

PRESENT: Commissioners Mary Starrett, Richard L. “Rick” Olson and Stan Primozych.

Staff: Laura Tschabold, Ken Huffer, Mike Barnhart, Jennifer Elkins, Becky Weaver, Brad Berry, Ted Smietana, Vicki Wood, Tim Svenson, Emily Williams, Ken Friday, Brett Henry, John Phelan, Russ Heath, Jessica Beach, Debra Bridges, Kate Lynch, Ken Friday and Diane Fisher.

Guests: Nicole Montesanto, News-Register; Casey Kulla and Denny Elmer.

Commissioner Starrett called the meeting to order at 9:02 a.m.

District Attorney’s Office (10-18 and 10-22) – Brad Berry explained that the Criminal Prosecution Office received a two year Justice Reinvestment Initiative (JRI) grant for an attorney position which increased staff in the Criminal Office for first the time in 20 years. Mr. Berry also noted the addition of a Chief Deputy and completion of the management realignment project within the District Attorney’s office. He noted that 90% of the budget is personnel costs. The ending fund balance for Support Enforcement is beginning to drop due to significant employee retention changes which created a surplus, in the past.

Community Justice (Fund 21) – Jessica Beach reported no significant changes to the budget. Ms. Beach addressed a request for the purchase of new cell phones and service plans for Probation Office staff to replace flip phones. She noted a slight change in Fairground positions as they are no longer utilize jail personnel on Saturdays. Ms. Beach mentioned there will likely be an increase in state funding for community corrections.

Juvenile Department (10-74) – Jessica Beach stated that juvenile dependency is being taken back by DHS, therefore reducing funding but this will also result in a workload reduction.

Juvenile Detention (10-77) – Jessica Beach noted a reduction in revenue to the local contracts revenue line made due to a decision to no longer participate in the Oregon Youth Conservation Corps (OYCC) program. Ms. Beach discussed the addition of a Family & Youth staff member in Detention, adding a .5 FTE position for a Transition Specialist.

The meeting recessed at 9:56 a.m. and reconvened at 10:01 a.m.

Sheriff’s Office (10-43) – Sheriff Tim Svenson reviewed the changes in this budget compared to last year. Sheriff Svenson discussed capital improvement projects including upgrades to the control room panel, the security camera system and ADA compliant accommodations in both men’s and women’s dorm housing units, including ADA compliant shower facilities. He also explained grant that was awarded to implement a pilot Medication Assistance Treatment (MAT) program through the Oregon Health Authority (OHA).

Jail (10-41) - Sheriff Tim Svenson discussed Jail Capital Improvement Projects for 2018-2019. The Oregon Health Authority Medication Assessment Treatment program for opioid addictions was discussed.

Marine Patrol (10-42) – Sheriff Svenson discussed personnel transitions for the summer season. No other significant changes were noted.

Patrol (10-43) – Sheriff Svenson reviewed the patrol position increased as a result of state ODOT grant funding focusing on traffic enforcement; he also noted the addition of .5 FTE to the senior accounting clerk line. The Sheridan half-time sergeant position was eliminated. Supervision support and coverage response will be provided out of McMinnville. He commented on the add-back request of discretionary allocation and position authority to the patrol budget for a 26th deputy position in addition to a patrol vehicle.

Narcotics Investigation (10-69) – Sheriff Svenson stated this fund is completely funded through forfeiture and the ending balance is going down because they are not bringing in revenue.

Court Security (10-86) – Sheriff Svenson discussed the changes to his personnel lines increasing the Corrections Sergeant line by 1.0 FTE due to an increased need in Court Security, transferring 1.0 FTE from the corrections deputy line to accommodate the change.

Radio System (10-163) – Sheriff Svenson reported a slight increase to the personnel line for the lieutenant position with a correction of .2 FTE from .14 FTE. He discussed the radio towers contract; a radio study with a consultant resulted in the relocation of radio equipment to improve radio coverage. He stated they are having consultant complete a radio study with the intention to be able to improve the system.

Dog Control (13-47) – Sheriff Svenson stated that this budget has somewhat stabilized with the transition. The Homeward Bound agreement has been reduced from 10 to 5 kennels. He discussed the Shelter Pro system, a 3rd party vendor software not requiring staff monitoring, providing license tracking and online license renewal. The cost of this system has been included in the budget.

