

## Bailey Barnhart

---

**From:** Lindsey Manfrin  
**Sent:** Friday, June 14, 2024 9:09 AM  
**To:** Ken Huffer; Mary Starrett  
**Cc:** Layne Pendleton-Baker; Terry Malay; Brittany Zylstra-Stanhope; Justin Hogue; Carolina Rook; Bailey Barnhart  
**Subject:** Board Consideration: Authorization to designate IGA Manager in Express payment system  
**Attachments:** Enroll IGA Manager User REFORMATTED (v4; 8-14-18) gv.pdf; Enroll IGA Manager User REFORMATTED (v4; 8-14-18) deactivate tm.pdf

Hi Mary and Ken,

Funds under the intergovernmental agreement with the Oregon Department of Human Services for the financing of community Developmental Disabilities Program services are allocated in the Express Payment & Reporting System (eXPRS). The Service Element Prior Authorizations (SEPA) for Yamhill County Health and Human Services must be approved in eXPRS and require Board Authorization.

The current eXPRS approval role of Intergovernmental Agreement (IGA) Manager is assigned to a retiring employee. I am requesting Board authorization to assign the role of IGA Manager to another designated employee in eXPRS. The IGA Manager can accept or reject Service Element Prior Authorization (SEPA) funding in eXPRS. SEPAs will continue to be brought to the Board of Commissioners for approval. The IGA Manager approves the funding in eXPRS after Board approval.

Carolina/Bailey, please place this item on the next Board Agenda for approval. Suggested Board Agenda language: "Authorize Lindsey Manfrin to assign the role of Intergovernmental Agreement (IGA) Manager in the Express Payment & Reporting System (eXPRS) to receive funding under the intergovernmental agreement(s) with the Oregon Department of Human Services for the financing of Community Developmental Disabilities Program services."

Thank you,

**Lindsey Manfrin, DNP, RN**

Health and Human Services Director

Public Health Administrator

*Pronouns: she/her/hers*

Yamhill County Health and Human Services | 638 NE Davis St McMinnville, OR 97128

Phone: 503-434-7525 | Cell: 971-237-2412 | Ext. 4719

Fax: 503-474-4907 | [manfrinl@YamhillCounty.gov](mailto:manfrinl@YamhillCounty.gov) \*please note my email change

**Yamhill County Crisis Line (1-844-842-8200)**



\*\*\*\*\*OREGON PUBLIC RECORD\*\*\*\*\*

Messages to and from this email address may be subject to Oregon Public Records Law.

\*\*\*\*\*CONFIDENTIALITY NOTICE\*\*\*\*\*

Accepted by Yamhill County  
Board of Commissioners on  
06/20/2024 by Board Order  
#24-171

This electronic mail may contain confidential information that is being transmitted to and only for the use of the recipients named above. Reading, disclosure, discussion, dissemination, distribution or copying this information by anyone other than the intended recipients or his or her employees or agents is strictly prohibited. If you have received the electronic mail in error, please immediately destroy it and contact me at 503-434-7575.

\*\*\*\*\*