

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY (“the Board”) sat for the transaction of county business in combined session on December 21, 2023, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Lindsay Berschauer, Kit Johnston, and Mary Starrett being present.

Also present were Ken Huffer, County Administrator; Justin Hogue, Deputy County Administrator; Christian Boenisch, County Counsel; Sam Elliott, Sheriff; Gioia Goodrum, Economic Development; Ken Friday, Planning Director; and Jodi Gollehon, Assistant County Counsel II. Jason Foose, County Surveyor; Lindsey Manfrin, HHS Director; and Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guests: Bubba; Tom Schauer; and Heather Richards. Nicole; Lee Schrepel; Adam Garvin; and Craig Markham participated via Zoom.

*Welcome! Thank you for attending today's meeting. Public participation is encouraged. If you wish to address the Commissioners on any item not on the agenda, you may do so as part of the public comment period at the beginning of the meeting. If you desire to speak on any item, please raise your hand to be recognized after the Chair announces the agenda item. Please fill out a public comment card to indicate your intent to speak. NEW – Public participation also includes the ability to attend Formal Session via Zoom. For attendees that are attending the meeting via Zoom, the Chair will ask if any Zoom attendees wish to provide public comment in same manner as provided above. At that time, attendees will be asked to use the “raise hand” function in Zoom and staff will unmute the participant. Meetings will also continue to be available for view via a live stream on the Commissioners’ You Tube channel. Written public comments may be submitted via email at [bocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us).*

**Notice: The Board of Commissioner’s Formal/Informal Session schedule has been changed for the month of December. There will be no session on December 28, 2023. Regular session schedules will resume in January.**

**A. CALL TO ORDER:** Commissioner Berschauer called the meeting to order at 10:00 a.m.

**B. FLAG SALUTE**

**C. CALENDAR SESSION:** This time is reserved for the review of the commissioners’ joint schedule (if needed).

The Commissioners reviewed the joint schedule for the week of December 25 – 31, 2023. No other county business was discussed.

B.O. 24-83

**D. PUBLIC COMMENT:** This time period is reserved for public comment on any topic other than: 1) agenda items, 2) A quasi-judicial land use matter, or 3) a topic scheduled for public hearing. The Chair may limit the length of individual comments.

There were no public comments received.

**\*\*PRESENTATION – Welcome Address: Interim Sheriff Samuel Elliott.**

Sheriff Sam Elliott gave a self-introduction and a brief update to the Sheriff's Department and Jail.

**E. DEPARTMENT UPDATES:** None.

**F. 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 10:00 a.m.

1. Work Session –

a. Review/discussion of 2024-25 Discretionary Allocation. (Ken Huffer)

Ken Huffer addressed the upcoming budget process for Fiscal Year 2024-25. He presented his proposed budget allocation report and instruction packet with highlights and spending recommendations, proposing a 4.5% increase for discretionary allocations to most departments to help offset anticipated personnel costs associated with collective bargaining agreement impacts. Departments with higher than anticipated beginning balances will have an option to bring requests forward during the budget process. Mr. Huffer touched on using other revenue resources such as the Opioid Settlement fund for eligible departments, alleviating demand on limited discretionary funds.

**B.O. 23-453** - Consideration of setting initial Fiscal Year 2024-2025 discretionary allocation for departments and Fiscal Year 2024-2025 Budget Instructions.

Commissioner Berschauer moved approval of item F1a. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

b. End of work session

The meeting was recessed at 10:56 a.m. and reconvened at 11:02 a.m.

**G. CONSENT AGENDA:**

Commissioner Starrett moved approval of the consent agenda. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

Personnel

1. **B.O. 23-454** - Approval to authorize Leave Without Pay (LWOP) for employee #1759 effective January 2, 2024, with an anticipated return to work date of February 5, 2024.

Committees

2. **B.O. 23-455** - Approval of the following changes to the Mental Health and Developmental Disabilities Advisory Committee:
  - a. Appoint Teresa Whitesides for a four-year term to expire November 28, 2028.
  - b. Reappoint Pauline Metoxin, Christopher Nickell, and Diana Fidler each to a two-year term to expire May 31, 2024.
  - c. Accept the resignation of KathyAnn Meier effective September 20, 2023.

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**H. OLD BUSINESS:**

1. **B.O. 23-456** - Consideration of approval of a Board Order and findings in the matter of upholding the Planning Director's decision to approval Planning Docket P-03-23, partition approval for Tax Lot No. 6304-00307; Applicants: Richard & Nicole Moore. *[Continued from November 30, 2023].*

Commissioner Berschauer moved approval of item H1. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

2. **B.O. 23-457** - Consideration of approval of Childcare recommendations. *[Continued from December 14, 2023].*

Commissioner Starrett moved approval of item H2. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye. Staff will work with County Counsel to create agreements and scopes of work for Board consideration at a later date.

