

MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' MEETING
Wednesday, February 20, 2008
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FILED
MAR 17 2008
4:00
TASSI O'NEIL
COUNTY CLERK

COMMISSIONERS PRESENT:

Charles J. Hurliman, Chair
Tim Josi, Vice-Chair
Mark Labhart, Commissioner

STAFF PRESENT:

Paul Levesque, Facilities, Fleet and
Contracts Director
William K. Sargent, County Counsel

STAFF PRESENT FOR PORTIONS OF THE MEETING: Curtis Hesse, Director, Health Department; Del Schleichert, Director, Parks Department; Andy Long, Sheriff's Office; Liane Welch, Director, Public Works and Karen Dye, Treasurer.

GUESTS: John Gettman, Gus Meyer and Bill Jablonski.

CALL TO ORDER: By Chair Hurliman at 9:00 a.m. in Commissioners' Meeting Room A.

ITEM NO. 1: WELCOME & REQUEST TO SIGN GUEST LIST: Chair Hurliman welcomed everyone and reminded them to sign the guest list.

ITEM NO. 2: PUBLIC COMMENT – NON-AGENDA ITEMS: There were no public comments at this time.

OTHER: Paul Levesque gave an update on the National Guard, the grandstand and facilities projects.

ITEM NO. 3: COUNTY COMMISSIONERS' MEETING MINUTES FOR JANUARY 2, 14, 16, 23 AND 28, 2008: A motion was made by Vice-Chair Josi to approve the consent calendar. The motion was seconded by Commissioner Labhart. The motion carried with three (3) aye votes. The Commissioners signed the Minutes.

ITEM NO. 4: DISCUSSION AND CONSIDERATION OF COOPERATIVE IMPROVEMENT AGREEMENT (NO. 24,213) WITH THE OREGON DEPARTMENT OF TRANSPORTATION FOR US 101 @ LATIMER ROAD: Bill Jablonski gave an overview of the project elements. Liane Welch said the County will improve the Latimer Road rail crossing at the end of the project. Mr. Jablonski said they hope to have this project completed by September. Most of the work will happen outside the travel lanes. There will be a stop light constructed and turn lanes into the Cheese Factory. Mr. Jablonski summarized the provisions of the agreement.

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Commissioner Labhart made a motion to approve and sign the Cooperative Improvement Agreement with the Oregon Department of Transportation for US 101 @ Latimer Road. Vice-Chair Josi seconded the motion. The motion carried with three (3) aye votes. The Commissioners signed the Cooperative Improvement Agreement.

ITEM NO. 5: DISCUSSION AND CONSIDERATION OF AN ORDER APPOINTING MIKE WYNANDS TO THE PUBLIC WORKS/PARKS SAFETY COMMITTEE: A motion was made by Vice-Chair Josi to approve and sign the Order appointing Mike Wynands to the Public Works/Parks Safety Committee. Commissioner Labhart seconded the motion. The motion carried with three (3) aye votes. The Commissioners signed Order #08-026.

ITEM NO. 6: DISCUSSION AND CONSIDERATION OF OREGON STATE MARINE BOARD BOATING FACILITY GRANT PROGRAM APPLICATION FOR THE MEMALOOSE POINT BOAT LAUNCH WOODEN DOCK REPLACEMENT PROJECT and **ITEM NO. 7: DISCUSSION AND CONSIDERATION OF OREGON STATE MARINE BOARD BOATING FACILITY GRANT PROGRAM APPLICATION FOR THE NETARTS LANDING BOAT LAUNCH WOODEN DOCK REPLACEMENT PROJECT:** Del Schleichert said both projects replace the existing boarding docks and will be accomplished in the next fiscal year.

Vice-Chair Josi made a motion to approve and sign the Oregon State Marine Board Boating Facility Grant Program Applications for the Memaloose Point and Netarts Landing Boat Launch Wooden Dock Replacement Projects. The motion was seconded by Commissioner Labhart. The motion carried with three (3) aye votes. Chair Hurliman signed the Applications.

ITEM NO. 8: DISCUSSION AND CONSIDERATION OF OREGON EMERGENCY MANAGEMENT INFRASTRUCTURE CONTRACT 1733-DR-OR FOR FEDERAL EMERGENCY MANAGEMENT AGENCY FUNDING FOR REPAIR AND RESTORATION OF PUBLIC FACILITIES DAMAGED DURING THE PERIOD OF DECEMBER 1 TO 17, 2007 FOR TILLAMOOK COUNTY PARKS: Mr. Schleichert said this facilitates the FEMA payment for the December 2007 storm damages. Vice-Chair Josi talked about the extent of damages at Barview Park and State forests. Chair Hurliman said he saw water spouts.

A motion was made by Commissioner Labhart to approve and sign the Oregon Emergency Management Infrastructure Contract for FEMA funding for repair and restoration of the public facilities damaged during the period of December 1 to 17, 2007 for Tillamook County Parks. The motion was seconded by Vice-Chair Josi. The motion carried with three (3) aye votes. Chair Hurliman signed the Contract.

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ITEM NO. 9: DISCUSSION AND CONSIDERATION OF ORDER DECLARING TWO (2) COUNTY VEHICLES SURPLUS; A 1984 GMC ARMORED TRUCK VIN #1GDP9C1J9EV546721 AND A 1980'S FORD FLAT BED WORK CREW CHASSIS VIN #2FDKF37GXLCB14415: Andy Long described the vehicles. They gave the armored truck to Klamath County. He also described the trade with a credit with E&E Auto Body Shop.

Vice-Chair Josi made a motion to approve and sign the Order declaring two (2) County vehicles surplus; a 1984 GMC armored truck VIN #1GDP9C1J9EV546731 and a 1980's Ford flat bed work crew chassis VIN #2FDKF37GXLCB14415. Commissioner Labhart seconded the motion. The motion carried with three (3) aye votes. The Commissioners signed Order #08-027.

