

MINUTES – TILLAMOOK COUNTY BOARD OF COMMISSIONERS' MEETING

Wednesday, August 13, 2008

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COMMISSIONERS PRESENT:

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

FILED
11:30
SEP 24 2008
TASSI O'NEIL
COUNTY CLERK

STAFF PRESENT:

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

STAFF PRESENT FOR PORTIONS OF THE MEETING: Liane Welch, Director, Public Works; Barbara Billstine; Victims Assistance Program and Christine Arthur, Victims Assistance Program

GUESTS: Jerry Underwood, Fair Director; Nick Steiner, Fair Board Member and Mel Tupper, Fair Board Member.

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 comments at this time.

TAKEN OUT OF ORDER ITEM NO. 4: DISCUSSION AND CONSIDERATION OF REQUEST BY THE DISTRICT ATTORNEY TO SIGN THE 2008 VICTIMS OF CRIME ACT (VOCA) BASIC GRANT UPDATE PACKET: Barbara Billstine said they need budget approval for the grant funds. She said this provides funds for the training and volunteers.

Commissioner Labhart made a motion to approve the District Attorney's request to sign the 2008 Victims of Crime Act Basic Grant update packet. Vice-Chair Josi seconded the motion. The motion carried with three (3) aye votes.

ITEM NO. 3: CONSIDERATION OF 2008 FUND EXCHANGE AGREEMENT WITH THE OREGON DEPARTMENT OF TRANSPORTATION (STATE NO. 25.004) FOR VARIOUS COUNTY ROADS OVERLAY: Liane Welch said we can enhance our credits at ninety-three cents (\$0.93) on the dollar. We will be using our federal money for overlay paving. Without it there would be no paving program. Ms. Welch reviewed the asphalt pricing that has doubled in the last two (2) years. She said it could come to the point of using concrete for new roads. The federal funds are federal highway funds. They are paving two (2) miles today. She will prepare a report on the Trask Road.

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Vice-Chair Josi made a motion to approve and sign the 2008 Fund Exchange Agreement with the Oregon Department of Transportation (State No. 25,004) for various County roads overlay. Commissioner Labhart seconded the motion. The motion carried with three (3) aye votes. The Commissioners signed the agreement.

ITEM NO. 2: PUBLIC COMMENT: Jerry Underwood, Nick Steiner and Mel Tupper were present to give a report on the Fair. Mr. Underwood said it was a successful Fair. The budget is intact. Seventy-one thousand, one hundred and sixty-eight (71,168) people were present; down about one thousand five hundred (1,500). He felt weather on Wednesday and Friday nights dampened attendance.

Chair Hurliman felt gas prices contributed to the decline. Mr. Underwood said other County fairs were having mixed reviews. Mr. Steiner said he appreciated the work of the other Fair Board members. Mr. Tupper said there were two hundred (200) horses for the races. Commissioner Labhart said horse racing might be added on Wednesday next year. He said he was there every day and was amazed by the number of volunteers working the Fair.

Commissioner Labhart commended Mr. Underwood's leadership. He thanked Mr. Underwood and the Fair Board. Vice Chair Josi agreed adding his favorable comments. Chair Hurliman agreed and thanked them.

ITEM NO 5: CONSIDERATION OF ORDER APPOINTING ROBIN FILBECK AND DAVE JUNGLING AND RE-APPOINTING KOLLEEN ADAMS, ANDY LONG, JANA MCCANDLESS, SHARON STAFFORD AND DON TAYLOR TO THE JUSTICE CENTER SAFETY COMMITTEE: Commissioner Labhart listed the appointees. Commissioner Labhart made a motion to approve and sign the Order appointing Robin Filbeck and Dave Jungling and Re-Appointing Kolleen Adams, Andy Long, Jana McCandless, Sharon Stafford and Don Taylor to the Justice Center Safety Committee. Vice Chair Josi seconded the motion.

Chair Hurliman said that in the future, David Dickman will be making the appointments.