Emergency Management (10-40) – Sheriff Svenson highlighted the implementation of the emergency notification system. He also noted Emergency Management (Brian Young's) involvement with the school districts to discuss various emergency scenarios. He reported that the state Oregon Emergency Management grant program is not increasing allocations that the county receives from the state due to an increase of grant requests. Sheriff Svenson noted that both .50 FTE positions (records clerk and emergency management program assistant) were eliminated to balance the budget. An add-back request for the positions in the Emergency Management budget has been submitted for the 2018-19 fiscal year.

911/Dispatch Services (10-48) – Laura Tschabold stated that this fund anticipates increased YCOM dues but that this will need to be added to the budget in May after the YCOM budget meetings.

The meeting recessed at 11:45 a.m. and reconvened at 1:31 p.m.

LAND USE TEAM

Planning (10-20) – Ken Friday reported high levels of permit activity from last budget year and reviewed permit projections. Mr. Friday’s personnel changes include hiring a Solid Waste and Environmental Health Supervisor.

Solid Waste (17-28) – Ken Friday noted the changes in personnel of .60 FTE for Solid Waste & Environmental Health Supervisor and a reduction from 1.1 FTE to .50 FTE for the Management Analyst position. Mr. Friday noted retaining the Reduce-Reuse-Recycle Education Program for household hazardous waste collection.

Surveyor (10-21) – Ken Friday reported no significant changes.

The meeting recessed at 1:52 p.m. and reconvened at 2:00 p.m.

CULTURE & RECREATION TEAM

Parks (10-81) – Brett Henry discussed the parks that his department manages and recent grant applications. The grant funds are allocated to the Lafayette Locks boat launch site and Dayton Landing for improvements and as a monetary placeholder for any new state grants. Mr. Henry reported no personnel changes. He discussed a new fee machine at Rogers Landing. Mr. Henry noted park improvements - a restroom remodel at Ed Grenfell Park and stair removal at Dayton Landing. Mr. Henry highlighted the Outdoor Environmental Education Program and Phase I of the Deer Creek Boardwalk has been completed with Phase II to extend from the overlook back to the parking lot. Completion is scheduled in the summer of 2018. He reported on collaboration with the City of Dayton for Dayton Landing park improvements through a grant from the Oregon State Marine Board and the continuation on the Whiteson improvement project and the Yamhelas Westsider Trail. He noted the Tangleboxing program is returning for a 12th year this summer.

Fair (20-80)/Fair Event Center (20-82) – Gary Wertz discussed the changed projections for the ending balance. Facility usage is continuing to grow due to neighboring counties’ events. Due to the lack of overnight RV parking in the area, the fairgrounds have been receiving calls to allow overnight parking. Mr. Wertz reported that the fairgrounds charges twenty dollars per night/electrical hook up. He noted that an economic impact analysis study showed the combined fairground operations provide approximately seven million dollars of annual revenue to the county.

SDC (Fund 29) – Ken Huffer reported no significant changes to this budget.

The meeting recessed at 2:36 p.m. and reconvened at 3:00 p.m.

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

Engineering (11-55) – John Phelan gave an update on George Fox’s internship program projects. Russ Heath addressed motor vehicle budget items. He noted slight increases, mostly due to the construction of the new Public Works building. Mr. Phelan noted a decrease in motor pool due to eliminating one vehicle. He noted a significant increase due to usage between departments as well as increased expenditures to the road fund, mostly due to the new building and bridge expenses.

Road Fund (11-60) – John Phelan reported that the increase in the beginning balance is in part to a delay in the new Public Works building construction. Personnel is being increased by adding one FTE. Discussion followed regarding capital services.

Bicycle/Footpath (41-30) – Mr. Phelan reported no significant changes but noted an allocation slated for Hill Road.

Motor Vehicle Replacement (45-29) – Russ Heath stated that there are no significant changes. He noted competitive buy-back programs for John Deere and Caterpillar equipment.

Habitat Conservation (52-62) – John Phelan briefed the Board on the butterfly survey and commented on the reimbursement to the Road fund.

