAB, 601 State Street, Hood River, OR - 1<sup>st</sup> Floor Conference Room

Any item or issue not on the agenda you have a question, comment or statement about please bring up under Items from the Public

**I. CONFLICTS OR POTENTIAL CONFLICTS OF INTEREST**

**II. ADDITIONS OR DELETIONS TO/FROM THE AGENDA**

**III. NEW BUSINESS**

Human Resources

1. Grievance Response

**RECOMMENDATION:** Determine the best action for the County.

**IV. ADJOURNMENT**

**BOARD OF COMMISSIONERS WORK SESSION AGENDA**

1:30pm, CBAB, 601 State Street, Hood River, OR - 1<sup>st</sup> Floor Conference Room

1:30pm Prioritization of County Services:

\*Q&A with Department Heads about Services

\*Review Exercise Instructions with Commissioners

# EXECUTIVE SESSION

ORS 192.660(2)(b) - Grievance

# NEW BUSINESS



# WORK SESSION

Hood River County Board of Commissioners  
County Services Prioritization Exercise  
October 7, 2019

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Sheriff / 911 / Parole & Probation

Veterans

## County Administration & Central Services

### **Governance- Board of Commissioners**

General Fund

ORS

Charter

Policy Development, responds to citizen inquiries/complaints, set the budget for county departments and services and provide intergovernmental relations (NORCOR, MCCFL, MCHA, MCEDD, etc.)

### **Administration**

General Fund

Charter (County Administrator)

Implements policies set by BOC, oversees effective and efficient use of resources, manages and organizes the business of the BOC, serves as the head of the organization. Special projects and programs, for example Windmaster Sewer and Windmaster Urban Renewal.

### **Public Information/Outreach**

General Fund

ORS

Public Records retention, assist public with questions/concerns/complaints, responds to public records requests.

### **Legal Services**

General Fund

Charter

Administration contracts for legal services to ensure the county follows proper laws while conducting daily business.

### **Central Services – Administrative Support**

General Fund

Not mandated

Provides support for all county departments (processing of central billings, i.e. visa, phone bills, technology subscriptions etc.), provides support to county committees (911 advisory, safety), provides staffing support to Emergency Management (payment of bills etc.) and Manages the carpool vehicle checkout and conference room reservations.

## Department of Budget & Finance

### **Tax Collection**

General Fund

Mandated: ORS 311, 312, and ORS 446.641

Collection of Property Taxes, Administering the tax foreclosure process, certifying manufactured structures, and maintaining customer service hours to facilitate collection.

### **Budgeting**

General Fund

Mandated: ORS 294.305 through 294.565 – Local Budget Law

Prepare and monitor the annual county budget in conjunction with other departments and administration.

### **Finance & Accounting**

General Fund

Mandated: ORS 294 – County and Municipal Financial Administration

Maintain a complete and accurate accounting of all receivables and payables (ORS 294.333). This includes managing financial software system used by all County staff to properly maintain financial records and facilitate financial management; Prepare payroll for County officials and staff (ORS 294.333), Preparation of work papers for and completion of Annual audit (ORS 294.155); Maintain listing of all fixed assets in County ownership (Hood River County Administrative Code, Section 16A.3(5) Fixed Assets).

### **Treasury**

General Fund

Not Mandated

This area includes investment of surplus funds (ORS 294.035). This service covers investment of County funds as well as the service provided to other taxing districts. The County invests funds for 11 other taxing districts within the County.

### **Risk Management**

General Fund

Not Mandated

The County maintains an insurance portfolio managed by the County's agent of record. Coverages are reviewed and priced on an annual basis and coverage and assets are reconciled annually. Service includes interfacing with the public to collect information and process claims submitted to the County's insurance carriers.

**Farm Loan Program**

Special Revenue

Not Mandated

Manage the loans authorized through the Farm Loan Program.

## County Community Development

### **Planning:**

Current Planning Services

General Fund

Statute Mandated (ORS 92.044, 195.025, 215.042 and 215.427)

Long Range Planning Services

General Fund

Statute Mandated (ORS 197.175 and 215.050)

County Planning Commission

General Fund (minimal cost)

Non-Mandated Service (ORS 215.020 and 215.030)

National Scenic Area

General Fund

Non-Mandated Service (ORS 215.196)

Maintains, updates, and administers the County Comprehensive Plan and Zoning Ordinances and Maps to ensure ongoing compliance with federal, state, and other local regulations, including those within the Columbia River Gorge National Scenic Area. Planning services also include assisting the public with land use related questions, pre-application conferences, processing land use applications and appeals (ministerial, administrative, and quasi-judicial actions), and permit issuance and monitoring. It also involves overseeing the County Planning Commission and collaborating with County Land Use Counsel, as needed.