ITEM NO. 10: DISCUSSION AND CONSIDERATION OF CLINICAL/PRACTICUM AGREEMENT WITH OREGON COAST COMMUNITY COLLEGE FOR HEALTH OCCUPATION EDUCATION: Curtis Hesse said this is another agreement that sets up the clinic as a training site. This will help with future staffing.

A motion was made by Vice-Chair Josi to approve and sign the Clinical/Practicum Agreement with Oregon Coast Community College for health occupation education. Commissioner Labhart seconded the motion. The motion carried with three (3) aye votes. Chair Hurliman signed the Clinical/Practicum Agreement.

ITEM NO. 11: DISCUSSION AND CONSIDERATION OF AN OUT-OF-STATE TRAVEL AUTHORIZATION FOR STEPHANIE POTTS TO ATTEND THE REPRODUCTIVE HEALTH CONFERENCE IN BELLEVUE, WASHINGTON: Dr. Hesse said this is part of the required continuing education credits. He described the funding available for this.

Commissioner Labhart made a motion to approve and sign the out-of-State travel authorization for Stephanie Potts to attend the Reproductive Health Conference in Bellevue, Washington. Vice-Chair Josi seconded the motion. The motion carried with three (3) aye votes. Chair Hurliman signed the authorization.

ITEM NO. 12: DISCUSSION AND CONSIDERATION OF AN ORDER TRANSFERRING FUNDS BETWEEN BUDGETED ITEMS: Karen Dye said these are transfers for the fair fund.

Vice-Chair Josi made a motion to approve and sign the Order transferring funds between budgeted items. The motion was seconded by Commissioner Labhart. The motion carried with three (3) aye votes. The Commissioners signed Order #08-028.

ITEM NO. 13: DISCUSSION AND CONSIDERATION OF CHANGE ORDER #2 TO DESIGN/BUILD CONTRACT WITH DONALD W. THOMPSON, INC. FOR THE TILLAMOOK COUNTY FAIRGROUNDS GRANDSTAND: Mr. Levesque summarized the elements.

A motion was made by Commissioner Labhart to approve and sign Change Order #2 to the Design/Build Contract with Donald W. Thompson, Inc. for the Tillamook County Fairgrounds grandstand. The motion was seconded by Vice-Chair Josi. The motion carried with three (3) aye votes. The Commissioners signed the Change Order.

ITEM NO. 14: DISCUSSION AND CONSIDERATION OF GENERAL SERVICES AGREEMENT WITH EC WADSWORTH ELECTRIC AKA EC COMPANY FOR COUNTY FACILITIES ELECTRICAL MAINTENANCE: Vice-Chair Josi made a motion to approve and sign the General Services Agreement with EC Wadsworth Electric aka EC Company for County facilities electrical maintenance. Commissioner Labhart seconded the motion. The motion carried with three (3) aye votes. The Commissioners signed the General Services Agreement.

ITEM NO. 15: CONSIDERATION OF A DESIGN/BUILD CONTRACT WITH NEHALEM MARINE MFG. FOR TWO GATED SPILLWAYS: Mr. Levesque described the two (2) Oregon Solutions spillway projects: one (1) on the Wilson farm property and the other on Tone Road. Each would be about seventy-four (74') feet wide and have four (4) sided-hinged flood gates. The proposed contract was Three Hundred Thousand (\$300,000) Dollars which includes Two Hundred Seventy-Six Thousand (\$276,000) Dollars for the Wilson spillway, Twelve Thousand (\$12,000) Dollars for geotechnical investigations on both spillways and Twelve (\$12,000) Dollars for engineering on both spillways. It is a Design/Build contract. As additional funds become available by late spring a Change Order could be issued for Two Hundred Seventy-Six Thousand (\$276,000) Dollars to add the Tone Road spillway. Since not all the contract details have been finalized, Mr. Levesque was seeking Board approval with authorization for him to sign upon review and approval by County Counsel.

Commissioner Labhart said that Oregon Solutions does not have the ability to contract so the County has agreed to do it. Commissioner Labhart described the design team and the funding, with Five Hundred Thousand (\$500,000) Dollars in the bank and Five Hundred Thousand (\$500,000) Dollars due July 1. The Commissioners previously declared an emergency under Public Contracting Laws. He spoke highly of Nehalem Marine.

A motion was made by Commissioner Labhart to approve and authorize Mr. Levesque to sign the Contract, subject to County Counsel's approval. The motion was seconded by Vice-Chair Josi. The motion carried with three (3) aye votes.

ITEM NO. 16: CONSIDERATION OF AN ORDER APPOINTING JACK VANTRESS AS AN ALTERNATE MEMBER TO REPRESENT TROLL SALMON FISHING ON THE FISHERMAN ADVISORY COMMITTEE FOR TILLAMOOK (FACT): Commissioner Labhart updated the Commissioners on House Bill 3626 relating to the twenty-five (25%) percent emergency FEMA matching fund. The grant provisions were removed but it has loan provisions. The loan is forgivable once projects are completed. The Bill is moving. It would be administered by the Office of Emergency Management which is part of the Oregon Military Department.

Vice-Chair Josi read the announcements. He also described why the Lake Lytle Ordinance hearing was cancelled.

ITEM NO. 17: BOARD CONCERNS – NON-AGENDA ITEMS & ANNOUNCEMENTS:
There were no comments today.

Chair Hurliman recessed the meeting at 9:55 a.m. and reconvened it at 9:58 a.m.

OTHER: Mr. Levesque and Commissioner Labhart described the solid waste problem at the Wayne Dean site and the collaborative efforts involving MTC (providing staff) and the City (providing a dumpster and porta-potty) to clean it up. Commissioner Labhart said it is in the public interest to waive the disposal fee as this is a public partnership project with various entities donating labor, materials and cash to the effort.

Commissioner Labhart made a motion to waive the disposal fees to be paid out of the solid waste fund. Vice-Chair Josi seconded the motion. The motion carried with three (3) aye votes.

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ITEM NO. 18: PUBLIC COMMENTS: There were no public comments today.

There being no further business Chair Hurliman adjourned the meeting at 10:00 a.m.

