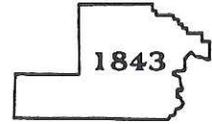


Yamhill County



Location: 434 NE Evans St, McMinnville • Mailing: 535 NE Fifth St, McMinnville, OR 97128
(503) 434-7501 • Fax (503) 434-7553
TTY (800) 735-2900 • www.co.yamhill.or.us

OFFICE OF COUNTY ADMINISTRATOR

KENNETH HUFFER
COUNTY ADMINISTRATOR

JUSTIN HOGUE
BUSINESS SERVICES DIRECTOR

DATE: 9/7/2022
TO: Yamhill County Board of Commissioners
FROM: Ken Huffer, County Administrator
SUBJECT: HB 4004 (2022 Regular Session) Workforce Stability Grant

Award for HB 4004 (2022 Regular Session) Workforce Stability Grant administered by the Oregon Health Authority (OHA) in the amount of \$3,530,911.08.

Staff requests Board approval for using the HB 4004 funding to implement the following:

Proposed Plan –

1. Retention Bonus
 - a. One-time \$10,000 Retention Bonus for current behavioral health positions, which includes providers and core staff. Bonus will be paid in two installments. \$5,000 upon final approval of Board of Commissioners and the second \$5,000 will be paid 9 months after the first payment. Payments will be paid as part of regular payroll.
2. Recruitment/Sign-on Bonus
 - a. \$15,000 for management positions
 - b. \$10,000 for Qualified Mental Health Providers (QMHP) and Behavioral Health Nurses
 - c. \$5,000 for other behavioral health service providers and core positions
 - d. Sign-on bonus will be paid as part of first paycheck. 50% at time of hire and 50% at successful completion of probationary period
3. Classification Salary Review
 - a. Human Resources will conduct a salary review/survey of HS Associates, HS Specialist 1, HS Specialist 2, HS Specialist 3, and Registered Nurse 2, as well as corresponding manager and supervisor classifications. The review/survey will contain information on compensation paid to similar positions in comparable counties. Any needed adjustments shall be no more than 2 Ranges on the salary table.
4. Workforce Incentive Program Fund:
 - a. Grant funds will be allocated and used for on-site wellness activities, staff development and training efforts.
 - b. Grants funds will be allocated and used for tuition reimbursement for education pertaining to a behavioral health role/function with a 2-year employment commitment. Reimbursement will be up to \$5,000 per year for eligible tuition reimbursement.

Additional Steps as part of Proposed Plan:

In addition to the actions presented above, the County also intends to make the following changes as well:

BO 22-289

- Office Specialist 2 (OS2) – This classification is out of alignment with the classification family and is to be moved from Range 7 to Range 8. Current OS2’s will move to new range and be placed at the step that matches their current step (example an employee currently at Range 7, Step 8, will move to Range 8, Step 8). Effective date of change will be the first pay period following Board approval of this plan.
- Certified Medical Assistant – This classification needs to be adjusted to reflect current duties. Employees in this classification will move from Range 12 to Range 14, and placed in the same step that matches their current step (example: an employee currently at Range 12, Step 6, will move to Range 14, Step 6). Effective date of change will be the first pay period following Board approval of this plan.

If there are questions, please let me know. Staff met with AFSCME representatives on 9/7/2022 and this meeting was in response to the Union’s Demand to Bargain. Upon approval, staff will work on implementing the plan.

Accepted by Yamhill County
Board of Commissioners on
9-8-2022 by Board Order
22-289