

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 October 31, 2024, 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; Christian Boenisch, County Counsel; and Gioia Goodrum, Economic Development. Nohely Barajas-Montalvo, Legal Assistant, participated via Zoom.

Guests: David “Bubba” King, Elise Yarnell Hollamon, Mike Morris, Tamsyn Cranmer, Charles Jones, Beth Keyser, Debra Bridges, and Russell Mark. Roxane Henderson 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@yamhillcounty.gov](mailto:bocinfo@yamhillcounty.gov)*

**Notice: The Board of Commissioners will hold an Executive Session at 9:00 a.m. prior to formal session pursuant to ORS 192.660(2)(i) & ORS 192.660(2)(8), to review and evaluate the performance of an officer, employee, or staff member if the person does not request an open hearing. The BOC formal session meeting will begin at 10:00 a.m. or shortly thereafter.**

**A. CALL TO ORDER:** Commissioner Berschauer called the meeting to order at 10:09 a.m.

**B. FLAG SALUTE**

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

The Commissioners reviewed the joint schedule for the week of November 4, 2024, through November 10, 2024. No other county business was discussed.

**D. PUBLIC COMMENT:** This time 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.

Tamsyn Cranmer expressed concerns about YCAP Navigation Center in McMinnville that hasn't opened which would limit shelter options in the coming winter months. Ms. Cranmer went on to explain her past experiences with YCAP saying that her housing was unfairly taken away due to mistakes made by YCAP. Ms. Cranmer also commented on the criminal trespass charges that the police department issue to homeless people which disqualifies people from housing opportunities.

Charles Jones shared his YCAP experiences as a homeless citizen stating he lost his place in a Newberg YCAP program due to eviction further exacerbated by receiving a camping violation. He said that he is working with other resources to receive services and stays at the rescue mission twice a week but was concerned that the shelter may close before the Navigation Center opens as the winter weather approaches.

Elise Yarnell-Hollamon added comments regarding the lack of navigation services in Newberg, as well as delay of service in McMinnville. Ms. Yarnell-Hollamon said that Community Wellness Center was collaborating with Second Street Church to provide drop-in shelter services. She recommended a direct meeting with Oregon House Community Services (OHCS) to seek funding support, as CWC is no longer funded through YCAP.

Russell Mark, CEO of Juliette's House addressed the remaining ARPA funds. Speaking of the recent Family Justice Center services, he requested submitting a proposal to the Board outlining future services for consideration of receiving available ARPA funds. He also mentioned that he will submit a funding request for the 2025-26 budget fiscal year.

**E. DEPARTMENT UPDATE:** 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 – None.

**G. CONSENT AGENDA:**

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

Contracts & Grants

1. **B.O. 24-321** - Approval of the quote and purchase of Office 365 licenses with technical support from Tangent Computer in the amount of 210,349.40 for the 2024-25 Fiscal Year.

Committees

2. **B.O. 24-322** - Approval of the reappointment of Kevin Chambers to the Local Investment Advisory Committee for a three-year term to expire on October 31, 2027.

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**H. OLD BUSINESS:** None.

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

1. **B.O. 24-323** - Consideration of approval of the lease amendment between Mark Bierly and Yamhill County (BO 16-479) extending terms through November 30, 2025, and adding an option to renew for two additional one-year terms, effective December 1, 2024. #HHS24081LA  
Commissioner Berschauer moved approval of item I1. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.
2. **B.O. 24-324** - Consideration of approval of Amendment #2 to Agreement #55198 between Yamhill County and Lane County (BO 20-021) for food handler training/testing revenue-sharing extending terms through December 31, 2026, effective January 1, 2025.  
Commissioner Berschauer moved approval of item I2. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.
3. Discussion of County Administrator/County Counsel Employee Review.  
The Board previously met in Executive Session to receive employee reviews in discussion only. There was no action taken.

**J. PUBLIC HEARINGS:**

1. Receipt of public comment on the 2024-25 Supplemental County budget.  
Ken Huffer stated that unanticipated revenues related to broadband and childcare project savings funded by ARPA dollars must be obligated by December 31, 2024. He added that the supplemental budget would appropriate the remaining funds that were not included in the Fiscal Year 2024-25 budget.

Commissioner Berschauer opened the public hearing at 10:42 a.m. Receiving no comments, the public hearing was closed at 10:46 a.m.

- a. **B.O. 24-325** - Consideration of approval of a Board Order and Resolution 24-10-31-1 in the matter of the adoption of a supplemental budget for fiscal year 2024-25 regarding the American Rescue Plan Act fund. (232)

Commissioner Berschauer moved approval of item J1a. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye. The consensus of the Board was to schedule discussion regarding allocation of the remaining unobligated ARPA funds on November 14, 2024.

THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT:

<https://www.yamhillcounty.gov/1190/Public-Hearing-Notices>

**K. ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to the county’s website, <https://www.yamhillcounty.gov/765/Boards-and-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@yamhillcounty.gov](mailto:bocinfo@yamhillcounty.gov)
3. Electronic versions of all meeting agendas and meeting information packets can be found at the county’s website: <https://www.yamhillcounty.gov/AgendaCenter>

Following Commissioner announcements, the meeting adjourned at 10:54 a.m.

Carolina Rook  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

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Chair LINDSAY BERSCHAUER

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Commissioner KIT JOHNSTON

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Commissioner MARY STARRETT