**I. OTHER BUSINESS (Add-ons and non-consent items):**

*Note: At the request of the Chair, item J1 was moved up on the agenda to item I5. See I5 for action taken.*

1. **B.O. 23-458** - Consideration of approval of Reinstatement and Amendment #1 for Intergovernmental Agreement #15695 between Yamhill County Community Justice, Juvenile Division and the Oregon Department of Education, Youth Development Division increasing the award amount from \$133,200 to \$266,496 and updating the agreement terms to July 1, 2021, through June 30, 2025.

Commissioner Berschauer moved approval of item I1. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

2. **B.O. 23-459** - Consideration of approval of Agreement #146472-1 between Yamhill County Health and Human Services and the Oregon Department of Human Services/Oregon Health Authority for access to MOTS/ROADS reporting. Oracle #HHS24022IGA.

Commissioner Starrett moved approval of item I2. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

3. Consideration of approval of Amendment #1 to the Local Mental Health Authority, Local Public Health Authority and Coordinated Care Organization agreement between Yamhill County and Yamhill County Care Organization (B.O. 23-04/Oracle #HHS24024GS) updating data reporting language, increasing funding from \$350,140.05/year to \$360,644.25/year and

extending the terms of agreement through December 31, 2024, subject to final review and approval of County Counsel's office.

Lindsey Manfrin, responding to Board concerns regarding reports of the needle exchange vehicle being parked near city park locations, encouraged anyone with concerns or inquiries regarding the needle exchange program to either contact Provoking Hope or herself. She explained the syringe exchange vehicle does visit park sites to conduct needle sweeps in known drug use locations. Ms. Manfrin noted the early 2023-24 data reflects that most needle exchanges are taking place at Provoking Hope's onsite location. She added that a Public Health nurse travelling with program staff reports increased wound treatment likely related to drug use. Ms. Manfrin said she would provide a more in-depth data report in 2024 but cautioned that although the captured data will reflect utilization costs, treatment referral patterns, Hepatitis B/C and HIV cases and needle counts, etc., it will not reflect the number of engagements that result in treatment because it is an anonymous program. After discussion, the consensus of the Board was to postpone a decision until the final data report is complete in January 2024. There was no action taken.

4. **B.O. 23-460** - Consideration of approval of Amendment #5 to a Provider Agreement between Yamhill County Health and Human Services and Yamhill Community Care Organization (B.O. 20-457) updating agreement language and setting rates effective January 1, 2024, through December 31, 2024, subject to final review and approval of County Counsel's office.

Commissioner Starrett moved approval of item I4. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

The meeting was recessed at 11:33 a.m. and reconvened at 11:39 a.m.

5. City of McMinnville requests written notice of election to use "Sequential UGB Review Process" found under ORS 197.626(3) and OAR 660-025-0185.

a. **B.O. 23-461** - Consideration to authorize Planning Director Ken Friday to sign a written notice of election to use "Sequential UGB Review Process" found under ORS 197.626(3) and OAR 660-025-0185.

Planning Director Ken Friday expressed his support for the sequential review process noting that it will make the review process easier for the city and does not obligate the county to any decisions.

Heather Richards and Tom Schauer of City of McMinnville Community Development were present to address the Board regarding a request for the purpose of entering a work program with the Department of Land Conservation and Development (DLCD) to complete a land use efficiencies analysis and an Urban Growth Boundary (UGB) alternatives analysis to determine whether the current UGB can accommodate growth based on a 20-year population forecast. Commissioner Berschauer moved approval of item J1a. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

**J. PUBLIC HEARINGS:** None.

THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT: <https://www.co.yamhill.or.us/content/public-hearing-notice>

**K. ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to the county's website, <https://www.co.yamhill.or.us/content/board-commissioners-committees>, or call the Board of Commissioners' office at 503-434-7501 or 503-554-7801 (toll-free from Newberg).
2. For questions regarding accessibility or to request an accommodation contact the Board of Commissioners' office at (503)-434-7501 or (503)-554-7801 (toll-free from Newberg) or email at [bocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us)
3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.co.yamhill.or.us/meetings>

Following Commissioner announcements, the meeting adjourned at 11:59 a.m.

Carolina Rook  
Secretary

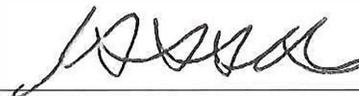
YAMHILL COUNTY BOARD OF COMMISSIONERS



Chair LINDSAY BERSCHAUER



Commissioner KIT JOHNSTON



Commissioner MARY STARRETT

Accepted by Yamhill County  
Board of Commissioners on  
3/28/24 by Board Order  
# 24-83

  
LB KJ MS