### **Code Compliance:**

County Code Monitoring and Compliance Services

General Fund

Non-Mandated Service

Manages the County's code compliance program, which involves (1) investigating and responding to citizen and agency complaints related to alleged land use, solid waste, and certain nuisance violations; (2) assisting property owners with confirmed violations to bring their property back into compliance; (3) monitoring certain permit conditions to ensure ongoing compliance; and (4) issuing citations and coordinating and preparing the record for administrative hearings before the County's Hearings Officer, as needed.

**Building:**

Building Plan Review and Inspection Services (Structural, Mechanical, Plumbing, & Electrical)

Special Revenue

Non-Mandated Service

Administers the Oregon State Building and Specialty Code in Hood River County, including within the City of Cascade Locks (entire program) and City of Hood River (electrical and plumbing only). Primary responsibilities of the department include the receiving and processing of various building permit applications, reviewing construction plans, performing physical onsite inspections, and (when necessary) issuing notices and orders or subpoenas for noncompliant work.

**GIS:**

County GIS Database and Mapping System Services

General Fund

Non-Mandated Service

Develops, maintains, procures and disseminates authoritative geographic data and maps (paper and online) used by county staff, public agencies, businesses and the general public via the online County WebMap. Also, serves as a liaison and counterpart for cooperative projects with Special Districts (HRCSD, SWCD), City, State (Emergency Management, Dept of Administrative Services) and Federal (FEMA, Census Bureau) agencies.

**Economic Development:**

County Economic Development Support Services

General Fund

Non-Mandated Service

Assists individuals and businesses with various economic development opportunities. County support is primarily provided in coordination with the Mid-Columbia Economic Development District (MCEDD), who the County funds in accordance with their regional economic development initiatives and programs. Three such programs offered in Hood River County through its partnership with MCEDD include the Hood River Enterprise Zone, Community Development Block Grant (CDBG) – Home Repair Loan Program, and Columbia Gorge Fruit Growers Loan Program.

## **District Attorney**

### **Prosecution Services:**

General Fund

State and Charter Mandated

Service includes the prosecution misdemeanor and felony criminal cases and representing the State in Juvenile Court Proceedings.

### **Victims Assistance Services:**

Special Revenue and General Funds

State Mandated

Service includes services provided to all crime victims.

### **Law Library:**

Special Revenue

This service provides for maintenance of a law library that provides a legal resource to the residents of Hood River County.

### **DUII Court:**

Special Revenue

Service funded by donations and defendant court ordered payments provides a diversion alternative for defendants.

## OSU Extension Services

### **Oregon State University Extension Services:**

General Fund

Not Mandated

The County funds a portion of the Extension Services provided by Oregon State University. Program areas for Extension include:

- 4-H Youth Development
- Gardens, Small Farms and Horticulture
- Family and Community Health
- Open Campus
- Forestry

## Forestry

### **Manage Certified Tree Farm for General Fund Revenue**

General Fund

Not Mandated

Service includes:

- Forest Resource protection thru applying applicable laws, (Timber, Water, Wildlife, etc.)
- Special Forest Products Permits: Personal Use Firewood, Plant Material, Ornamental Rock  
Commercial Use Firewood, Plant Material, Small Poles, Rails
- ODF Fire Protection Liaison, Support
- Administer Film & Media Permits on Tree Farm
- Coordinate activities with neighboring landowners, ex. Road Use, Temporary Easements
- Review Opportunities or Proposals for Leases, Easements and Exchanges
- Forestry Education, Tours
- Identify forestland for acquisition to increase revenue for gen fund

### **Recreational Access and Opportunities**

General Fund

Not Mandated

Service includes:

- Multi Use Trail System guided by Trail Management Plan and Trail Master Plan
  - (User Groups: Hiker, Runner, Equestrian, Mt. Bike, Motorcycle, Quad, Side X Side, 4X4),
- Event Ordinance and Provide Event Permits on Tree Farm (Recreational, Commercial),
- Kingsley Campground Operation,
- Public Relations: Information, Maps, Forest Advisory Committee, Trail Committee, Complaint response, Etc.
- Forest Land Road Access

## HOOD RIVER COUNTY HEALTH DEPARTMENT

### **Communicable Disease:**

General Fund

Mandated: Yes – Statutory and Governance Functions (*ORS Chapters 431, 432, 433, 437 and OAR Chapter 333, Divisions 12, 17, 18, 19 and 24, as such statutes and rules may be amended from time to time*)

Surveillance of trends and emergence of communicable disease, following up on all reportable communicable diseases and outbreaks in a timely manner to protect the public and reduce morbidity and mortality. We work in cooperation with health care providers, laboratories, and other state and local health department personnel, as well as the public. LPHA statutory responsibilities include issuing or petitioning of isolation and quarantine orders, enforcement of public health laws.