The motion carried with three (3) aye votes. The Commissioners signed Order #08-080.

ITEM NO. 6: CONSIDERATION OF ORDER OA-07-01 FINDINGS AND DECISION AMENDING COMPREHENSIVE PLAN, ORDINANCE NO. 32 REGARDING THE NORTH COUNTY BUILDABLE LANDS INVENTORY, HOUSING NEEDS AND ECONOMIC OPPORTUNITIES ANALYSIS, AND PUBLIC SERVICES AND FACILITIES ASSESSMENT: Valerie Soilihi said this relates to the July 23, 2008 Public Hearing concerning the Buildable Lands Inventory.

Vice-Chair Josi made a motion to approve Order OA-07-01 Findings and Decision Amending Comprehensive Plan, Ordinance No. 32 Regarding the North County Buildable Lands Inventory, Housing Needs and Economic Opportunities Analysis, and Public Services and Facilities Assessment. Commissioner Labhart seconded the motion. The motion carried with three (3) aye votes. The Commissioners signed Order OA-07-01.

ITEM NO 7: CONSIDERATION OF RIGHT OF ENTRY REQUEST AND AUTHORIZATION TO CONDUCT ARCHAEOLOGICAL, GEOLOGICAL AND WETLAND TESTING ON COUNTY PROPERTY (4S10 12C 402) IN PREPARATION FOR A PROPOSED US 101 HEBO TO CONDOR ROAD PROJECT: Paul Levesque said the two (2) documents relate to the Hebo property on which the Cedar Creek Child Care Center (C-5), Head Start and Nestucca Family Foundation projects will be located. The archaeological authorization provides that if any artifacts are located the County will retain ownership.

Commissioner Labhart made a motion to approve and sign the Right of Entry request and Authorization to Conduct Archaeological, Geological and Wetland Testing on County property (4S10 12C 402). Vice Chair Josi seconded the motion. The motion carried with three (3) aye votes. The Commissioners signed both documents.

ITEM NO. 8: BOARD CONCERNS – NON-AGNEDA ITEMS & ANNOUNCEMENTS:
Chair Hurliman read the announcements.

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ITEM NO. 9: PUBLIC COMMENTS: There were no public comments today.

There being no further business, Chair Hurliman adjourned the meeting at 9:32 a.m.

RESPECTFULLY SUBMITTED this 24 day of September, 2008.

County Clerk: Tassi O'Neil

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

APPROVED BY:

Philip J. Hurliman
Chair

V. Hurliman
Vice-Chair

Wynne L. Ladd
Commissioner



REVISED

**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, August 13, 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 Tillamook County Courthouse 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, August 13, 2008 9:00 a.m.

BOARD OF COMMISSIONERS

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

LEGISLATIVE – ADMINISTRATIVE

3. Consideration of 2008 Fund Exchange Agreement with the Oregon Department of Transportation (State No. 25,004) for Various County Roads Overlay/Liane Welch
4. Discussion and Consideration of Request by the District Attorney to Sign the 2008 Victims of Crime Act (VOCA) Basic Grant Update Packet/Barbara Billstine, Christine Arthur
5. Consideration of Order Appointing Robin Filbeck and Dave Jungling and Re-Appointing Kolleen Adams, Andy Long, Jana McCandless, Sharon Stafford and Don Taylor to the Justice Center Safety Committee/Mark Labhart
6. Consideration of Order OA-07-01 Findings and Decision Amending Comprehensive Plan, Ordinance No. 32 Regarding the North County Buildable Lands Inventory, Housing Needs and Economic Opportunities Analyses, and Public Services and Facilities Assessment/Valerie Soilihi
7. Consideration of Right of Entry Request and Authorization to Conduct Archaeological, Geological and Wetland Testing on County Property (4S10 12C 402) in Preparation for a Proposed US 101 Hebo to Condor Road Project/Paul Levesque
8. Board Concerns – Non-Agenda Items & Announcements
9. Public Comments

ADJOURNMENT

BOARD MEETINGS AND ANNOUNCEMENTS

LABOR DAY is an observed holiday for Tillamook County, as well as the Circuit Court. All of the offices in the Courthouse will be closed on **Monday, September 1, 2008**.

