

**PRESENT:** Commissioners Richard L. “Rick” Olson, Mary Starrett, and Casey Kulla.

**Staff:** Ken Huffer, Justin Hogue, Mike Barnhart, Jennifer Elkins, Brad Berry, Tim Svenson, Emily Williams, Ken Friday, Jarod Logsdon, Gary Wertz, Catherine Lindberg, Russ Heath, Jessica Beach, Vicki Wood, Dana Carrelli, Debra Bridges, Kate Lynch, Scott Paasch and Alicia Schelb.

**Guests:** Nicole Montesanto, News-Register, Lindsey Berschauer

Commissioner Olson called the meeting to order at 9:00 a.m.

District Attorney’s Office (10-18 and 10-22) – Brad Berry explained that the Criminal Prosecution office has met significant challenges with increases in both attorney work hours and witness expenses this year due to murder cases which will roll over into the next fiscal year. He noted increased filings and the department is down by one attorney. Mr. Berry stated the Origin system is now in place and being utilized in the Support Enforcement office which required a full department training process. He stated the budget remains static as far as FTE and regular expenditures. The department received an overpayment from the Department of Child Support; Mr. Berry asked to adjust the beginning fund balance by \$25,000 which will reduce the ending balance for FY 2019-20 by the same amount. He stated his office plans to reapply for the JRI grant to continue funding support for the DDA position. He noted the funds were received late in 2017 and the position was not filled until mid-2018. He expects that the funds may not be spent down by the end of the year. He discussed an ad-back request for an additional administrative staff position.

Community Justice (Fund 21) – Jessica Beach provided a budget overview which she noted is based on the governor’s recommended budget with placeholders for anticipated state funding allocations. She noted that JRI funding is being utilized for a variety of programs such as transitional housing, short-term transitional leave and the implementation of Automon, a pretrial case management system. Ms. Beach expressed her concerns about not receiving baseline funding to support basic supervision services. She noted the adult parole and probation bargaining unit agreement expires June 30, 2019. A 2% placeholder is built in to this new budget anticipating FOPPO bargaining inflation. Ms. Beach mentioned a slight FTE decrease in state enhancement personnel. She reported no significant changes to the budget but mentioned that there are placeholders pending the governor’s pending state budget.

Juvenile Department (10-74) – Jessica Beach stated the original governor’s budget provided full funding for this budget. She reported a loss of revenue in Local Contracts due to a lost contract for office space rental with the Oregon Youth Authority. Ms. Beach reviewed reclassification/FTE changes in juvenile corrections.

Juvenile Detention (10-77) – Jessica Beach reported no significant change in revenue. She noted the shift in FTE personnel from juvenile probation to detention. Ms. Beach reviewed a change in materials and services for childcare resources regarding housing fees of youth defendants.

Sheriff's Office (10-43) – Sheriff Svenson stated that the Teamsters 6% market adjustment increase went into effect in January 2019 and will increase again by 6% with COLA on July 1, 2019. These increases will be absorbed in both the Jail and Patrol accounts, reflecting as deficits. He noted his participation in a national task force over the next 18 months that addresses Medicare prohibition for pre-trial detainees. He noted budget projections for the Medicated Assisted Treatment grant extension from the Oregon Health Authority for FY2019-20. The Professional Services include costs for medical contracts or outside medical expenses. He hopes the state will provide funding to extend the program which would be passed through to HHS to take over the program for continued treatment. Personnel and other costs remain static.

Jail (10-41) – Sheriff Svenson noted the jail capital has remained flat for allocations and revenue due to the loss of revenue from bed rentals. He reviewed the 2019-2020 Capital Improvement Projects which include updating the camera system in the jail facility.

Marine Patrol (10-42) – Sheriff Svenson noted that the revenue line reflects the marine board's proposed fee increase from the state. He noted the marine board continues to increase patrol restrictions and reduce its patrol allocations which do not cover current patrol expenses.

Patrol (10-43) – Sheriff Svenson stated the beginning balance includes the pending 6% CBA increase. He noted the Sheriff's Sales line is down by \$1 million based on lower house forfeiture sales. The sheriff discussed a new web-based record management system upgrade which he anticipates going into effect late FY2019-20 and will be a county/citywide transition. He noted an additional vehicle purchase. A normal replacement cycle is 120k miles or 10 years.