### **Tuberculosis Services:**

General Fund

Mandated: Yes – Statutory and Governance Functions (*OAR 333-018-0020 - 333-019-0000, ORS 433.006*)

Provide TB case management services, contact investigation and evaluation, as well as evaluation of B-waiver Immigrants. Participation in TB Cohort Review.

### **HIV Case Management:**

General Fund

Mandated: No (*OAR Chapter 333, Division 022*)

This service provides comprehensive assessment and social and medical case management for those with HIV/AIDs. Provides case management, as well as client service funds, which provide necessary supports for uncovered services (co-pays, insurance premiums, housing assistance, food assistance, transportation, etc) to a population that has extremely high-cost care needs.

### **Immunization Program (Title V):**

General Fund

Mandated: Yes (*OAR 333-014-0580, OAR 333-050-0095, ORS 433.235 – 433.284, ORS 431A.010 and 433.441*)

Provides vaccines across the life span to all clients requesting vaccination services. Vaccines For Children (VFC) program, yearly influenza vaccines, work-place vaccinations, public health vaccinations, out-break control vaccinations, as well as education about vaccine and vaccine preventable diseases. Includes required entry of all doses of vaccine into the Oregon State Vaccine Registry (ALERT). Enforcement of school exclusion orders.

## **Maternal and Child Health: Babies First, Expanded Babies First, Family Connects, CaCoon:**

General Fund

Mandated: Yes (*Title V section 505 [42 USC 705], Title V Section 506 [42 USC 704, 705, and 706], OAR 410-138-0000 through 410-138-0390, ORS 433.321 and 433.323*)

Direct nursing service, case management, support, education, developmental screens, and a wide range of referrals to clients who are pregnant or post-partum, infants, children and adolescents with complex and challenging health needs. This service also involves lactation support and education to clients and as part of public health. Services can range from meeting directly with a client, to convening and facilitating a Shared Plan of Care for complex health conditions, to helping clients access needed services within this community and the greater Oregon community.

### **Medical Examiner:**

General Fund

Mandated: Yes (*ORS 431.418*)

Investigating and certifying the cause and manner of deaths requiring investigation and timely completion and distribution of death certificates.

### **Oregon Health Plan Assister Program:**

Special Revenue

Mandated: No

Assists individuals and families who need help preparing the application for the Oregon Health Plan. Assistance provided in the client's language of choice. The program not only assists with the application process, it also helps clients access services and answer questions regarding the benefit package. Assistance is provided in a variety of settings, including NORCOR for inmates that are being released. This insures continuity of medical/dental/mental health services.

### **Reproductive Health:**

General Fund

Mandated: Yes (*ORS 431.145, ORS 435.205*)

Ensure community-wide participation in the delivery of, and assurance of access to, culturally competent, high-quality, and evidence-based reproductive health services. Screening clients for STI, cancer and reproductive health concerns with referrals for mammograms, colposcopies, mental health, etc. The program provides access to a variety of birth control services including short and long acting methods to prevent pregnancy, preconception counseling, pregnancy testing and referrals.

### **School Based Nursing Services:**

General Fund / Special Revenue

Mandated: No

Provided at all public schools located in Hood River County. School nurses monitor 800-900 students with health needs ranging from allergies to chronic and acute serious medical and or mental health conditions. School nurses work with parents and educators provide training to staff to meet student's health needs in the schools. They also train school personnel in daily and emergency medications students may need. In Addition, school nurses write health care plans for students in school based on provider orders to keep students safe and in school and participate in Individual Education Plan and Section 504 planning meetings. Duties include assessment, referral, health education, and maturation education and case management services.

### **STI Program (Sexually Transmitted Infections):**

General Fund

Mandated: Yes (*Division 17, 18, 19 of OAR Chapter 333, ORS Chapters 431 and 433*)

The STI program serves clients seeking services for sexually transmitted infections including chlamydia, gonorrhea, syphilis, hepatitis, HIV, and herpes. Often these are clients who are in need of confidential services, or clients without health insurance or providers. Clients with infection and their partners are provided with treatment and follow up.

