



Oregon

Theodore R. Kulongoski, Governor

Department of Human Services
State Operated Community Program Office
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DATE: May 21, 2010

TO: BVS 1's
BVS 2's
Site Manager

FROM: Laura Traeger, Program Administrator

SUBJECT: BVS 1's and 2's duties

Please remember that the BVS1's and 2's are not to be assigned extra duties, beyond the scope of their position description (i.e. petty cash, MARs / TARs, groceries, medical appointments, etc.)

The ISP agendas must be completed, with input from the BVS1's and BVS2's at the pre meeting, however it is the Site Mangers' responsibility to assure the accuracy of the agenda and for the development of the document itself.

If you have any questions or concerns please let me know.

cc: Deanna Bathke, SOCP Director
Terri Millsap, HR Manager
Brad Heath, Clinical Services Manager
Sandy Rowell, Vocational/Day Services Manager
Glenn Nealy, Program Manager
Peggy Prather, Program Manager
Anne Augsburg, Program Manager
Faye Anderson, Program Manager

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