Narcotics Investigation (10-69) – Sheriff Svenson stated this fund is supported by forfeitures and there are no anticipated expenses.

Court Security (10-86) – Sheriff Svenson noted there are no significant changes to this fund.

Radio System (10-163) – Sheriff Svenson stated that he is in the process of a radio system evaluation for an upgrade. He is surveying other counties with the intent to replace the system software in the next couple of years. He noted this is the last year of the YCOM collective bargaining agreement and hopes that a new agreement will be in place by the end of the 2019-2020 fiscal year.

Dog Control (13-47) – Sheriff Svenson expressed his concern regarding this fund. The kennel contract with Homeward Bound has been reduced to 3 bed rentals and the sole source of its revenue is licensing and trust fund dollars. The projection of expenditures from the trust revenue is lower this year but the sheriff states the budget is not sustainable long term due to dog care expenses and personnel costs. The fund does not receive any general fund dollars. He offered several options for consideration to maintain the program but no decisions were made.

911/Dispatch Services (10-48) – Ken Huffer noted these are estimated dues from YCOM and will need to be added to the budget after the YCOM budget meetings.

Emergency Management (10-40) – Sheriff Svenson stated the YTD Actual line is inaccurate due to Oregon Emergency Management staffing turnovers and are behind in posting reimbursements to this fund. All allocations should be updated by the end of FY 18-19. There are no other significant changes.

The meeting recessed at 11:06 a.m. and reconvened at 11:18 a.m.

### **GENERAL GOVERNMENT TEAM**

Mediation (10-59)– Justin Hogue stated the fund is a pass through for fines received by the courts for court ordered mediations. There are no significant changes.

County Schools (15-85) – Michael Barnhart stated federal funds collected are allocated to district schools. Mr. Barnhart reported no significant changes.

O&C (30-52) – Michael Barnhart stated this is a Title III revenue. They are restricted for wildfire funding. Mr. Barnhart reported no significant changes.

O&C Reserve (50-52) Michael Barnhart stated this is an unrestricted fund. Mr. Huffer stated this fund is used for community budget requests or community project requests during the fiscal year.

Discretionary Revenues (10-02) – Ken Huffer noted this is where the general funds go and is subject to change based on needs for one-time funding requests. Mr. Barnhart noted an adjustment to the pool and bond interest to increase the reserve.

Transfers (10-90)- Justin Hogue explained this fund is used as a pass through to non-general fund departments being transferred out of the General Fund. He reported no significant changes.

Contingency (10-92) – Ken Huffer stated that this item is flagged for further discussion on Wednesday. He reviewed the historical funding operation and noted that the annual contribution was reduced last fiscal year.

The meeting recessed at 11:42 a.m. and reconvened at 1:30 p.m.

### **LAND USE TEAM**

Planning (10-20) – Ken Friday stated some shifts in personnel but FTE's remain the same. He anticipates the GIS Services line will be spent down by the end of the year with the completion of the most recent GIS upgrade project. He noted a transfer for Pictometry upgrade expenses.

Solid Waste (17-28) – Ken Friday reported that Riverbend Landfill license fees have been consistently lower in the first quarter of 2019 and is reflected in the initial budget. He discussed post closure fees for Newberg landfill that would cover any potential DEQ issues and briefly discussed negotiations of the transfer of the Riverbend Landfill. He noted a significant increase in the Reduce-Reuse-Recycle education programs to extend the program into the western part of the county and expand its hazardous waste collections.

Landfill License Reserve (38-56) – Ken Huffer stated that this reserve is a discretionary fund. The interfund loan payments are transferred into this reserve.

Surveyor (10-21) & Corner Restoration (27-37) – Ken Friday noted no significant changes to this fund. He is in search of a surveyor in anticipation of the Bill Gille’s retirement. He noted the Corner Restoration fund is still building and would like to continue to increase funds until business slows down.