The Commissioners will hold a Special Board meeting and tour with Lynn Peterson, Chair, Clackamas County Board of Commissioners, to discuss matters of mutual concern on **Friday, September 5, 2008** beginning at **1:00 p.m.** The meeting will begin in the Commissioners Conference Room B at the Courthouse, 201 Laurel Avenue, Tillamook.

Commissioners' Staff Meetings are held on Monday except for the second week each month when it is held on Tuesday. The second Tuesday, Staff Meeting schedule for the remainder of 2008 is:

- September 9
- October 14
- November 11 – No meeting (Veterans Day)
- December 9

The Commissioners' evening meeting schedule will resume in the Fall as follows:

| | |
|-------------------|-------------------------------|
| October 15, 2008 | Manzanita City Hall |
| November 26, 2008 | County Courthouse |
| December 17, 2008 | Cape Kiwanda Community Center |
| January 21, 2009 | Manzanita City Hall |
| February 18, 2009 | County Courthouse |
| March 18, 2009 | Cape Kiwanda Community Center |
| April 15, 2009 | Manzanita City Hall |
| May 20, 2009 | Cape Kiwanda Community Center |

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

APPENDIX B ~ VOCA BASIC GRANT COVER SHEET

| | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------|-------------------------------------|--------------------------------|---------------------------------------------|-----------------------------|--|-----------------------------------|--|
| COMPLETE THE BASIC GRANT CHECK OFF SHEET AND ATTACH ON THE TOP OF THIS FORM <input checked="" type="checkbox"/> | | | | | | | | | | |
| 1. a. Applicant Agency's Legal Name & Mailing Address: Tillamook County DAVAP b. Physical Address: 201 Laurel Ave, Tillamook, OR 97141 | d. Contact Person Name and Title: Barbara Billstine | | | | | | | | | |
| | e. Phone: (503) 842-1241 Fax: (503) 842-1802 | | | | | | | | | |
| | f. E-mail Address: bbillsti@co.tillamook.or.us | | | | | | | | | |
| | g. Website Address: www.co.tillamook.or.us | | | | | | | | | |
| | h. Total FTE Supported with these Funds: 1.05 | | | | | | | | | |
| | i. Average Number of Volunteers Associated with this Grant per 1 Quarter: 3 | | | | | | | | | |
| j. Fiscal Contact/Phone Number/E-mail: Karen Dye 503-842-1829 kdye@co.tillamook.or.us | | | | | | | | | | |
| c. Congressional District (1 – 5): 5 | k. Federal ID Number: 936002312 | l. County: Tillamook | | | | | | | | |
| 2. IMPLEMENTING AGENCY (Check one only): <input checked="" type="checkbox"/> Criminal Justice – Government <input type="checkbox"/> Non-Criminal Justice-Government <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Native American Tribe or Organization <input type="checkbox"/> Other | | | | | | | | | | |
| 3. IMPLEMENTING AGENCY SUB-TYPE (Check one only): <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Rape Crisis <input type="checkbox"/> Shelter <input type="checkbox"/> Religious Organization <input checked="" type="checkbox"/> Other | 4. FAITH-BASED ORGANIZATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | | | | | | | |
| 5. AGENCY WIDE STAFF & VOLUNTEER INFORMATION a. NUMBER OF PAID STAFF: 4 b. NUMBER OF VOLUNTEER STAFF: 3 | | | | | | | | | | |
| 6. APPLICANT TO SERVE FOLLOWING PRIORITY CATEGORY: <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Child Abuse <input checked="" type="checkbox"/> General Victim Assistance <input type="checkbox"/> Previously Underserved (Indicate Group – check only one): <input type="checkbox"/> Hate/Bias Crimes <input type="checkbox"/> Homicide Survivors <input type="checkbox"/> Non-English speaking, non-majority culture victims <input type="checkbox"/> Victims of Violent Crimes Against the Disabled <input type="checkbox"/> Victims of Violent Crimes Against the Elderly <input type="checkbox"/> Restitution services to victims <input type="checkbox"/> Victims of Violent Crimes Committed by Juveniles <input type="checkbox"/> Other: | | | | | | | | | | |
| 7. BUDGET AND TIMELINE: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Total Funds Requested \$ 24,901.00</td> <td style="width: 50%;">Project Start Date: October 1, 2008</td> </tr> <tr> <td>Total In-Kind Match \$ 2925.25</td> <td>Project Completion Date: September 30, 2009</td> </tr> <tr> <td>Total Cash Match \$ 3300.00</td> <td></td> </tr> <tr> <td>TOTAL PROJECT \$ 31,126.25</td> <td></td> </tr> </table> | | | Total Funds Requested \$ 24,901.00 | Project Start Date: October 1, 2008 | Total In-Kind Match \$ 2925.25 | Project Completion Date: September 30, 2009 | Total Cash Match \$ 3300.00 | | TOTAL PROJECT \$ 31,126.25 | |
| Total Funds Requested \$ 24,901.00 | Project Start Date: October 1, 2008 | | | | | | | | | |
| Total In-Kind Match \$ 2925.25 | Project Completion Date: September 30, 2009 | | | | | | | | | |
| Total Cash Match \$ 3300.00 | | | | | | | | | | |
| TOTAL PROJECT \$ 31,126.25 | | | | | | | | | | |
| 8. CERTIFICATION: The undersigned is authorized to submit this application on behalf of the applicant organization. The information contained herein is, to the best of my knowledge and belief, complete and accurate. I have read and agree to the guidelines and regulations dictated in the grant update packet and recognize that failure to comply with these guidelines may result in the loss of VOCA Grant funding from the Oregon Department of Justice. I agree to the terms and conditions of the DOJ Grant Agreement for VOCA funding. Authorized Person's Name : William B Porter Title: District Attorney Authorized Person's Signature: Date: August 8, 2008 | | | | | | | | | | |