RESPECTFULLY SUBMITTED this 17 day of March, 2008.

County Clerk: Tassi O'Neil

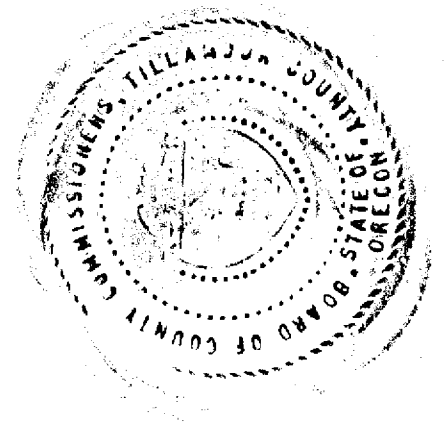
Susan L. Becraft
Susan Becraft, Recording Secretary
& Special Deputy

APPROVED BY:

[Signature]
Chair

[Signature]
Vice-Chair

[Signature]
Commissioner



**NOTICE OF MEETING AND AGENDA
of the
TILLAMOOK COUNTY BOARD OF COMMISSIONERS**

Also sitting as the Board of the
SOLID WASTE SERVICE DISTRICT &
THE 4-H AND EXTENSION SERVICE DISTRICT
to be held

Wednesday, February 20, 2008, at 9:00 a.m.

Commissioners' Meeting Room A
County Courthouse, 201 Laurel Avenue
Tillamook, Oregon

BOARD OF COMMISSIONERS

Charles J. Hurliman, Chair
E-mail: churlima@co.tillamook.or.us

Tim Josi, Vice-Chair
E-mail: tjosi@co.tillamook.or.us

Mark Labhart, Commissioner
E-mail: mlabhart@co.tillamook.or.us

201 Laurel Avenue
Tillamook, Oregon 97141
Phone: (503) 842-3403 FAX: (503) 842-1384

ANY QUESTIONS? Contact
Paul Levesque (503) 842-1809
E-mail: plevesqu@co.tillamook.or.us

COUNTY WEBSITE: <http://www.co.tillamook.or.us>

WATCH THIS MEETING ON TV: TLCTV Channel 35

Monday – 1:00 p.m.
Thursday – 1:00 p.m.
Sunday – 1:00 p.m.

Tuesday – 8:00 p.m.
Friday – 8:00 p.m.

Wednesday – 9:00 a.m.
Saturday – 9:00 a.m.

NOTE: The Board of Commissioners reserves the right to recess to Executive Session as may be required at any time during this meeting, pursuant to ORS 192.660(1).

NOTE: The Kiwanda Community Center is accessible to persons with disabilities. If special accommodations are needed for persons with hearing, visual or manual impairments who wish to participate in the meeting, please contact (503) 842-3403 at least 24 hours prior to the meeting so that the appropriate communications assistance can be arranged.

CALL TO ORDER: Wednesday, February 20, 2008 9:00 a.m.

BOARD OF COMMISSIONERS

1. Welcome & Request to Sign Guest List
2. Public Comment – Non-Agenda Items

CONSENT CALENDAR

3. County Commissioners' Meeting Minutes for January 2, 14, 16, 23 and 28, 2008

LEGISLATIVE – ADMINISTRATIVE

4. Discussion and Consideration of Cooperative Improvement Agreement (No. 24,213) with the Oregon Department of Transportation for US 101 @ Latimer Road/Bill Jablonski
5. Discussion and Consideration of an Order Appointing Mike Wynands to the Public Works/Parks Safety Committee/Craig Schwinck
6. Discussion and Consideration of Oregon State Marine Board Boating Facility Grant Program Application for the Memaloose Point Boat Launch Wooden Dock Replacement Project/Del Schleichert
7. Discussion and Consideration of Oregon State Marine Board Boating Facility Grant Program Application for the Netarts Landing Boat Launch Wooden Dock Replacement Project/Del Schleichert
8. Discussion and Consideration of Oregon Emergency Management Infrastructure Contract 1733-DR-OR for Federal Emergency Management Agency Funding for Repair and Restoration of Public Facilities Damaged During the Period of December 1 to 17, 2007 for Tillamook County Parks/Del Schleichert
9. Discussion and Consideration of Order Declaring Two (2) County Vehicles Surplus; a 1984 GMC Armored Truck VIN #1GDP9C1J9EV546721 and a 1980's Ford Flat Bed Work Crew Chassis VIN #2FDKF37GXLCB14415/Andy Long
- ✓ 10. Discussion and Consideration of Clinical/Practicum Agreement with Oregon Coast Community College for Health Occupation Education/Curtis Hesse, M.D.
11. Discussion and Consideration of an Out-of-State Travel Authorization for Stephanie Potts to Attend the Reproductive Health Conference in Bellevue, Washington/Curtis Hesse, M.D.
12. Discussion and Consideration of an Order Transferring Funds between Budgeted Items/Karen Dye
13. Discussion and Consideration of Change Order #2 to Design/Build Contract with Donald W. Thompson, Inc. for the Tillamook County Fairgrounds Grandstand/Paul Levesque
14. Discussion and Consideration of General Services Agreement with EC Wadsworth Electric aka EC Company for County Facilities Electrical Maintenance/Paul Levesque
15. Consideration of a Design/Build Contract with Nehalem Marine Mfg. for Two Gated Spillways/Paul Levesque

16. Consideration of an Order Appointing Jack Vantress as an Alternate Member to Represent Troll Salmon Fishing on the Fisherman Advisory Committee for Tillamook (FACT)/Paul Levesque
17. Board Concerns – Non-Agenda Items & Announcements
18. Public Comments

ADJOURNMENT

BOARD MEETINGS AND ANNOUNCEMENTS

In order for the Commissioners to attend a Forum concerning Marine Reserves on **Wednesday, February 20, 2008** at 6:30 p.m. at the Garibaldi City Hall, they have changed their previously announced regular Board meeting time from 6:30 p.m. to 9:00 a.m. on **Wednesday, February 20, 2008**. The Commissioners' meeting will be held in the Commissioners' Conference Room A in the Courthouse, 201 Laurel Avenue, Tillamook.