**Vital Statistics:** County birth and death records.

General Fund

Mandated: Yes (ORS 432.035, OAR 333-011-0205)

Issue certified copies of birth and death certificates for 6 months after date of event. Registering death records, collecting fees for records and providing general assistance to families, funeral directors and public health partners related to vital records.

**WIC: (Women, Infants, and Children).**

General Fund / Special Revenue

Mandated: Yes (*Child Nutrition Act of 1966, amended through Pub. L. 105-394 (1998), 7 CFR Part 246, 3106, 3017, 3018, Exec Order 12549, OAR 333-054-0000 through 0070*)

WIC provides assessment for nutritional risks for pregnant and post-partum women and children through age five as well as education to decrease nutritional risks. WIC provides vouchers to improve access to healthy foods, breastfeeding support and education, and farm-direct nutrition services. WIC serves some of our most vulnerable county residents. WIC provides referrals and access to care.

## **Environmental Health**

### **Food, Pool and Lodging:**

General Fund

Mandated: Yes (*ORS 524.510*)

License and inspect restaurants and other public food service facilities, license and inspect motels, hotels, RV parks and organizational camps. License and inspect public pools and spas.

Includes school lunch programs, and day cares. Foodborne illness outbreak investigation and food-handler instruction and certification. Collect fees on behalf of OHA to cover the administration and enforcement costs for licensing programs.

### **Drinking Water:**

Special Revenue

Mandated: Yes (*OAR 333-029, 333-030, 333-031, 333-039, 333-060, 333-062, 333-150, 333-162, and 333-170*)

Administers and enforces drinking water quality standards for public water systems. Promotes voluntary compliance with state and federal drinking water standards. Emphasizes prevention of contamination through source water protection, provides technical assistance to water systems and water system operator training. Emergency response, investigation of water quality alerts, enforcement actions, technical regulatory assistance, water system surveys, resolution of priority non-compliers, water system survey deficiency follow up, resolution and inventory.

### **On-Site Wastewater:**

General Fund

Mandated: Yes – Contract with ODEQ (*ORS 454.605 through 454.755, OAR 340-071-0100 through 340-071-0650, and utilizing procedures approved by DEQ*)

Conducts site evaluations and issues permits for all wastewater treatment systems proposed for construction, alteration, repair, or connection in accordance with state law (systems producing less than 2500 gallons of wastewater per day). Will investigate complaints relating to on-site wastewater treatment systems and conduct inspection when appropriate. Maintain documentation.

**Public Health Emergency Preparedness:**

Special Revenue

Mandated: Yes (*ORS 431 and 433, Division 3 of OARs Chapter 333*)

Address mitigation, preparedness, response and recovery phases for public health emergencies through plan development and revision, exercise and response activities based on the 15 CDC PH Emergency and Preparedness Response Capabilities. Foundational Capability as identified in Oregon Public Health Modernization Manual. Partnerships and MOUs, planning, surveillance and assessment, training and education, response and exercises. Collaborative effort that requires active participation among many stakeholders in the county and beyond.

## Human Resources

### **Benefits Administration:**

General Fund

Mandated / Not Mandated

As an employer with 25+ employees, we are required to manage documentation for all necessary pre-employment screening. Additionally, referrals for testing on any on the job accidents and the selection of the Medical, Dental, Vision plans as well as other offered benefits, i.e. Life, AD&D, 457 Deferred Comp and FSA programs.

### **Labor Relations:**

General Fund

Mandated (ORS 663)

Human Resources Department is responsible for all aspects of Labor Relations to include: Negotiation, Document Management and Member Management. Additionally, the coordination of contract agreements in with the Hood River County Employee Personnel Code.

### **Employee Risk Mitigation:**

General Fund

Mandated

Ensures employee compliance with State Laws (OFLA, wage/hour etc.) and Federal laws (FLSA, Workers Comp, FMLA etc.)

### **Employee Experience Management:**

General Fund

Not Mandated

Human Resources Department is responsible for all stages of the employee experience: Recruitment, Onboarding, Retention, Development and Exit.