APPENDIX H – 2007-2008 ORGANIZATION/PROGRAM REVENUE

APPENDIX H ~ 2007 & 2008 ORGANIZATION/PROGRAM REVENUE

PLEASE PROVIDE THE AMOUNTS AND SOURCES OF FUNDING (REVENUE) ALLOCATED TO **VICTIM SERVICES**, BASED ON THE PROGRAM'S PREVIOUS AND CURRENT FISCAL YEAR BUDGETS.

| | SOURCE | PREVIOUS FISCAL YEAR REVENUE AMOUNT (2006 – 2007) | CURRENT FISCAL YEAR BUDGET AMOUNT (2007 – 2008) |
|--------------------------------|------------------------------|----------------------------------------------------------|--------------------------------------------------------|
| FEDERAL FUNDS (excluding VOCA) | NA | NA | NA |
| STOP VAWA FUNDS | NA | NA | NA |
| VOCA FUNDS | BASIC GRANT & PROJECT GRANTS | \$30,755.00 | \$22,600.00 |
| STATE FUNDS | UNITARY ASSISSMENT | \$14,635.00 | \$19,700.00 |
| LOCAL GOVERNMENT FUNDS | TILLAMOOK COUNTY | \$82,900.00 | \$53,640.00 |
| OTHER | | | |
| OTHER | | | |
| OTHER | | | |

A fiscal year is the 12-month period that coincides with an organization's budget and financial cycle.

It may match a calendar year, but it usually differs. For example, the Federal fiscal year is from October 1 through September 30; the State of Oregon fiscal year is from July 1 through June 30. The information provided in the Previous Fiscal Year column should be the victim service revenue collected during the agency's fiscal year ending in 2007. The information in the Current Fiscal Year column should be a budget forecast of the funds the agency expects to collect for victim services during the agency's fiscal year ending in 2008.