### **CULTURE & RECREATION TEAM**

Parks (10-81) – Jarod Logsdon noted carryover but noted no significant changes in revenue or personnel. He requested a bank and service charge increase and noted corrections in internal contract services. Mr. Logsdon stated that design plans based on hydrology tests will be available soon for grant instruction and to move forward with improvements at Dayton Landing.

Fair (20-80)/Fair Event Center (20-82) – Gary Wertz stated that the fair projections are above what was anticipated. The event center is accruing revenues; 2021-22 reservations are already being received. He stated the 2019 fair was the best one in many years noting the weather was a big component for its success. He reported static staffing levels with a goal to increase staff as business increases. He also indicated that materials and services will increase due to the same reason. Mr. Wertz expects to see an increase in equipment purchases for repairs in lieu of using inmate labor. He noted adding a contingency reserve for future capital expenses.

SDC (Fund 29) – Ken Huffer highlighted that the Fair and Parks have submitted write-ups outlining the use of allocated economic development funds for the Board to review. Mr. Huffer reported no significant changes to this budget.

### **GENERAL GOVERNMENT TEAM, cont.**

Commissioners (10-13) – Ken Huffer stated this budget is what is approved by the Compensation Committee, not the actuals. This budget is subject to change pending the final budget for 19-20. This budget remains a status quo budget.

Administrative Services (10-10) – Ken Huffer reported a request to add a second payroll position to accounting due to the workload increase. There were no other significant changes.

Non-departmental (10-39) – Ken Huffer reviewed the expenses of this fund. He reported an increase to the internal property and internal liability insurances.

Economic Development (26-34) – Ken Huffer reviewed the estimated beginning balance for the 2019-20 fiscal year. He stated it may need to be adjusted due to unknown grant awards. Mr. Huffer would like to add a startup line for grants and a small grant program and increase the strategic investment grants line.

The meeting recessed at 2:50 p.m. and reconvened at 3:01 p.m.

### **PUBLIC WORKS TEAM (Funds 11, 41, and 45)**

Motor Vehicles (11-29) – Russ Heath reported a minor decrease in revenues due to a lower revenue for mechanic work for outside agencies and a slight increase to the state highway funds. He reported no significant changes in personnel. Mr. Heath stated he anticipates an expense increase in building maintenance for the painting of side shops and camera installations. Capital equipment is budgeted for an overhead crane.

Engineering (11-55) – Catherine Lindberg reported a drop for state highway funds. Personnel remains static but Ken Huffer noted that Bill Gille will be retiring. There is consideration to fund an engineer on contract out of Professional Services. She noted no significant changes in materials and services.

Road Fund (11-60) – Catherine Lindberg stated the beginning balance has been in flux. She noted the federal forest fund is still pending allocations from Oasis and ALC. There was discussion regarding the transfer of the former Public Works building to Emergency Management. In Personnel, she noted the recruitment for the roadmaster has been stopped but still reflected in the budget. The road division foreman position is funded for two FTE’s which reflects a new recruit to job shadow the current foreman who plans to retire. Materials and services reflected funding of rock and asphalt mix in anticipation of patching and overlays as well as attention to bridges and the Deer Creek project. A second deicer truck was added in capital contract services.

Bicycle/Footpath (41-30) – Catherine Lindberg reported no significant changes.

Motor Vehicle Replacement (45-29) – Russ Heath stated the graders reserve will be drawn down in the new fiscal year with the purchase of two new graders replacing two older models on buyback. He noted no other significant changes to the fund.

Habitat Conservation (52-62) – Catherine Lindberg stated the butterfly survey reserve is a supplement which is combined with state funding to pay for survey personnel.

## **INTERNAL SERVICES**

Insurance Reserve (80-038) – Ken Huffer stated there is an administrative division within Fund 80 for internal charges. He noted Contingency built within this fund is an internal insurance to protect the county against risk or claims not covered by insurances. He is not proposing any changes to this fund. The PEL (Personnel Extended Leave) reserve is static. Mr. Huffer noted slight growth with pending significant increases in PERS but no additional discretionary funds have been added. The Liability Insurance line reflects the move to SAIF is showing significant savings.

The meeting recessed at 4:18 p.m.

April 2, 2019 9:00 a.m.