## **Prevention Department**

### **Youth Substance Abuse Prevention**

Special Revenue Fund

Not Mandated

A variety of substance abuse programs aimed at helping youth of all ages make educated healthy decisions. Collaboration with School District, The Next Door, Inc. and community groups. Specific programs: Health Media Clubs, Excel, Teen Marijuana and E-cigarette Course, Vaping presentations to Elementary/Middle School students, Positive Youth Activities program, and Gorge Youth Mentoring.

### **Prevention Policy Development and Monitoring**

Special Revenue Fund

Not Mandated

Review and strengthen local Ordinances protecting public health in collaboration with other entities ensuring County and State requirements are met. Efforts include collaboration with OLCC and local law enforcement for underage alcohol/tobacco compliance checks, Indoor Clean Air Act, Tobacco free policies, and Tobacco Retail Licensure. Worksite Wellness Initiative in conjunction with HRC Human Resources for employee/family wellness.

Mandated ORS 433.835.870

State funded –Workplace Exposure Monitoring Systems (WEMS) Violation Inspections (Tobacco). Inspection following reported violations of Indoor Clean Air Act.

### **Community Prevention Education**

Special Revenue Fund

Not Mandated

Provide education to families and community on Social Emotional Literacy training for parents of children 0-14, youth substance misuse prevention, Youth Mental Health First Aid training, Suicide Prevention, Sexual Assault Awareness and additional resources available for the community.

### **Coalition Building**

Special Revenue Fund

Not Mandated

Convening community members, business owners, faith groups and other partners to work towards a common goal of healthy, safe and drug free children and families. Working through education, providing drug and alcohol-free activities and events, and advocacy for policies that protect our community.

## Information Systems

### **Network Administration:**

General Fund

Not-mandated

This area includes all work to ensure the County's network operates to support the user's needs. This includes the provisioning of all connections internally as connections to the outside world. It also includes network security.

### **Application Support:**

General Fund

Not-mandated

This area includes acquisition and support of applications serving all department. It also includes support for application specific to a department or specific functional area within a department.

### **Hardware maintenance and support:**

General Fund

Not-mandated

This service includes all work to setup, configure, maintain and support systems purchased for specific users including desktops, laptops, tablets and printers.

## **Hood River County Justice Court**

### **Community Justice:**

General Fund

Mandated – County Charter

The Justice Court processes citations issued by Motor Carrier Enforcement Officers, Hood River County Deputies, the Oregon State Police and Intertribal Officers. The processing of citations ensures compliance with State and County laws, and Code, and provides for a safer community.

## **Juvenile Department**

### **Juvenile Delinquency**

ORS 419C.001(1).

General fund

IGA with State (1/2 of 1 counselor)

The purposes of the Oregon juvenile justice system from apprehension forward is to protect the public and reduce juvenile delinquency and to provide fair and impartial procedures for initiation, adjudication and disposition of allegations of delinquent conduct. The statute states that the system shall provide a continuum of services that emphasize prevention of further criminal activity by the use of early and certain sanctions, reformation and rehabilitation programs and swift and decisive intervention in delinquent behavior.

### **Probation services:**

General Fund and State Funding

Statutorily required

Monitoring of low to high risk youth offenders, referrals and collaboration with mental health, substance abuse and sex offender treatment providers, collaboration with area schools to encourage academic and behavioral success, community service opportunities and other rehabilitation services. The department also ensures that victims of delinquent behavior are notified of their constitutional rights, restitution is collected on their behalf and they have a voice in the court process.

### **Dependency services:**

General Fund and State Funding

ORS 419B.875

Juvenile Departments are statutorily identified as parties to dependency cases. The staff serves the court and other parties by identifying needs to children and their families and helps to ensure that statutory guidelines are being met.

### **Detention services:**

General Fund NORCOR budget

5 County IGA

The use of NORCOR for public safety and accountability has been an integral part of the reduced recidivism rates experienced in Hood River County.

## **Public Works Department**

### **Parks**

General Fund

Not Mandated

The Parks Division provides public services in the form of managing and maintaining three day-use parks, two overnight campgrounds, and providing maintenance of the county cemetery. Park staff also lend assistance to the Building Maintenance Division during the non-camping season to make necessary repairs to county buildings and to remove snow during winter storms. Staff also spend much of the non-camping season making improvements to the county campgrounds that cannot be made while the campgrounds are open.

### **Museum**

General Fund

Not Mandated

The Museum budget provides supplemental fund to the Hood River County Heritage Council for the operation and management of the Hood River County Museum. The museum provides education and research to the public regarding the history of Hood River County through various exhibits and special events.

