

**INFORMAL WORK SESSION MINUTES**  
**December 10, 2019 1:30 p.m.**

**Room 32, Courthouse**  
**535 NE Fifth St.**

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Present: Commissioners Richard L. "Rick" Olson, Mary Starrett and Casey Kulla

Staff: Ken Huffer, Justin Hogue, Todd Sadlo, Josephine Ko, Mike Barnhart, Jennifer Elkins, Derrick Wharff, Joe Moore, Keri Hinton and Nohely Barajas-Montalvo

Guests: Nicole Montesano, News Register and others as listed on the sign-in sheet

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Commissioner Olson called the meeting to order at 1:30 p.m.

**A. CALENDAR SESSION:** This time is reserved for the review of the commissioner's joint schedule (if needed).

The Commissioners reviewed the joint schedule for December 10 through December 31, 2019. Looking ahead to January 2020, Mr. Huffer noted that the Management Roundtable meeting will be scheduled for January 8, 2020. No other county business was discussed.

**B. INFORMAL SESSION:** This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department Updates

a. Boldt, Carlisle and Smith audit update - Brad Bingenheimer

Mr. Bingenheimer presented the 2019 comprehensive financial audit report which contained a transmittal letter and a ten-year statistical history for the county's financial operations. He reviewed the county's total assets, liabilities and funds. He noted no significant deficiencies or non-compliance and when asked about the overall state of HHS budget affairs he stated it is within compliance of Oregon laws.

b. Finance – Mike Barnhart

Mr. Barnhart reviewed major initiatives for 2019 and 2020. Some of the completed goals in 2019 included the hiring of a payroll specialist, implementation of the document imaging project and submitting a Comprehensive Annual Financial Report (CAFR). He reported the 2020 goals include continued document imaging, the upgrade of the finance/payroll software and the continuation of reviewing county accounting policies. Commissioner Olson expressed his appreciation on behalf of the Board to Mr. Barnhart and his staff for the excellent service they provide.

c. Facilities/Maintenance – Joe Moore

Mr. Moore reviewed the fiscal year projects. He reported that remodeling continues in a portion of the old Public Works building which will eventually house Emergency Management. He reported significant sewer issues at the HHS Bierly Building which will require the replacement of sewer line segments. He noted additional ongoing projects include

flooring and space updates in the Sheriff's Office, the remodel project in Room 32 and improvement of campus security lighting.

**C. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session –

a. FY2020-21 discretionary allocation review/discussion (Ken Huffer)

Mr. Huffer addressed the upcoming budget schedule and presented the discretionary allocation projection for 2020-21. He reported the county is on pace with the 2019-20 fiscal year and discussed plans to review the mechanics of setting contingency funds for the next fiscal year. He commented on the fluctuation of state tobacco and marijuana tax revenue earnings. Mr. Huffer stated there are sufficient funds budgeted for the financial software replacement. He recommended the budget remain flat with no across-the-board percentage increases for all departments/divisions as a precaution noting the known upward trends in PERS increases, upcoming union negotiations and personnel costs.

Mr. Hogue presented a five-year beginning balance report reviewing the audited vs. budgeted beginning balances. He highlighted a negative balance in capital projects due to a mobile radio purchase for the Sheriff's Office in the current fiscal year which was funded by the homeland security grant. The grant reimbursement will be reflected in the 2020-21 budget.

Derrick Wharff commented, from a department head perspective, that with a flat discretionary fund, which he has seen the last three years, he will have to find funds from other sources to cover compounding expenses. After discussion, the consensus of the Board was to instruct Mr. Huffer and staff to move forward with the proposed discretionary allocation report as presented.

b. End of work session

2. Thursday Formal Session Agenda Review

a. Consent Agenda Review (keep or move to non-consent)

There were no consent agenda items to move to Thursday.

b. Non-consent Agenda Review (add to consent or leave off)

The consensus of the Board was to move items F1 – F7 to Thursday's consent agenda.

3. Executive Session - None

4. Commissioner Updates/Announcements/Discussion:

Mr. Huffer reminded the Board that there is a vacancy on the Budget Committee due to the ended term of Angel Aguiar. There was consensus by the Board to advertise for committee applications for January consideration. He also announced the resignation of Ken Wright on the Mid-Willamette Area Commission (MWAC-Transportation) leaving a committee vacancy. Mr. Wright provided a letter of resignation with an appointment recommendation.

5. Adjourn

Following commissioner updates the meeting adjourned at 2:59 p.m.

Carolina Rook  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
1/9/20 by Board Order  
# 20-08