Room 32, Courthouse

PRESENT: Commissioners Richard L. “Rick” Olson, Mary Starrett and Casey Kulla.

Staff: Ken Huffer, Silas Halloran-Steiner, Lindsey Manfrin, Christina Malae, Michael Barnhart, Cynthia Thompson, Mary Bonta, Brian Van Bergen, Gayle Jensen, Christian Boenisch, Mike Green, Derrick Wharff, Eileen Slater, Joe Moore and Shane Hoffman

Guests: Nicole Montesano, News-Register, Lindsey Berschauer

The meeting reconvened at 9:00 a.m.

Ken Huffer commented on a question from Monday's meeting regarding the county's share of for the Bypass lobbyists which is forty thousand dollars paid out of economic development (10-39).

## **HEALTH & HUMAN SERVICES TEAM (Fund 16)**

Overview of Changes for 2019-20 – Silas Halloran-Steiner commented on legislative policy changes that he is monitoring that affect the HHS budget and programs. He detailed reclassifications which are tied to business needs across HHS programs which includes 36.13 FTE from Spec II's to Spec III's for those currently licensed or dually credentialed. This would provide both an opportunity of compensation gain for the QMHP's and clinician retention for the department. Mr. Halloran-Steiner reported a healthy overall operating budget with small changes in benefits and an approximate one percent membership loss. He noted a discontinued budget estimate for the First Step Treatment Center contract which expires May 31, 2019.

Public Health (16-70) – Silas Halloran-Steiner reviewed this fund noting an estimate in the marijuana tax revenue collection which is lower than anticipated but funding is still coming in. He reviewed FTE requests and notes no significant changes.

Veterans and Disability Services (16-71) – Silas Halloran-Steiner reported this department has increased from two to four FTE's. Christina Malae discussed pilot programs that will go into effect as a result of a grant funding award. Silas Halloran-Steiner stated Developmental Disability Services are meeting grant funding challenges in legislation.

Community Support Services (16-73) – Silas Halloran-Steiner reviewed the master lease project Aspen Ridge. He reports an estimated 85% occupancy with much success.

Family and Youth (16-75) – Silas Halloran-Steiner noted changes in state health grants. An external WRAP contract was not pursued in 2018-19 and reflects as a decrease in local contracts. Mr. Halloran-Steiner addressed an increase in travel expenses, stating that a portion is related to an out of state PCIT conference which several clinicians attended. He noted that some grant funding does require staff training which is sometimes out of state.

HHS Central Services (16-79) – Silas Halloran-Steiner stated the state health grant line contains state funding for psychiatric hospitalizations for the indigent population. He reviewed out of plan services and noted no significant changes to this fund.

Contingency (10-92) – Silas Halloran-Steiner noted minor change with regard to risk reserve.

Enhanced Care Facility (16-172) – Silas Halloran-Steiner stated this fund is a stable program with minimal changes.

Adult Behavioral Health (16-174) – Silas Halloran-Steiner stated grants have held flat. He noted FTE's and reclassifications.

Mr. Halloran-Steiner discussed the CCBHC threat of funding loss and staff retention challenges. He stated recent escalated cost drivers such as PERS, network payments and central charges are exceeding the allocated county general funds which sustain HHS programs.

Commissioner Starrett asked what percentage of the county general fund would not be needed to dedicate to crisis system reimbursements under SB133. Mr. Halloran-Steiner responded stating that it is unlikely the county would see any revenue in the first couple of years.

Mr. Halloran-Steiner discussed a general fund request for a needle exchange program which he is seeking general funds to match YCCO funding for this peer outreach, one-year pilot program to assist with dangers associated with the increased opioid epidemic in a physical location and mobile capacity. He stated needles are being found in parks and public areas; Mr. Halloran-Steiner and Ms. Manfrin cited outcomes in a peer supported outreach setting which would protect citizens and first responders and reduce long term healthcare costs.

The meeting recessed at 10:16 a.m. and reconvened at 10:26 a.m.