### **Weed & Pest**

General Fund

Not Mandated

The Weed & Pest Division was defunded in 2017 and does not currently provide any direct public services. Prior to 2017 its primary purpose was to enforce County Ordinance No. 325 relating to fruit tree pest infestations and to promote the eradication of noxious weeds within the county.

### **Landfill**

General Fund

Mandated by State permit

This includes expenditures to maintain and monitors the closed county landfill for contaminants in accordance with DEQ Solid Waste Disposal Site Closure Permit #168. This helps prevent ground water contamination.

### **Building Maintenance**

General Fund

Not Mandated

The Building Maintenance Division provides routine services towards the operation and maintenance of all county buildings, including the courthouse, CBAB, the museum, the Health Department and the Forestry buildings. Staff is also responsible for coordinating capital improvement projects and responding to after-hours

matters. Additional tasks include mail and supplies delivery, responding to flag notifications from the Governor's Office and money transfers from the Public Works office to Budget & Finance,

### **Administration**

Public Works Fund

Mandated ORS Chapter 368

This area includes oversight of the various service areas and coordination with other entities and departments within the County. Also includes planning and administering capital improvement projects

### **Engineering**

Public Works

Mandated ORS Chapter 368

This area includes general customer support regarding road, property and development related issues; public dissemination of road conditions and maintenance activities; issuing and administering various roadway permits. Engineering helps ensure public facilities are constructed or reconstructed in accordance with County standards.

### **Equipment Maintenance**

Public Works Fund

Not Mandated

Equipment Maintenance includes facilitating the procurement, delivery, and routine maintenance of county fleet vehicles and equipment; management and maintaining the county fuel supply systems

### **Road District**

Public Works Fund

Mandated ORS Chapter 368

The primary role of the department is to provide for the maintenance and operation of the county road system. This includes performing regular and preventative road maintenance; providing emergency response support; performing mandated sign, bridge and roadway inspections, and snow removal.

### **Survey**

Public Works Fund

Mandated ORS 204.005(f)(2)

Services or duties required to be provided by the County Surveyor in accordance with ORS include: keeping a fair and correct record of all surveys made by the county surveyor and other individuals; progressively numbering all surveys received and detailing specific information; providing copies of survey to the public or courts; ensuring all surveys of subdivisions comply with the US Manual of Surveying Instructions; and maintaining and/or re-establishing public land survey corners.

## **GIS**

Public Works Fund

Not Mandated

The Public Works GIS Division provides funding for the county Webmap program and other county GIS functions. Funding helps to maintain the County's base maps and map layers to provide access to the public for information.

## **Records and Assessment Department**

### **County Assessor:**

Creation of Annual Assessment and Tax Roll and Administration of Related Programs

General Fund

Mandated - Oregon Constitution and State Statute (ORS Chapters 285C, and 305 - 311)

Maintains county assessment maps, property ownership records, and property characteristics in order to accurately assess and exempt all properties subject to taxation in the County annually. Conducts sales verifications and produces the annual ratio study. Processes data requests, administers special programs, calculates and creates tax roll used to fund all local taxing districts in the County, and defends against all appeals.

### **County Clerk:**

Conducts Local, State, and Federal Elections

General Fund

Mandated - United States Constitution, Civil Rights Act, Americans with Disabilities Act (ADA), Voting Rights Act (VRA), Voting Accessibility for the Elderly and Handicapped Act (VAEHA), The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), National Voter Registration Act (NVRA), Help America Vote Act (HAVA), Military and Overseas Voting Empowerment Act (MOVE), Oregon Constitution, State Statute (ORS Chapters 171, 198, 203, 204, 221, 236, and 246 – 260), and County Charter.

Registers voters and maintains the voter registration database, address library, and district boundaries. Processes candidate filings, petitions, referendums, referrals. Designs ballots and coordinates production and delivery of ballots to voters. Processes returned ballots and tallies votes in order to produce certified election results. Calculates and bills for election costs. Responsible for the security and integrity of elections.

### **Document Recording, Filing, Records Management, and Fee Collection**

General Fund

Mandated – State Statute (ORS Chapter 205 and 471) and County Charter

Records documents that affect property; and orders and warrants included in County Clerk Lien Record. Files records of the County Governing Body including agreements, contracts, ordinances, resolutions, and orders. Indexes, maintains, preserves, and makes available to the public recordings and filings. Collects fees for liquor licenses.

