

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

Staff: Laura Tschabold, Ken Huffer, Becky Weaver, Brad Berry, Ted Smietana, Vicki Wood, Tim Svenson, Emily Williams, Ken Friday, Diane Fisher, Brett Henry, Al Westhoff, Leslie Lewis, John Phelan, Russ Heath and Catherine Lindberg.

Guests: Nicole Montesano, News Register

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

District Attorney’s Office (10-18 and 10-22) - Brad Berry presented the changes to his budget to the Board. He explained the shortage of staff in the fall of 2016 resulting in the healthy unusually large ending balance from the last fiscal year. Mr. Berry discussed support enforcement changes at the state level. He noted that 90% of the budget is personnel costs. Mr. Berry stated the need for a chief deputy district attorney and is anticipating a mid-year request for this position.

Community Justice (Fund 21) - Ted Smietana stated that this budget is based on best estimate and won’t know full numbers until the state wide budget is adopted. He pointed out that the Governor’s budget is suggesting a 5% decrease and could potentially trigger an-opt out. He discussed a potential law change that would reduce possession of felony substance to a misdemeanor stating if this were done it would move this to the state level and not county level. Mr. Smietana is requesting a reclassification of a juvenile probation division senior office specialist to an office specialist technician and also discussed an expense line that was added for the transition of him retiring and training his replacement.

Juvenile Department (10-74) – Ted Smietana discussed the state wide cuts and placeholders that are in place in this budget due to the current unknown state budget. In personnel Mr. Smietana noted a Senior Probation Officer II resigned, which was replaced with a Probation Officer I, Step 3.

Juvenile Detention (10-77) – Ted Smietana stated that the Polk County bed rentals are a large revenue for this fund. Clatsop, Lincoln and Tillamook County recently rented beds but he is waiting for them to return contracts.

Sheriff’s Office (10-43) – Sheriff Tim Svenson reviewed the changes in this budget compared to last year. The most significant change is due to the new medical contract with Correct Care Solutions, LLC for medical services in the jail and an added full time position for mental health. Mr. Svenson discussed capital improvement projects including an upgrade to the security camera system in the jail and a project to relocate the county’s towers power site to obtain better coverage. He discussed his department’s efforts in working with Oregon Department of Transportation to find ways to potentially increase grants from the State for traffic enforcement. Mr. Svenson stated Yamhill County has the third highest fatality rate for accidents on state highways in Oregon. He shared with the Board the continually decreasing revenue for dog control, stating a work session is needed to discuss a possible restructuring of the county’s

ordinance and to look into potential partnerships with local non-profits.

Emergency Management (10-40) – Sheriff Svenson noted Brian Young’s promotion to Emergency Manager. The departments focus is on re-engaging the community and using social media to reach out to citizens in the county. Mr. Svenson stated that Emergency Management is working with other organizations to implement user fees to use the emergency management software so as to recoup costs.

Jail (10-41) Sheriff Svenson stated that the new medical contract with Correct Care Solutions, LLC resulted in a substantial increase to the professional services line. He discussed the changes to his personnel lines reducing a records clerk by 0.5 FTE. Due to the new medical contract this allowed a reorganizing of personnel to better fit the needs of the jail, which resulted in eliminating 2.0 FTE medical technicians and adding 2.0 FTE control room technicians.

Jail Capital (40-41) Sheriff Svenson stated that this budget is utilized to replace expensive equipment and is budgeted off of a minimum contract rate of 10 bed rentals.

Marine Patrol (10-42) – Sheriff Svenson discussed the Marine Board’s change for determining revenue allocations. The Board is proposing it to be determined by the number of boats using the launch and river. Mr. Svenson stated the Marine Board would accept validated usage through the number of citations and boat inspections.

Patrol (10-43) – Sheriff Svenson stated the City of Willamina has increased their patrol contract from 1.5 FTE to 2.0 FTE and an addition of .5 FTE to the records clerk line. Sheriff Svenson stated they are working with ODOT to find ways to increase the county’s incoming grants for traffic enforcement adding that currently Yamhill County has the third highest fatalities in the state for accidents on highways.

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.

Radio System (10-163) – Sheriff Svenson discussed the project to relocate the power site from Eola Hills to the Dayton Fire Department after it was determined it would give them better coverage. He stated they are having ADCOM complete a radio study with the intention to be able to build out the system. Sheriff Svenson discussed a grant request from homeland security to put a tower in Sheridan near the federal prison. It would use similar technology and give the county better coverage.

Dog Control (13-47) – Sheriff Svenson stated that each year this fund continues to have issues, stemming from revenue only coming from licenses and fees. He said the revenue is decreasing and the costs are increasing. Sheriff Svenson stated that the only personnel is a records clerk. He requested a work session in the near future to address restructuring the county’s dog control ordinance and to look at partnering with nonprofits to provide the best service to citizens. Sheriff Svenson noted that currently deputies are providing the needed coverage for any dog control calls.

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

The meeting recessed at 10:47 a.m. and reconvened at 10:57 a.m.