GENERAL GOVERNMENT TEAM

Commissioners (10-13) – Ken Huffer stated that this budget remains a status quo budget and acknowledged conservative spending. He reported that not every commissioner took the full salary as approved by the Compensation Committee. Mr. Huffer reported a slight increase in FTE from .6 to 1.0 FTE for the Senior Office Specialist position. Travel expense was increased but still remains within budget. Mr. Huffer verified that all travel expenses fall under the same GL code.

Administrative Services (10-10) – Ken Huffer reported no significant changes to revenue. There was a personnel reclassification request from Accounting for a Payroll Technician. Mr. Huffer also noted an overlap for transitions of Financial Manager and County Administrator. There are no significant changes to central supplies.

Non-departmental (10-39) – Ken Huffer reviewed the expenses of this fund and noted this fund covers a variety of countywide expenses. A portion of the internal liability insurance, which has increased, comes from this fund. This fund fluctuates depending on expenditures.

Federal Funds (30-52 and 50-52) – Becky Weaver stated that this fund is county restricted portions of federal funds and have been carried over due to unknown expenditures and revenues.

Discretionary Revenues (10-02) – Ken Huffer stated that this budget contains several back taxes as well as current year tax funds. The Board forecasts in early December to determine the allocation of discretionary funding to be distributed to departments.

Transfers (10-90) – Ken Huffer 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) – Laura Tschabold stated that local budget law discourages counties and local jurisdictions from using this fund as a savings account so the balance has been lowered to an amount reflective of past years.

The meeting recessed at 4:00 p.m.

April 3, 2018 9:00 a.m.

Room 32, Courthouse

PRESENT: Commissioners Mary Starrett, Stan Primozich, and Richard L. “Rick” Olson.

Staff: Laura Tschabold, Ken Huffer, Becky Weaver, Silas Halloran-Steiner, Lindsey Manfrin, Christina Malae, Michael Barnhart, Becky Weaver, Cynthia Thompson, Lucy Huffine, Brian Van Bergen, Gayle Jensen, Christian Boenisch, Mike Green, Derrick Wharff, Joe Moore, Shane Hoffman, and Jayne Mercer.

Guests: Nicole Montesano, News-Register

The meeting reconvened at 9:02 a.m.

Ken Huffer discussed the analysis of growth in retirement and health benefits. He noted fluctuations between the budgeted and the actual amounts due to coverage opt-outs and the number of filled or unfilled FTE positions. Dental remains flat, with a slight increase for administrative fees. A PERS increase was seen in the current fiscal year. Laura Tschabold noted medical insurance renewal rates are unknown but have been budgeted for up to a 10% increase.

HEALTH & HUMAN SERVICES TEAM (Fund 16)

Overview of Changes for 2018-19 – Silas Halloran-Steiner discussed the Affordable Care Act (ACA) reform/repeal of Measure 101 which has added challenges to budget forecasting; increasing ACA guideline matches from five to ten percent. Approximately twenty five thousand members in Yamhill County are eligible for services that fall into the Yamhill Community Care Organization (YCCO) parameters. He stated that he anticipates an increase in federal funding for law enforcement and opioid prevention treatment. Mr. Halloran-Steiner briefly discussed mental health justice reform and the distribution of marijuana tax dollars which will be allocated towards prevention efforts. He noted that certified community health funding is being increased for 2018-19 fiscal year. Oregon Health Plan (OHP) membership has seen a one percent membership decrease due to client health improvements, receiving jobs and falling out of coverage. He reported a new revenue increase tied to new funding for Certified Community Behavioral Health Clinics (CCBHC) programs and position vacancy savings despite OHP membership lag. HHS provides contract oversight to ensure compliance of contracted local and regional providers.

Public Health (16-70) – Silas Halloran-Steiner reviewed this fund noting a slight increase in state health grants due to some additional gambling prevention funds and an increase to contract services due to the digitizing of health records across HHS. Mr. Halloran-Steiner noted a significant reduction in the maternal and child health billing due to its offset transfer to the Nurse Family Partnership program. Lindsey Manfrin discussed the Nurse Family Partnership program which provides public health nurses for at-home visits to first time parents, or re-engaging parents and children that are reuniting. Ms. Manfrin noted the program’s longevity and highlighted the studied positive outcomes such as better health, higher graduation rates, better

employment support for parents and less juvenile episodes. The program provides parents with additional support in finding other resources and monitoring the growth and development of children. The increase in births have justified the purpose for bringing the program to the community.