Tilamook County DAVAP

October 1, 2008- September 30, 2009

Organization Name

Project Period

APPENDIX J ~ 2008 VOCA COMBINED BUDGET PAGE AND NARRATIVE

| Personnel | NARRATIVE | VOCA FUNDS | MATCH FUNDS | MATCH TYPE | TOTAL PROJECT |
|------------------------------|------------------------------------------------------------------------------|--------------------|--------------------|-------------------|----------------------|
| #1) Position Title | .3 FTE General Advocate | | | | |
| Salary | \$10.91 per/hr x 12 hrs/wk x 47 wks/yr | \$6153.24 | | | \$6153.24 |
| Benefits | Benefits @ 12.48% of the VOCA funded salary (\$6153.24 x 12.48% = \$767.92) | \$767.92 | | | \$767.92 |
| #2) Position Title | .3 FTE | | | | |
| Salary | \$10.91 per/hr x 12hrs/wk x 48 wks/yr | \$6284.16 | | | \$6284.16 |
| Benefits | Benefits @ 12.48% of the VOCA funded salary (\$6284.16 x 12.48% = \$784.26) | \$784.26 | | | \$784.26 |
| #3) Position Title | .235 FTE | | | | |
| Salary | \$10.91 per/hr x 17 hrs/wk x 50 wks/yr | \$9273.50 | | | \$9273.50 |
| Benefits | Benefits @ 12.48% of the VOCA funded salary (\$9273.50 x 12.48% = \$1157.33) | \$1157.33 | | | \$1157.33 |
| Match Source | Volunteers-(285.395hr x \$1025 /hr)=\$2925.25 | | \$2925.25 | IK | \$2925.25 |
| | Total Personnel | \$24,420.41 | \$2925.25 | | \$27345.66 |
| Services and Supplies | | | | | |
| 1) Contractual Services* | | | | | |
| 2) Travel | | | | | |
| 3) Training | 1 Training Registration Fee/ State Victim Assist. Academy | \$450.00 | | | \$450.00 |
| 4) Office Supplies | Paper | \$ 30.59 | | | \$ 30.59 |

| | | | | | |
|-----------------------|------------------------------------------------|------------------------------------|--------------------|------------------|-----------------------|
| 5) Postage | | | | | |
| 6) Printing & Copying | | | | | |
| 7) Telephone | | | | | |
| 8) Equipment Rental | | | | | |
| Match Source | County Funds | | | | |
| | | Total Services and Supplies | 480.59 | | \$480.59 |
| Other Services | | | | | |
| 1) Rent | \$275.00 per month x 12 mo. = \$3300.00 per/yr | | \$3300.00 | Cash | \$3300.00 |
| 2) Emergency Services | | | | | |
| 3) Audit Costs | | | | | |
| 4) Capital Outlay | | | | | |
| 5) Other (Describe) | | | | | |
| Match Source | County Funds | | | | |
| | | Total Other Services | 0 | \$3300.00 | Cash \$3300.00 |
| | | Total Expenditures | \$24,901.00 | \$6225.25 | \$31,126.25 |

Appendix C
APPENDIX C ~ EXAMPLE STAFF ROSTER
Tillamook County District Attorney's Victim Assistance
Program Staff Roster

| Position | Employee | FTE | Funding Sources |
|-------------------|-------------------|------------|------------------------|
| Coordinator | Barbara Billstine | .69FTE | Unitary Assessment |
| | | .31 FTE | Tillamook County Funds |
| Victim Specialist | Valerie Brace | .3 FTE | VOCA Basic |
| Victim Specialist | Ruth LaFrance | .3 FTE | VOCA Basic |
| Victim Specialist | Cheryl Davy | .3 FTE | VOCA Basic |

*Notes for Completing this Section and Calculating FTE: Show all agency/section positions. Include FTE and how the position is funded. A full-time employee working 40 hours per week is 1.0 FTE. A part-time employee working 20 hours per week is .5 FTE