## **Marriage Licenses and Domestic Partnerships**

General Fund

Mandated – State Statute (ORS Chapter 106)

Issues marriage licenses and declarations of domestic partnerships. Files records of marriage that were issued by Hood River County. Indexes, maintains, preserves and makes available to the public licenses issued and records of marriage. Transmits copies of records of marriage to the State Vital Records Department.

## **Board of Property Tax Appeals (BOPTA)**

General Fund

Mandated – State Statute (ORS Chapter 309)

Appoints Board from pool of applicants as determined by the Board of County Commissioners, coordinates Board training, receives and processes petitions, schedules hearings, serves as Clerk of the Board, processes Board orders, completes Board minutes, completes the Summary of Actions.

## **Passport Acceptance Facility**

General Fund

Not Mandated

Accepts, reviews and processes passport applications under the direction of the United States Department of State. Sends completed applications to the United States Department of State for review, final processing, and issuance of passports.

**Matthew T. English**  
Sheriff  
— \* —  
**Brian Rockett**  
Undersheriff  
— \* —  
**Jamie Hepner**  
Parole and Probation Commander



**Erica Stolhand**  
911 Commander  
— \* —  
**Terry L. Bright**  
Chief Civil Deputy  
— \* —  
**Katie Haskins**  
Executive Assistant

## 911

- Primary Safety Answering Point for Hood River County
- Dispatch all Police, Fire & Medical calls for service for Hood River County – back up dispatch for Intertribe, USFS and OSP
- Maintain records for all calls and calls for service received
- Enter, update, validate and clear all CJIS/court paperwork – warrants, stolen items, restraining orders, etc
- Coordinated Public Education events with all Sheriff's Office departments
- Staff Search and Rescue Operations

The bulk of 911 is funded through a combination of the State of Oregon and a permanent rate circa 1998, funded by Hood River County property taxes. Counties are statutorily required to have PSAP service but how or by whom that is run is not mandated.

## Enforcement (Statutory)

Patrol – Responds to calls for service including 911 calls. Uniformed patrol services within the contiguous borders of Hood River County. Personnel also staff functions of court security, transports and search and rescue.

Patrol staffs three positions that are funded outside of the general fund but have performance measures/requirements attached. Those include the City of Cascade Locks contract position, School Resource Deputy (HRCSD/OSMB) and the full time Marine Deputy (Sheriff Contract and OSMB funded)

Investigations - Investigate ongoing and/or more serious crimes that can't routinely be handled by patrol. Investigators case come through dispatch, via patrol or are referred by outside agencies and/or the community. Investigations is responsible for all physical and digital evidence. Investigators with outside agencies including the District Attorney, Crime Lab and Medical Examiner to ensure proper handling, routing and disposition of agency evidence. Investigations does the registration of sex offenders in Hood River County.

## Marine Patrol

- Dedicated Funding through Oregon State Marine Board
- Non-Mandated (SAR Component)

Enforce the applicable provisions to the Oregon Revised Statutes, Chapters 830 and 704 and Oregon Administrative Rules, Chapter 250. Investigates complaints of boating violations and boating accidents and alerts the public to unsafe boating conditions. Provides assistance to boaters and provides Search and Rescue services. Provides law enforcement examinations of boats and all aspects of the Boating Safety Program.

### **All-Terrain Vehicle Program**

- Dedicated Funding through Oregon Parks and Recreation Department (20% match)
- Non-Mandated (SAR Component)

The ATV Program is in place to establish services to keep law enforcement present in the boundaries of the Hood River County Trail System. Currently Hood River County has approximately 516 total miles ranging from trails and shared roads within the system. Our Office has the responsibility of maintaining the security and safety of all users and visitors to our trail systems. We help patrol the staging areas in an effort to stop vandalism, theft and other crimes that may occur. Our Office works with the County Forestry Department to help mitigate riders that are off of designated trails and the construction of illegal trails which, damage our forest lands.

### **Forest Patrol**

- Dedicated Funding through U.S. Forest Service
- Non-Mandated (SAR Component)

Patrol U.S. Forest Service roads, campgrounds, developed sites, or dispersed areas in the Hood River Ranger District. Patrol U.S. Forest Service roads, campgrounds, developed sites, or dispersed areas in the Columbia River Gorge National Scenic Area. Assist with all Search and Rescue within the Mt. Hood National Forest.

**SAR (Statutory)** – Respond to search and rescues in the borders of Hood River County. Sheriff's are required to run operations within their counties despite land ownership. Currently there is no revenue to fund SAR outside of the finite SAR budget. There are indirect costs that fall on the General Fund to include staff time, administration, some supplies, etc.