Veterans and Disability Services (16-71) – Silas Halloran-Steiner reported the move to the Kirby Street location is complete. Mr. Halloran-Steiner briefly discussed minor personnel changes with no other significant changes to this fund. He noted a majority of this budget comes from county general fund with the balance from the state. He noted no fluctuation in the county general fund allocation but stated there are still unreceived mental health veterans support dollars which has left an imbalance to fund FTE's but recruitment will continue in anticipation of those funds being filtered into the community. Mr. Halloran-Steiner reported a fairly significant increase for case management services which didn't reflect the total of new revenue before the adoption of the 2017-18 budget.

Community Support Services (16-73) – Mr. Halloran-Steiner reviewed overall changes to this budget. He discussed transitional housing projects and noted the newest peer support housing project Aspen Ridge is now fully certified. He noted that the Housing Authority provides some funding support which will offset any housing vouchers received from clients utilizing transitional housing.

Family and Youth (16-75) – Mr. Halloran-Steiner reviewed the overall changes including an increase in public and private insurance. He outlined personnel reclassifications and additional FTE's. Mr. Halloran-Steiner noted that the OHP subcontracted services increase was due to increased cost associated with the implementation of school outreach of the Lines for Life service which functions as a teen peer and crisis support.

HHS Central Services (16-79) – Mr. Halloran-Steiner reported that the state health grant line is the majority of funds for new state programs in addition to \$147,000 which funds the fee for service claims for psychiatric hospitalizations for the indigent population. He reviewed out of plan services, additional grant expenses and real estate renovations and land acquisition.

Contingency (10-92) – Mr. Halloran-Steiner stated this budget is being increased to \$4.6 million based on a CCO contractually required risk reserve to reflect ninety days of operating costs.

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 there was a net increase in this budget which includes a women's recovery court grant, as well as anticipated additional state funding for mobile crisis outreach.

The meeting recessed at 10:27 a.m. and reconvened at 11:16 a.m.

COMMUNITY SERVICES TEAM

Transit (10-33) – Cynthia Thompson provided an overview of transit operations and maintenance including a handout reviewing accomplishments for the 2017-18 fiscal year, in addition to a review of goals for the 2018-19 fiscal year. This coming fiscal year, Yamhill

County Transit Area (YCTA) has been able to secure several grants applicable to transit technology. Ms. Thompson noted the anticipation of the adoption of a new Transit Development Plan this fall. She stated that new funding from the state will facilitate the implementation of several service enhancements. Ms. Thompson noted that new buses will be shipped beginning in June 2018. Ms. Thompson commented on an allocation request made for a Program Coordinator to assist the Transit Manager, a proposed full-time 1.0 FTE position.

Law Library (14-26) – Lucy Huffine noted that there are no significant changes. She noted that most of the budget revenue comes from court filing fees and spending is attributed to library subscriptions and library materials. Ms. Huffine noted an uptick in the use of law library; usage is mostly from community members involved in personal legal situations, not necessarily from legal professionals.

Mediation (10-59) – Ken Huffer reported a higher beginning balance as a result of fewer court expenditures allowing for a surplus of state revenue. Mr. Huffer noted that this is a pass through fund with a set amount that goes back to the courts.

Economic Development (26-34) – Laura Tschabold reviewed the estimated beginning balance for the 2018-19 year.

The meeting recessed at 12:05 p.m. and reconvened at 1:15 p.m.

GENERAL GOVERNMENT TEAM

County Counsel (10-25) – Christian Boenisch highlighted step increases for current county counsel staff which are reflected in the proposed budget, in addition to the possibility of adding a third attorney the upcoming fiscal year. Mr. Boenisch noted that reductions were made in the outside professional and extra help service lines to offset the increase to the proposed county counsel expenses. There was discussion regarding the comparison of fees for outside contracted legal professional services versus the addition of a third attorney to absorb the duties that are currently contracted.