Commissioner Starrett asked if there is capacity for a 5% increase for local outpatient care costs. Mr. Halloran-Steiner responded yes, as opposed to finding regional inpatient treatment placement with associated increased costs. He continues to seek out grant funding but noted federal funding is typically not available for harm reduction programs such as a needle exchange. There was discussion about the need for a van which is part of his request, versus a motor pool vehicle but he noted he will research the van need which may result in program savings.

## **GENERAL GOVERNMENT TEAM**

Capital Projects (40-161) – Ken Huffer stated this fund is a placeholder for large capital grants. There was discussion regarding adding a specific line item for the Yamhelas Westsider Trail to track expenses. Mr. Huffer noted staff time is being recorded in spreadsheet format at this time since staff expenses are coming from different departments.

Software Reserve (40-117) – Ken Huffer noted this fund is for major software related projects. He noted a bulk of the beginning balance is carryover for the software replacement of a central finance system. Mr. Huffer mentioned a forecasted RFP process over the next year. Mike Barnhart noted the GEMS system is very outdated and is difficult to generate data from. Mr. Barnhart highlighted the DP Software line which includes a software replacement being considered for the Human Resources department.

Postage Machine – Mike Barnhart noted the postage reserve has decreased due to the purchase of a new machine in 2018. He anticipates that a replacement won't be needed for approximately seven years.

The meeting recessed at 11:00 a.m. and reconvened at 11:16 a.m.

## **COMMUNITY SERVICES TEAM**

Law Library (14-26) – Justin Hogue requested an additional 1.0 FTE due to an increase in library patronage. There are no general budget funds but is funded by court fees. Mary Bonta stated some miscellaneous items have been transferred to operation supplies. She also commented on her desire to attend a training conference. Mr. Hogue stated there are no

significant changes.

Transit (10-33) – Ken Huffer noted an issue with the binder report for this fund; the footnotes did not print and will be corrected for the Budget Committee meeting. Cynthia Thompson provided an overview of transit goals for 2019-20. She noted revenues reflect the same sources of funding from 5310/5339 and STIF grant funding. Ms. Thompson noted that she has projected to receive the full amount of STF grant funds. She addressed the negative beginning balance which she stated is due in part to grant money received late in the last fiscal year. There will be more work on this before Budget Committee.

Ms. Thompson noted the addition of one FTE employee in Personnel. Provider payments have increased due to implementing the service changes projected for FY 19-20. The forecast may be high but she anticipates that it will cover the service providers. Capital expenditures will include grant applications and new buses being delivered in the 2019-20 fiscal year. The TGIM grant will help plan for the Newberg transit hub improvements.

The meeting recessed at 11:37 a.m. and reconvened at 1:15 p.m.

### **GENERAL GOVERNMENT TEAM, cont.**

County Counsel (10-25) – Christian Boenisch stated that COSSD contract services is higher than it should be and will be reviewed. Personnel came in slightly higher than anticipated for the assistant county counsel position which offsets professional services. He expects some outside costs related to ongoing litigation. There were no other significant changes.

Clerk (10-15, 12-15, 40-15) – Brian Van Bergen reported the reconfiguration of personnel. He stated the new position created last year (program coordinator elections) was lost recently. He is asking to rebuild staff which would incur a savings by reclassifying staff rather than requesting additional FTE's. He reported a revenue increase of approximately 5% and an increase in passports/photos but reports the lowest revenue year related to document recording. He attributes low home sales and low refinancing to lower recording revenues in addition to recording spouse death certificates. There are no significant changes in Personnel and noted percentage changes for supplies revolving around regaining basement space which will require additional shelves, etc.

Mr. Van Bergen noted a transition in vote tally systems but doesn't anticipate fiscal changes in Fund 40 and reported no significant changes to Fund 12. He expressed concern about the anticipated expense of state mandated pre-paid postage for return ballots. This will incur expenses if citizens use this option instead of ballot drop boxes. The Oregon Motor Voter reimbursement won't be returned to the county until 2020.

Assessors (10-12) – Derrick Wharff stated the CAFA grant is driven by recordings which he attributes to gains coming from higher numbers in other counties. He commented that a discretionary increase hasn't been awarded to the Assessor's Office in two years. Gross revenue will reduce by one percent due to vacant positions. There are no FTE or reclassification requests. He stated overall personnel expenses are due to contract increases by 5%.

