



Brian Van Bergen
Yamhill County Clerk

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Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

Memorandum

To: Yamhill County Board of Commissioners
From: Brian Van Bergen, Yamhill County Clerk
CC: Laura Tschabold, Keri Hinton, Lucy Flores, Desiree Lundeen
Date: July 26, 2016
RE: Clerk's Office Summer Intern - 2016

Please consider authorizing the Clerk's Office to extend our Summer, 2016 Internship.

The Yamhill County Clerk's Office internship is connected with the McMinnville Economic Development Partnership's (MEDP) "McMinnville Works" internship program. That program officially concludes on August, 12th, 2016. We pay her minimum wage (estimated total expense of less than \$5,000.00).

Our intern is a recent McMinnville High School graduate, Kirsten Kepler – a decorated member of the EASA (Engineering, Aerospace, and Sciences Academy) program.

If we do extend her time in our office beyond the original timeframe (6/20/16 to 8/12/16), it would be outside of the relationship with MEDP's "McMinnville Works" internship program.

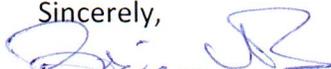
The proposed extended term would begin August 13th, 2016 and her last day would be September 8th, 2016. We would continue paying her minimum wage (an estimated additional expense of less than \$1,500.00) for a total estimated internship cost of less than \$6,500.00 (still within our "Extra Help" budgeted amount of \$42,600).

Extending Kirsten Kepler's time with us into September serves several purposes:

1. The addition covers the week while the Clerk and Chief Deputy are away at conference
2. The added time will help us wrap up loose ends on some special projects
3. She would help us cleanse and verify addresses in our Voter Database from the latest influx of new "Oregon Motor Voter" data

Please consider approving this request for a brief extension of her time with us.

Sincerely,


Brian Van Bergen
Yamhill County Clerk

Accepted by Yamhill County
Board of Commissioners on

8-4-16 by Board Order
16-312