The Commissioners have **canceled** a public hearing previously scheduled on Wednesday, **February 20, 2008** at 6:45 p.m. concerning a proposed Ordinance "Establishing Guidelines for the Use of Internal Combustion Powered Vehicles Operated or Placed upon Lake Lytle". It has been determined that this Ordinance is preempted by State Statute.

The Commissioners will join the City of Garibaldi Mayor, City Council and Staff and Port of Garibaldi Commissioners and Staff on **Monday, February 25, 2008** at 6:00 p.m. for a working dinner at the Old Mill Lodge in Garibaldi. The Commissioners and officials of the City of Garibaldi and Port of Garibaldi will be discussing matters of mutual interest to the County, City and Port.

There will be **no** Staff Meeting on **Monday, March 24, 2008** or Commissioners' Regular Business Meeting on **Wednesday, March 26, 2008** due to the lack of a quorum.

The Commissioners' evening meeting schedule is as follows:

March 12, 2008	County Courthouse (previously scheduled on March 19)
April 16, 2008	Manzanita City Hall
May 21, 2008	Cape Kiwanda Community Center

All evening meetings will begin at 6:30 p.m.

BOARD OF COMMISSIONERS'
MEETING

Wednesday, February 20, 2008

PLEASE PRINT

Name Address Item of Interest

JOHN GETTMAN call

Gus Meyer General

CURTIS HESSE #10, 11

Del Schlechtent 6-7-8

BILL JABLONSKI ⁰⁷⁵⁰⁷ 350 W. MARINE DR. ASTORIA #4

Amy Long 9.

Wade Welch T

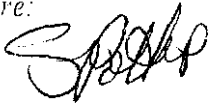
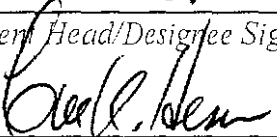
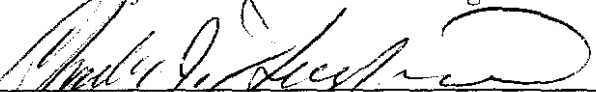
Karen Dy

(Please use reverse if necessary)

APPENDIX B

TILLAMOOK COUNTY OUT-OF-STATE TRAVEL AUTHORIZATION

Please complete this form and obtain the Board of Commissioner's approval before traveling.

1. Name of Employee:		2. Date: 02-11-08	
3. Training Related/Conference (if yes, attach Agenda): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		4. Car Rental: \$	
5. Itinerary: Destination (City, State): Bellevue, WA Est. Departure Date/Time: 11:00 AM 03-18-2008 Est. Return Date/Time: 1:00 PM 03-21-2008		6. Lodging Rate: Amount per Night: \$ 152 (14.40%) Tax per Night: \$ Total per Night: \$ Number of Nights: X 3 Total \$	
7. Miscellaneous Expenses: (Identify Specific Expenses: Taxis, Shuttles, Phone, Etc.) a. \$ Conference Tuition/Registration Paid for by the State of Oregon. b. \$ Tillamook County won a lottery for 2 paid registrations c. \$ d. \$			
8. Meals:		9. Estimated Cost of Trip:	
Rate	# Meals	Total	Meals/Lodging: \$
Breakfast \$		\$	Airfare/Railfare: \$
Lunch \$ 2		\$	Personal Car Miles: \$
Dinner \$ 4		\$	Car Rental: \$
			Miscellaneous: \$
			Total: \$
10. Purpose of Trip (Be Specific): Reproductive Health Conference Bellevue, WA			
11. Employee Signature: 		Date: 02/11/08	
12. Department Head/Designee Signature: 		Date: 02/12/08	
13. Board of Commissioner's Chair Signature: 		Date: 2-20-08	

APPENDIX C

PER DIEM RATES (2008)

Go to the link below to view the standard Conus rate and rates for locations that are paid above the Conus rate for Lodging and Meals & Incidental Expenses.

http://www.gsa.gov/Portal/gsa/ep/contentView.do?queryYear=2008&contentType=GSA_BASIC&contentId=17943&queryState=Oregon&noc=T

Select - Quicklinks
Per Diem Rates
State

MILEAGE TABLE

Go to the link below to get the mileage table for selected cities in Oregon.

<http://www.oregon.gov/ODOT/TD/TDATA/otms/docs/MileageChart.pdf>

APPENDIX A

TILLAMOOK COUNTY TRAVEL AUTHORIZATION

Please complete this form and obtain your Department Head's approval before traveling.

1. Name of Employee: STEPHANIE HARPER POTTS 2. Date: 02-11-08

3. Starting Date and Time: MARCH 18 EARLY AM

4. Ending Date and Time: MARCH 21 LATE PM

5. Purpose of Trip (Be Specific):

Reproductive Health Conference
Bellevue, WA

6. Please attach copy of meeting notice, agenda, brochure, etc. relative to the meeting/training.

7. Employee Signature:

Stephanie Harper Potts

Date:

02-11-08

8. Department Head/Designee Signature:

Beelle Pen

Date:

02/12/08

rebates, frequent flyer miles or other benefits based upon the dollar amount of purchases made violates ORS 244.040(1)(a) which prevents public officials from using their position or office to obtain personal financial gain. No individual traveler may claim payment for the expenses of another traveler.

Reimbursement for allowable travel expenses must be turned in to the County Treasurer's Office for payment within ninety (90) days of travel completion. Travel expenses turned in beyond the 90 days will be rejected for reimbursement. All requests for reimbursement must include the original detailed receipt, statement of mileage and/or expense form (See Appendix G), meeting/conference agenda and a claim voucher.

NOTE: Credit card receipts will not be accepted as a substitute for an original detailed receipt for any reimbursable expenditure.

Tillamook County

Leave Request

Please complete this form and get your supervisor's approval before taking any leave. Attach this form to your timesheet for the month of the leave. If your absence is unplanned, you will need to complete this form at your earliest opportunity and keep your supervisor updated about your condition while you are out.