**FY 2007 VICTIMS OF CRIME ACT BASIC PROGRAM GRANT
Goals, Objectives, Activities and Performance Measures**

| VOCA Funded Position | Goals | Objectives | Performance Measures | |
|----------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | Output | Short Term Outcomes |
| .3 FTE | Continue to fund General Advocate position. | <p>Provides victim advocacy assistance to victims of crime. Provide applicable information to victims of crime. Prefer one on one meeting with victims to explain court process, victim's rights, programs, referrals and restitution information.</p> <p>Assists coordinator in volunteer scheduling and trainings.</p> | <p>Provides services to 150 unduplicated victims of crime, including juvenile victims, in a one year period of this grant cycle. Receiving approximately 5 victim services per victim. Schedules meeting with victim to speak to them in person, or by telephone.</p> <p>Schedules volunteer trainings on a bi monthly basis</p> | <p>90% of victims will be informed of their rights' within 3 days of case's being opened. This will include basic case opening information. Victims will feel that they are well informed and have been active participants in their cases</p> <p>Volunteers will be informed of trainings bi monthly. Volunteers will attend trainings.</p> |
| .3 FTE | Fund General Advocate position | Provides victim advocacy assistance to victims of crime. Prefer one on one meeting with victims to explain court process, victim's rights, programs, referrals and restitution information | Provides basic advocacy to 150 unduplicated victims of crime in a one year period of this grant cycle; receiving approximately 5 victim services per victim. Schedules meeting with victim to speak with them in person or by telephone. | 90% of victims will be informed of their rights within 3 days of case's being opened. This will include basic case opening material. Victims will feel that they are well informed and have been active participants in their cases. |

Appendix F-1 (continued)

| VOCA Funded Position | Goals | Objectives | Output | Short Term Outcomes |
|-------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| .35 FTE | Fund General Advocate position | Provides Victim Advocacy assistance to victim's of crime. Prefer one on one meeting with victims to explain court process, victims' rights, programs, referrals and restitution information. | Provides basic advocacy to 175 unduplicated victims of crime in a one year period of this grant cycle; receiving approximately 5 victim services per victim. Schedules meeting with victim, to speak with them in person or by telephone. | 90% of victims will be informed of their rights within 3 days of cases' being opened. This will include basic case opening material. Victims will feel that they are well informed and have been active participants in their cases. |

APPENDIX A ~ CHECK-OFF SHEET

2008 VOCA BASIC GRANT UPDATE PACKET

Agency Name: Tillamook County DAVAP County: Tillamook

REQUIRED OF ALL GRANTEES

- Item 1. Check-off Sheet (This Form)
- Item 2. Cover Page (Appendix B)
- Item 3. 2007 - 2008 Organization/Program Revenue (Appendix H)
- Item 4. Combined Budget and Narrative Page (See Appendix J)
- Item 5. Staff Roster (See Appendix C for an example)

SUBMIT ONLY IF MAKING CHANGES TO THE ORIGINAL 2007 – 2009 NON-COMPETITIVE JOINT APPLICATION FOR DOMESTIC AND SEXUAL VIOLENCE SERVICES FUNDS (VOCA BASIC DV/SA) OR THE 2007 VOCA BASIC APPLICATION FOR ALL ELIGIBLE AGENCIES OTHER THAN DOMESTIC AND SEXUAL VIOLENCE SERVICES (VOCA BASIC NON-DV/SA):

- Item 5. Basic Program Grant Services (Appendix G)
- Item 6. Basic Grant Project Description (Appendix E)
- Item 7. Board of Directors (See Appendix D for an example)
- Item 8. Goals, Objectives and Performance Measures (See Appendix F for an example)
- Item 9. Sub-contracting

Attach the completed Checklist Sheet to the top of the update packet prior to submitting to DOJ CVSD for review. Please contact your grant monitor if you have any questions on items that should be submitted.