**Jail** – Jails are a statutory responsibility of Sheriff's. Utilizing a regional jail is unique but does not preclude the Sheriff from ensuring care/custody/control of individuals incarcerated in the county, regardless of arresting agency. (General Fund)

**Civil Division** - The Chief Civil Deputy receives all court process that are brought to the office for service, receipt of the funds collected for service and processing the papers to be given to the deputies for service. Upon service of the papers, proof of service is prepared, and forms are sent to the court, the documents are issued through and copies are sent to the person that submitted the papers for service. (Oregon Revised Statute and Sheriff Mandate)

The Chief Civil Deputy also does the weekly turnover of all funds collected for services performed by our office and submits it to Budget & Finance. (County function)

Twice a month the Chief Civil Deputy submits employee time sheets for the Sheriff's Office and Parole & Probation to the payroll clerk for processing, and submits any Employee Status Change forms to Admin. (County function)

All the civil division's functions are funded by the county General Fund.

**Animal Control Services** - Impound and release dogs, euthanize dogs, pick up deceased dogs, round-up loose livestock, respond to public nuisance dog complaints, investigate reports of animal abuse and neglect, operate county dog license program, public information and referrals, enforce local dog ordinance and state animal welfare laws, issue citations and appear in court, assist local cat rescue groups and patrol the Port and Marina area enforcing the Ports dog ordinance.

This program is mostly guided by county ordinance. It is funded from a combination of fines, fees, licensing revenues and contracts with other government bodies. Historically, there has been some general fund contribution to the fund, but the program has been far more self-sustaining in recent years, negating the need for GF contributions.

### **Administrative Services**

- Concealed Handgun Licensing – Statutory
- Public Records Requests – Statutory
- Noise Permits (County)
- Towed Vehicles (Agency/ORS)
- Fingerprinting – Statutory (CHL/CJIS)

All services provided in the administrative business office are funded by general fund but are partially offset by incoming revenue in the form of fines and fees.

**Parole and Probation** - Hood River County Sheriff's Office Parole/Probation Division includes supervision of adult offenders and the Community Service Program who perform the following public services:

#### **Adult Supervision:**

- Community Based Supervision
  - State Funded (*no General Fund Support*)
  - Statute Mandated (ORS 423.478 and 423.483)

*Assumes responsibility for community-based supervision, sanctions and services for offenders convicted of felonies or designated drug related misdemeanors who are: (1) on parole; (2) on probation; (3) on post-prison supervision; (4) sentenced, on or after January 1, 1997, by a court or the State Board of Parole and Post-Prison Supervision to 12 months or less incarceration for violation of a condition of parole, probation or post-prison supervision; or (5) on conditional release.*

#### **Work Crew Program:**

- Work Crew Program
  - State Funded (*no General Fund Support*)
  - Non-Mandated Service

*The work crew program provides an alternative structured program to regulate the use of jail beds (incarceration) at NORCOR while holding offenders accountable, monitors work sites and reports the results to the supervising officer, provides opportunities for offenders to give back to the community, receives referrals from the court, to include non-supervised bench probation/diversion cases, as well as referrals from supervising probation deputies, supervises juvenile work crew program.*

**Community Service Program:**

- Community Service Program
  - State Funded (*no General Fund Support*)
  - Non-Mandated Service

*Refers offenders to governmental or non-profit organizations within the community in order to perform community service as mandated by the court or supervising officer, gathers verification of work completion, receives referrals from the court, to include non-supervised bench probation/diversion cases, as well as referral from supervising probation deputies, provides opportunities for offenders to perform a service and give back to the community.*

**Community Outreach** – The HRCSO performs countless, proactive community outreach activities on an annual basis. From the HRC Fair, to community safety fairs, time in schools, Day with a Deputy, speaking engagements at stakeholder groups and general public outreach events. Every division in our organization participates in numerous events respectively or collaboratively. As a result, funding comes from a myriad of sources. Some materials utilized are free to the HRCSO and come through outside sources but much comes from the respective divisions in the form of personnel time.

## Veterans Services

### **Claims Processing:**

General Fund

Not Mandated

This service area within the Veterans Service Office includes assisting Veterans with filing claims for benefits with the Veterans Administration. It may also include representing Veterans at hearings regarding pending claims.

### **Veterans Outreach:**

General Fund

Not Mandated

The area includes participation in local and regional events to honor veterans, and in events to provide information to Veterans about benefits available to Veterans needing assistance.