Name Stephanie Potts

I request Hours 4 Days Months

Starting Date & Time 3/18/08

Ending Date & Time 3/21/08

With Pay

Without Pay

Type of Leave Requested

- | | |
|---|--|
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Compensatory |
| <input type="checkbox"/> Bereavement (Comment Below) | <input type="checkbox"/> Personal / Floating Holiday |
| <input type="checkbox"/> Witness / Jury Duty | <input type="checkbox"/> Union Business |
| <input type="checkbox"/> Leave Without Pay | <input type="checkbox"/> Military |
| <input type="checkbox"/> Family Medical Leave | <input type="checkbox"/> Sheriff Department Holiday |
| <input type="checkbox"/> Sick - Indicate illness, injury or appointment | <input checked="" type="checkbox"/> Other <u>CFM</u> |

Comments _____

Employee Signature Stephanie Potts

Date 02-12-08

Approved Not Approved

Date 02/12/08
Supervisor or Department Head Signature [Signature]

Board of Commissioners (If Applicable)
[Signature]
[Signature]
[Signature]

RESERVATIONS FOR TRAVEL WORKSHEET

EMPLOYEE STEPHANIE HARPER POTTS DATE 02-11-08

PURPOSE FOR TRAVEL/RESERVATIONS Reproductive Health Conference 2008

DATE(S) NEEDED 03-18-08 to 03-21-08

HOTEL/ADDRESS

Hilton Bellevue

Non-Smoking

Smoking

Single (circle) - King/Queen

Double (circle) - King/Queen
Full

HOTEL TELEPHONE _____

CONTACT _____

ROOM RATE PER NIGHT _____ + 14.40% tax

TOTAL _____

CONFIRMATION NUMBER _____

PER DIEM REQUEST

DATES FOR PER DIEM _____

AMT PER DAY _____

TOTAL PER DIEM TO BE PAID _____

MILEAGE

MILES _____ X (current IRS mileage rate) = _____

CLAIM VOUCHER DONE? Yes No

EMPLOYEE: _____ DATE: _____

DEPARTMENT HEAD/DESIGNEE: _____ DATE: _____

STATEMENT OF MILEAGE AND EXPENSE

MONTH OF _____ 20____

DATE	DESCRIPTION	MILES	AMOUNT	EXPENSE	TOTAL

 Employee Signature

I certify that the within bill for services rendered and expenses incurred was to furnished Tillamook County, Oregon. That the items shown therein were not for the use or benefit of any individual person, but solely for the use and benefit of Tillamook County. That the prices charged therein are reasonable, and that the same is wholly unpaid.

 Authorized Signature

 Claimant

TILLAMOOK COUNTY

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

Destinations:

TO: Belleme FROM: Tillamook

I request approval to use my private vehicle on 03/18/08 to 03/21/08
for Tillamook County business purpose of:
ATTENDANCE @ Reproductive Health Conference 2008

Reason for using private vs. County owned vehicle is:
May end trip @ home in Astoria, OR on 3-21-08

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: STEPHANIE HARPER POTTS Date: 02/11/08

Department Head/Designee: [Signature] Date: 02/12/08



TILLAMOOK COUNTY
201 LAUREL AVENUE
TILLAMOOK, OR. 97141

TO BE RETAINED BY OPERATORS OF
HOTELS, MOTELS, AND SINGULAR
ACCOMMODATIONS AS EVIDENCE OF
EXEMPT OCCUPANCY

EXEMPTION CERTIFICATE TAX ON
OCCUPANCY OF HOTEL ROOMS
Imposed Pursuant to article 28 and
29 of the Tax Law

Hotel: Hilton Bellevue
Name of Hotel, Motel, Lodging house

02-11-08
Date

Address

Federal I.D. # 93-6002312

This is to certify that I, the undersigned, am a representative of the governmental department, agency or instrumentality indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been or will be paid for by such governmental unit; and that such charges are incurred in the performance of my official duties as a representative of such governmental unit.

03-18-08 to 03-21-08
DATES OF OCCUPANCY

SPOTTER
SIGNATURE

Tillamook County Health Dept.
GOVERNMENTAL UNIT

Nurse Practitioner
TITLE

NOTE: A separate exemption certificate is required for each occupancy and for each representative or employee.

APPENDIX E

RH2008

Reproductive Health Conference

37th Annual Continuing Education Conference



Center for Health Training

www.centerforhealthtraining.org

PRE-CONFERENCE #3:

Pelvic Exams: Fine Tuning Your Skills

TUESDAY, MARCH 18, 2008

Registration: 5:00 pm

Workshop: 5:30 pm – 8:30 pm

ABOUT THE WORKSHOP

Women of all ages, cultures and life experiences come to us for their gynecological care. Participants in this interactive and clinical workshop will explore the complexities of conducting a pelvic exam which is individualized to a woman's needs and promotes a trusting therapeutic relationship while conveying important clinical data. Client teaching models will be available for this practicum.

LEARNING OBJECTIVES

After completing this course participants will be able to:

1. Assess emotional and psychological readiness for a pelvic exam and integrate this into a care plan.
2. Discuss and accommodate a range of responses that may be elicited during the exam.
3. Demonstrate clinical skills that will promote a patient's comfort and communicate respect while gathering critical data.
4. More accurately demonstrate consistent pelvic sizing skills.

AUDIENCE

This clinical practicum is for clinicians (NP, PA, CNM, physicians) new to reproductive health and for clinicians who want to fine tune their pelvic exam techniques especially when working with patients who have experienced abuse, trauma or other experiences that make having a pelvic exam difficult.

FACULTY

TBA

CO-SPONSORED BY

Planned Parenthood of Western Washington
Center for Health Training, Seattle, WA

FEES

\$135 This fee includes both a didactic presentation and one-on-one preceptor instruction for each participant using a "client teaching model" assistant.