Materials and Services have increased due to the aerial imagery software. He stated Postage is strong due to utilizing e-mail and e-notices, essentially going paperless resulting in savings. He reported a one-time purchase of three ground clearance vehicles which is reflected in Motorpool expenses (10-012-780.05).

Reserve for Future: Derrick reviewed Thomson Reuters software which will continue to be an ongoing expense. The aerial imagery has two more flights through 2021. There may be

some discussion in the future regarding cost sharing to other (non-county) providers.

Treasurer (10-23) – Ken Huffer reported this fund is static with no significant changes.

Facilities Maintenance (40-16) – Joe Moore reviewed Personnel; FTE positions will not change but did discuss reclassifications. He addressed a fund increase for a new boom lift or forklift in Reserve for Future Capital.

Capital Improvements (40-27) – Justin Hogue stated that funds for this division is collected from flat rent charges to different departments. This fund is strictly for major capital projects. Mr. Huffer noted footnotes will be added regarding the interfund loans and payoffs. Mr. Hogue reviewed the initial budgeted amount and stated that the CIP report will be presented to the Board in the near future.

Information Technology (10-17) – Shane Hoffman reviewed revenues stating an increase due to unfinished projects and personnel positions that are not filled. He addressed reclassification requests and noted additional FTE changes which will drop by 0.5 FTE for 19-20. Materials and Services will reflect an increase for distribution switches and Microsoft 360 implementation and licensing.

The meeting recessed at 3:12 p.m. on Tuesday, April 2, 2019 and reconvened at 9:00 a.m. on Wednesday, April 3, 2019.

## **COMMENTS**

Ken Huffer stated that the DCJ position authority amounts were not entered on the deliberation list but will be corrected before the Budget Committee meeting. He also addressed a correction to the Cost and General Fund lines for the Sheriff's Patrol Division add back request for personal costs. Mr. Huffer also highlighted a new expense line for an Economic Development grant program.

## **DELIBERATIONS**

Mr. Huffer reviewed the April 2019 Deliberation List (see Exhibit A). The consensus of the Board was to approve the majority of general fund requests and reclassifications as listed. The exceptions being that the Jail Capital request was deferred to the Budget Committee meeting for further discussion and the HHS Public Health Needle Exchange Program was not approved.

The meeting adjourned at 10:01 a.m.

Yamhill County Board of Commissioner Service Team Budget Deliberation List - April 2019

	<u>Department</u>	<u>Request</u>	<u>Cost</u>	<u>G.F. Request</u>	<u>Other</u>	<u>Action</u>
1	District Attorney	Add Senior Office Specialist (add 1 FTE)	\$61,476	\$0		
2	DCJ - Juvenile Probation	Position Authority - (Reduce DDA I and add DDA II)				Approved
3	Sheriff	Add Back Request for personal costs Patrol Division	\$802,708	\$802,708		Approved
		Add Back Request for personal costs Jail Division	\$932,929	\$932,929		Approved
		Jail Capital				Deferred to Budget Committee
4	Planning	New Assistant Building Official (new position - Add FTE)				Approved
5	Health & Human Services	New 0.5 FTE Management Analyst (New add 0.5 FTE)		\$0		Approved
		Funding request for Public Health Needle Exchange Program		\$58,255		Not Approved at this time (Ken to work with Silas on revisions)
6	Law Library	Increase FTE 0.3 to 0.4	\$5,296	\$0		Approved
7	Administration	Add Accounting Technician	\$74,869	\$0		Approved
8	Contingency	Add	\$500,000	\$500,000		Approved
9	Economic Development	Add new expense lines and adjust amounts to reflect grant program (see handout from Ken)	\$0	\$0		Approved
10	<b>Reclassifications</b>					
	Community Justice	Legal Assistant				Approved
	Planning	Assistant Building Official				Approved
	HHS	Various - See Memo				Approved
	Clerk	Various - See Memo				Approved
	Facilities	(2) Maintenance II				Approved
	IT	Senior Programmer Analyst				Approved
	IT	Senior Programmer Analyst DBA				Approved