Treasurer (10-23) – Mike Green noted no changes to the standard budget. Mr. Green submitted a recommendation to consider changes regarding earnings revenue and that related expenses be reflected in the Treasurer's budget to increase accountability and offer greater transparency. Mr. Green also addressed a request to restore the position of Treasurer to full time beginning with the calendar year 2020. He recommended adding the salary as a placeholder in the 2018-19 fiscal year while researching other counties.

Clerk (10-15, 12-15, 40-15) – Brian Van Bergen noted property recordings are down from last year. He stated the special January election was not reflected in the budget. Mr. Van Bergen noted the State of Oregon is under no obligation to reimburse the county for the invoiced costs. He noted upcoming changes in personnel, reporting the addition of one 1.0 FTE position. Mr. Van Bergen addressed his preference to expand to the basement of the Clerk's Office if/when the Emergency Management Department relocates in the next fiscal year. Mr. Van Bergen reviewed the functionality of the new voting system. He also stated that overall expenses have remained static.

Assessors (10-12) – Derrick Wharff noted a larger beginning balance due to personnel vacancies. Mr. Wharff noted that personnel costs make up 85% of the total budget, personnel

changes reflected are due to moving four employees into different ranges after assessing job duties and responsibilities. He stated that the extra help line was reduced as a result of the unsuccessful use of temporary help in the Appraisal Department for data collection, due to lack of qualified candidates. Mr. Wharff noted the addition of a software maintenance expense as a result of the Pictometry aerial project which has proven to be a beneficial tool providing imagery that would otherwise require the utilization of appraiser personnel.

Facilities Maintenance (40-16) – Joe Moore reviewed an increase in revenue due to slightly raised rates and a small increase in building reserve. Raised rates are a result of an increase in sanitary services and heat/water and light expenses. Personnel changes include a reclassification of one Maintenance Worker III to a Maintenance Specialist. Mr. Moore also noted an increase to reserve for the purchase a new boom or forklift which the department currently rents from an outside vendor. He reported the jail facilities maintenance line is static. Mr. Moore noted his interest in the purchase of a maintenance software program. He reported that he is researching demos and proposals for future Board consideration.

Postage Machine - Becky Weaver reported a bid estimated at \$30k to replace current equipment.

The meeting recessed at 2:42 p.m. and reconvened at 2:48 p.m.

Information Technology (10-17) – Shane Hoffman gave an overview highlighting changes in personnel due to position splits. Mr. Hoffman made note of a slight increase in the professional services line explaining this increase allows the department to reach out to specific specialties to help with some of the county’s specialized equipment. Mr. Hoffman reviewed the capital improvement list and discussed the eventual replacement of the storage area network device in the future.

Software Reserve (40-117) – Ken Huffer reported the beginning balance is the reserve fund held for the finance software purchase. Mr. Huffer reported expenditures reflect the IT software Office 365 conversion. Funds from discretionary and contingency were transferred to this expenditure line which were remaining from the Thompson Reuter project. Mr. Huffer noted the finance software project will be a multi-year project integrated with Human Resources. Laura Tschabold mentioned that a project manager will likely be contracted.

Capital Projects (40-161) – Ken Huffer noted a placeholder for a Homeland Security grant and a Connect Oregon VI grant reflected in the beginning balance.

Capital Improvements (40-27) – Ken Huffer stated this fund is used for rent charges put out to departments which are split between this fund and Maintenance which is utilized for remodels or bigger capital projects. The rate increase mentioned in Facilities Maintenance is partially to offset expenses of new projects in this budget line.

INTERNAL SERVICES

Insurance Reserve (80-038) – Ken Huffer reviewed this fund and stated that there are no significant changes. Mr. Huffer noted that a portion of the Human Resources Director (0.2 FTE) and Deputy County Administrator (0.2 FTE) positions were moved into this budget line. Mr. Huffer noted a submitted proposal adding a Risk Management/AR Analyst. He reported the PEL (Personnel Extended Leave) reserve is static.

COMMENTS – Laura Tschabold addressed the Treasurer’s comments about the reporting of budget documents for consideration during deliberations.

The meeting recessed at 3:51 p.m. and reconvened at 3:59 p.m.

DELIBERATIONS

Ms. Tschabold reviewed the April 2018 Deliberation List (see Exhibit A).
The consensus of the Board was to approve the general fund requests and reclassifications as listed.

The meeting adjourned at 4:21 p.m.