LOCATION

Planned Parenthood of Western Washington
Seattle Clinic
2001 East Madison
Seattle, Washington 98122

CONTINUING EDUCATION

The Center for Health Training (Provider #PA-23/Mar/09) is an approved provider of continuing nursing education by the Washington State Nurses Association, an accredited approver by the American Nurses Credentialing Center on Accreditation.

This education activity is approved for 3 contact hours.

REGISTRATION INFORMATION

To register for this pre-conference please complete the RH2008 Conference Registration Form and select **Pelvic Exam: Fine Tuning Your Skills**.

You may attend this pre-conference session without attending the RH2008 general conference. The Registration Form is available in PDF and can be downloaded from the RH2008 web page: www.centerforhealthtraining.org/RH2008

Space is VERY limited so register early!

FOR OTHER TRAINING OPPORTUNITIES VISIT THE FOLLOWING WEBSITES:

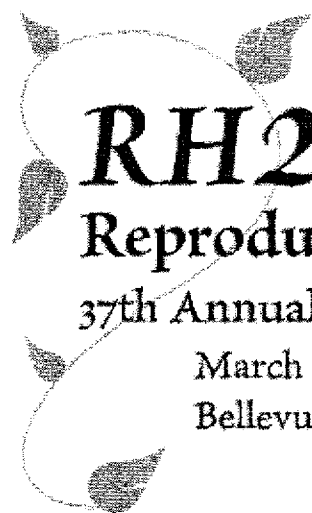
Center for Health Training
www.centerforhealthtraining.org

Planned Parenthood of Western Washington
www.plannedparenthood.org/westernwashington/Local-Training-and-Education.htm



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RH2008

Reproductive Health Conference

37th Annual Continuing Education Conference

March 19–21, 2008

Bellevue, WA — Hilton Bellevue

RH2008 is one of the most comprehensive reproductive health continuing education conferences in the Northwest and offers plenary and concurrent sessions on many important topic areas. The target audience for this conference includes licensed clinical providers (e.g., nurse practitioners and other nurses, physician assistants, certified nurse midwives, physicians, etc.) in addition to community health educators, counselors, clinic managers, and program administrators.

Pre- and Post-Conference Sessions

In addition to the three-day RH2008 conference, **three pre-conference sessions** will be available on Tuesday, March 18th and a **post-conference session** is scheduled on Friday, March 21st. For more information, click on the links below to view detailed PDF flyers on these sessions.

[STD Overview](#)

[Improve Your Clinical Practice](#)

[Pelvic Exams](#)

[Vaginal Microscopy](#)

COURSEWORK

Wednesday, March 19, 2008

7:00 am Registration & Continental Breakfast

8:00 am – 8:45 am Welcome & Introductions

8:45 am – 10:15 am GENERAL SESSION

Contraceptive Update (Rx)

Deborah Oyer, MD

We will review the recent contraceptive studies and discuss how they might impact

prescriptions and patient education. Through the use of case scenarios, we will discuss how rare true contraindications are for most methods of birth control.

10:15 am – 10:45 am Break

10:45 am – 12:15 pm CONCURRENT SESSION A

This is Not Your Mother's IUD: An Update on Intrauterine Contraception (Rx)

Sarah Prager, MD, MAS

This session will provide an update on intrauterine contraception (IC) including who is an acceptable candidate, myths about the use of IC and non-contraceptive benefits of IC use.

Women and PTSD (Rx)

Mary Ann Nihart, MA, ARNP, CS, BC

Ms. Nihart will present a brief overview of mental health challenges and concerns specific to women including post traumatic stress disorder and violence prevention.

Preconception Care: What *Should* a Reproductive Healthcare Provider Do?

Michael Policar, MD, MPH

In 2006, the CDC published guidelines for Preconception Care noting that it is recognized as a critical component of health care for women of reproductive age. Dr. Policar will help participants understand the screening and interventions for women and men of reproductive age that will help them reduce risk factors that might affect future pregnancies.

Woman to Woman: Inside & Out

Sandy Rice, MEd

Although research has shown that peer education is one of the most powerful ways to impact risk-taking behavior, only 13% (2002) of state and federal correctional facilities in the U.S. use a peer education approach. This interactive session will provide the history and rationale behind this successful prison peer education project.

Electronic Charting Technology—Improving Quality of Care

Panel: Mt. Baker Planned Parenthood and International Clinic Health Services (ICHS)

The transition from paper to electronic charting should involve staff at all levels of the implementation process: planning, development, training, system launch and oversight. This session will address the challenges and benefits of making an electronic system fully operational in a family planning setting.

12:15 pm LUNCHEON

1:00 pm Awards Presentation

1:15 pm – 2:00 pm KEYNOTE

2:00 pm – 2:30 pm Break

2:30 pm – 4:00 pm CONCURRENT SESSION B

"You've still got a long way to go, Baby!—Smoking Cessation and Women (Rx)

Alison Shigaki, MD

Cigarette smoking is the leading preventable cause of death in the U.S. Learn about its impact on the 18.1% of U.S. women who are current smokers. Cessation strategies and cessation medications will be discussed.

Drugs and Contraceptives—When Things Don't Mix (Rx)

Michael Policar, MD, MPH

Dr. Policar will review medications that can diminish the efficacy of hormonal contraceptives and will provide options available to patients where negative drug interactions may occur.

How to Increase Patient Satisfaction by Providing Fun, Fast, and Thorough Care

Marti Baird, CNM-NP

One of the challenges in providing reproductive healthcare is the integration of excellent clinical practice into time efficient care. This session will provide "pearls for an effective practice" from a family planning provider with years of experience as a clinician, trainer and clinical preceptor.

Screening, Brief Intervention & Referral to Treatment (SBIRT)

Steve O'Neil, MA

There is substantial evidence indicating that screening patients for substance use problems and providing a brief intervention or referral to higher levels of care results in reduced substance use and increased abstinence. This presentation will review the evidence base of SBIRT and define the conceptual framework of addressing substance use.

Title X: The Basic and Beyond

Janet Wildeboor, MS, BSN

This overview will include a basic description of the Title X family planning requirements with a clinical focus, and any recent changes that affect grantees and delegate agencies.

4:15 pm – 5:30 pm STATE MEETINGS**Thursday, March 20, 2008****7:00 am Registration & Continental Breakfast****8:00 am – 9:30 am CONCURRENT SESSION C****"But I Didn't Have Chest Pain!" Cardiovascular Disease in Women (Rx)**

William Lombardi, MD, PACC, PSCAI

Signs and symptoms of heart disease in women often fail to be discerned by women until they have a cardiac "event." This session will review the ways of prevention, and will focus on assessment and treatment options.

HPV: The Test, The Vaccine, The Future (Rx)

Connie Mao, MD

Dr. Mao, a primary investigator in the vaccine trials, will provide an update on the use of the HPV vaccine and what researchers are still learning about the vaccine. She will also address the new 2007 pap management guidelines and potential use of type specific HPV screening.

Breast Screening & New Technologies

C. Tien-Bao Chao, MD, FACS

This session will review causes and work-up of breast masses, including new imaging modalities, in different age groups and women who are pregnant. Dr. Chao will give an overview of what patients with breast cancer can expect.

Tattoos, Piercing, Shaving: What's the Risk?

Sharon Schnare, RN, FNP, CNM, MSN, FAANP

With the increasing popularity of tattoos and piercing, Ms. Schnare will discuss the risks associated with these activities. She will also discuss the role of the clinician in assessing and treating potential health conditions that arise from shaving, piercing, and tattooing.

Managing Performance in a Clinical Setting

April Pace, JD

Participants will have the opportunity to identify characteristics of a good supervisor, review and develop good staff recruitment, and practical orientation strategies. This session will include practice giving effective formal and informal feedback to employees.

9:30 am – 10:00 am Break**10:00 am – 11:30 am GENERAL SESSION****Adolescent Brain Development—Shaping Interventions to Teens' Changing Synapses**

Joan Mogul Garrity

Research shows that the brain is actively growing and changing throughout the teenage years and into early adulthood. The brain structures last to complete development are those that impact self-control, judgment, decision-making and emotions. How can this knowledge shape our work with teens? This session will consider how we can most effectively respond to the adolescent brain's unique challenges, limitations and possibilities.

11:30 am – 1:00 pm LUNCH**1:00 pm – 2:30 pm GENERAL SESSION****STD Update (Rx)**

Panel: Matt Golden, MD, MPH & Linda Eckert, MD

Dr. Matt Golden will discuss what is new with *Chlamydia trachomatis* and gonorrhea in the Northwest. Dr. Eckert will discuss Bacterial Vaginosis (BV), trichomoniasis, and Cervicitis.

2:30 pm – 3:00 pm Break

3:00 pm – 4:30 pm CONCURRENT SESSION D

Taking Control of Asthma (Rx)

TBA

How many of your patients are within the 20 million diagnosed with asthma? This session will provide an update on managing this chronic disease, how to assess and when to refer for treatment and medication.

Viral Hepatitis (Rx)

Chia Wang, MD

This session is an overview of the hepatitis viruses and will include prevention, common clinical management issues, and an update on the treatment available.

Taking a Sexual History: Women & Men

Sharon Schnare, RN, FNP, CNM, MSN, FAANP

Good reproductive health care involves taking a thorough sexual history while helping the client feel comfortable and safe. In this session, Ms. Schnare will share techniques for completing an efficient sexual health history that is relevant to the patient's healthcare needs.

Implementing Universal HIV Testing

Amanda Newstetter, MSW

In 9/06, the Centers for Disease Control (CDC) issued new recommendations encouraging routine HIV testing in health care settings for all clients ages 13-64. This session will distill these recommendations and provide practical tips for how to better integrate routine HIV testing into a family planning clinic.

Cost Management of Contraception

Panel: Don Downing, RPh and Louis Linsmeyer

Title X and other public health clinics struggle with the rising costs of contraceptives. This panel will describe the role of the 340B purchasing plan, and how one cooperative is addressing the issue. This will be an interactive session where participants may ask questions and offer suggestions for managing costs of contraceptives in their agencies.

Friday, March 21, 2008

7:30 am Registration & Continental Breakfast

8:00 am – 9:00 am GENERAL SESSION

Menstrual Irregularities & Abnormal Uterine Bleeding (Rx)

Sarah Prager, MD, MAS

This presentation will review the various etiologies, work-up and treatments of abnormal uterine bleeding.

9:00 am – 10:00 am GENERAL SESSION

Providing Culturally Proficient Services—Clinical Case Studies

Moderator: Wendy Nakatsukasa-Ono

Understanding the cultural fabric of the communities we serve is the foundation of providing culturally proficient clinical services. How do you assess the level of your successes (*What made that work?*) and your challenges (*What could I have done differently?*) when working with patients in your clinical practice?

10:00 am – 10:15 am Break

10:15 am – 11:45 am CONCURRENT SESSION E

Clinical Case Management (Rx)

Anna Kaminski, MS, MD

Using clinical cases, with a focus on dysfunctional uterine bleeding (DUB) and menstrual disorders, this session will help you integrate new clinical evidence into your practice. This will be an interactive session with time for questions and discussion. Clinicians can bring their challenging cases that are often presented in a family planning clinical setting

Community Associated MRSA (Rx)

Jeffrey S. Duchin, MD, FACP, FIDSA

Methicillin-resistant *Staphylococcus aureus* (MRSA) is of concern in our communities. This session will explore morbidity in the Northwest, clinical presentation and concerns, treatment, and prevention.

Addiction as a Brain Disease: Implications for Its Treatment and Management (Rx)

Ron Jackson, MSW

This presentation will describe the neurochemical basis of addiction and the implications of that neurophysiology for the treatment of addiction and its long-term management. Evidenced-based treatment interventions, both pharmacological and behavioral will be described, along with relapse prevention.

HIV Integration Projects: Sharing Best Practices & Lessons Learned

Moderator: LaJuana Locklin

A panel of representatives from Region X HIV Integration Projects will describe their experiences in adapting and expanding the integration of HIV testing (including Rapid Testing) into their clinical service delivery programs.

Understanding the Health Care Needs of American Indians & Alaska Natives

Fransing Daisy, PhD

Many American Indians and Alaska Natives in the Pacific Northwest seek reproductive healthcare outside of tribal settings. Dr. Fransing Daisy will explore what providers need to know to better understand the healthcare needs of these patients, and how to provide these services in culturally appropriate ways.

11:45 am – 12:15 pm Break

12:15 pm – 1:45 pm GENERAL SESSION

Potpourri of Pharmacology (Rx)

Speaker: Susan Rawlins, MS, RNC, WHNP

This session will address common errors in prescribing, the effect of these errors on the health of individuals and the nation, and how the clinician can avoid these errors.

Selected new drugs, recently approved by the FDA, will be presented with their unique characteristics and uses. Agents moved from prescription to over-the-counter will be discussed along with management implications for clinicians.

1:45 pm Closing Remarks and Conference Evaluation

2:00 pm Adjourn

REGISTRATION

To reserve your space, please click on the link below and download and complete the RH2008 Registration Form (PDF).

[RH2008 Registration Form](#)

Return the completed form along with payment to: Center for Health Training, 1809 Seventh Ave., Suite 400, Seattle, WA 98101, no later than a postmarked date of Wednesday, February 27, 2008 to avoid a \$30 late fee.

Concurrent session space is limited. We advise that you complete and return this registration form as soon as possible in order to receive the sessions of your choice. Confirmation letters will be mailed two weeks prior (by March 5) to the start of the conference.

CE CREDITS

Course Objectives

At the end of this conference, participants will be able to:

- Discuss up-to-date information about a variety of reproductive health clinical issues, including contraceptive options for women and men, management and treatment of STDs including HPV, BV, and cervicitis, hepatitis, pre conception care, and taking a sexual history for men and women.
- Discuss clinical assessment, management, and treatment issues regarding menstrual irregularities and abnormal uterine bleeding, fibroids and endometriosis, cardiovascular disease in women, breast screening and new technologies, and smoking cessation.
- Describe strategies for providing effective counseling and education interventions in these categories: women and PTSD, using SBIRT (Screening, Brief Intervention and Referral to Treatment for substance abuse) model, how adolescent brain development impacts effective interventions, how understanding culture improves clinical care, and what addiction really means.
- Identify management strategies in topics such as evaluating staff performance in a

clinical setting, interpreting Title X guidelines, managing the increasing cost of contraception, and implementing electronic health records into a family planning setting.

CE Credit Information

This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of the University of Cincinnati and the Seattle STD/HIV Prevention Training Center, and the Center for Health Training. The University of Cincinnati is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

The University of Cincinnati designates this educational activity for a maximum of **16 AMA PRA Category 1 Credits™**. Physicians should only claim credits commensurate with the extent of their participation.

The University of Cincinnati is committed to resolving all conflicts of interest issues that could arise as a result of prospective faculty members significant relationships with drug or device manufacturer(s). The University of Cincinnati is committed to maintain only those speakers with financial interest that can be reconciled with the goals and educational integrity of the CME program.

The Center for Health Training (Provider #PA/23/Mar/09) is an approved provider of continuing nursing education by the Washington State Nurses Association (WSNA), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. RH2008 coursework is approved for a maximum of **30 contact hours**, depending on the attendance of one or more of the pre-conference or post-conference workshops.

Pharmacology credits are offered throughout the conference to allow providers with prescriptive authority to gain the required number of annual pharmacology contact hours. Participants will be able to earn up to **10.5 pharmacology credits** depending on which concurrent sessions are selected. Approved courses for Pharmacology credit are marked with a (Rx) symbol.

ACCOMMODATIONS

The 37th Annual Reproductive Health Conference will be held at the popular Hilton Bellevu Hotel, conveniently located in downtown Bellevue, just steps away from premiere shopping, exquisite restaurants — and close enough to take a trip to Seattle. The Hilton Bellevue* offer exceptional catering services, recently remodeled rooms and free parking for conference attendees.

*Hilton Bellevue is Americans with Disabilities Act (ADA) compliant.

Reservations

- Call the Hilton Bellevue at 425-455-1300 or 800-222-8733 and ask for the Reproductive Health Conference 2008 room block.
- Or book directly from the [Online Guest Reservation Webpage](#)

Rate

\$152 plus tax – Single OR Double occupancy

This rate is available to conference attendees from March 16th – March 22nd, 2008. The hotel has offered to extend this special rate three days before and after the conference.

Deadline

The deadline for reservations is Friday, February 22, 2008 or until the group block is sold out, whichever comes first (to guarantee conference rate). After this date the conference rate may no longer be available so reserve your room early.

Reservation requests may be guaranteed with a major credit card. Check-in time is 3:00 pm check out time is 4:00 pm. To avoid a charge for one night's room and tax, any cancellations must be made prior to 3:00 pm three days (72 hours) *before* your arrival.

Getting to the Conference

By automobile: Parking is complimentary. [Driving directions to the Bellevue Hilton.](#)

From Sea-Tac Airport:

- Taxi: \$40 one-way from Sea-Tac Airport to Hilton Bellevue
- Shuttle Express: visit www.shuttleexpress.com or call reservations at 1-800-487-7433 (inside WA) and 206-622-1424 (outside WA).
- Sound Transit Bus: visit [Metro Trip Planner](#) or [Sound Transit](#) for schedules; \$2.50 one way.

By train: King Street Station is in downtown Seattle. Visit the [Amtrak website](#) for transportation options from the station to the hotel.

By bus: The [Bellevue Transit Station](#) is located a few blocks northwest of the Hilton Bellevue.

FACULTY

Marti Baird, CNM-NP

Klamath County Department of Human Services
Klamath Falls, Oregon

C. Tien-Bao Chao, MD, FACS

Group Health Cooperative
Seattle, Washington