GENERAL GOVERNMENT TEAM

Commissioners (10-13) - Ken Huffer stated that this budget remains a status quo budget and acknowledged the conservative spending. He noted a difference in the Commissioners' discretionary funds account reflecting a carry over for Commissioner Starrett of \$1,300.

Administrative Services (10-10) - Ken Huffer stated that revenue remains status quo as in previous years, noting the only change is a small increase for an Accounting Clerk II increasing FTE from .9 to 1.0.

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

Capital Improvements (40-27) – Ken Huffer reviewed current projects that may carry over into 2017-18 and new projects being planned.

Software Reserve (41-117) – Ken Huffer explained that the large balance in reserve is for the purchase of a new finance system. He stated the current accounting system, GEMS, is from 1997, adding the county has had updates but it is an old system. He also pointed out the expense line for the Juniper project which is the software that was purchased for Health and Human Services.

Non-departmental (10-39) – Laura Tschabold reviewed the expenses of this fund and noted that the medical examiner bills are outside of the county's control. An effort has been made to trim advertising costs, but this fluctuates because it is where recruitments for Human Resources are paid.

Federal Funds (30-52 and 50-52) – Becky Weaver stated these are county restricted portions of federal funds.

LAND USE TEAM

Planning (10-20) - Ken Friday discussed personnel changes, adding a half-time analyst to his budget, shifting the .5 FTE from solid waste in anticipation of lowered fees from the Riverbend Landfill and that he is looking to fill the associate planner position. He discussed the aerial photo project that the Assessor's Office is purchasing adding that they will be contributing to the cost since his office will also be using the images.

Solid Waste (17-28) – Ken Friday discussed Department of Environmental Quality (DEQ) requirements for the solid waste fund limits, noting he is trying to reduce expenditures on the Recycle-Reduce-Reuse education program. He said this event has been going on for 10 years but there are permanent facilities now that can take certain waste products such as paint so citizens do not have to wait for the specific events to recycle or dispose of them. Mr. Friday stated he thinks holding one event a year will be sufficient and help to lower expenditures. Mr. Friday noted a change in personnel going from 2.0 FTE to 1.1 FTE

CULTURE & RECREATION TEAM

Parks (10-81) - Brett Henry discussed the 15 parks and facilities that his department manages and the recent grant applications he has applied for. Mr. Henry discussed Grenfell Park and the potential off leash park improvements, the work he is doing to establish recreation programs in conjunction with Deer Creek Boardwalk which will enable patrons to explore wet prairie fields, and the potential partnership with the City of Dayton to improve the Dayton landing launch site. Mr. Henry stated they are also continuing the work for the Yamhelas Westsider Trail. He reported that after the bad winter Millcreek's parking lot suffered more than 45% damage and the insurance claim to repair the parking lot was denied.

Fair (20-80)/Fair Event Center (20-82) - Al Westhoff discussed the restructuring of the flow of the fairgrounds and the potential growth with the building of the new barn and remodeling. He stated the attendance to last year's fair was the eighth largest in the state bringing a net profit of over forty-eight thousand dollars. Discussion followed regarding Al's transition from fair manager to consultant in the coming months.

The meeting recessed at 2:43 p.m. and reconvened at 3:02 p.m.

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

Engineering (11-55) – Catherine Lindberg discussed the internship program with George Fox for the county's vegetation program. She stated that Linfield is interested in participating next year. She stated the interns are gathering information and identifying invasive and native plants throughout the county. Ms. Lindberg went over the daily use permit monies ODOT charges that are then sent to the county and the increase in the Cove Orchard contract services line due to an increase in fees to maintain the aging system.

Road Fund (11-60) – John Phelan noted that the state lowered its initial projected contribution for the Palmer Creek Bridge from 1.3 million to 1 million. Discussion followed regarding the different areas of revenue that flow into the Road Fund.

Motor Vehicle Replacement (45-29) – John Phelan discussed the need to replace an excavator with over seven hundred thousand hours on it. He stated they would like to auction the old equipment and purchase a new one.

Bicycle/Footpath (41-30) – John Phelan stated that funds from this budget will be used for the Old Sheridan Road and Abbey/Kuehne/Hendricks intersection projects next year.

Habitat Conservation (52-62) – John Phelan briefed the board on Dr. Paul Hammond's butterfly survey.

The meeting recessed at 4:00 p.m.

April 4, 2017 9:00 a.m.

Room 32, Courthouse

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

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

Guests: Nicole Montesano, News Register

The meeting reconvened at 9:00 a.m.

HEALTH & HUMAN SERVICES TEAM (Fund 16)

Overview of Changes for 2017-18 – Silas Halloran-Steiner discussed the legislative process in Salem and that the results of it will have an immense impact on federal funding. He explained the affordable healthcare act, safety net services, state of Oregon K plan, Medicare expansion, and the budget gap of 1.6 billion dollars. Mr. Halloran-Steiner stated there are 8,000 newly covered individuals under the affordable healthcare act in Yamhill County. He gave an overview of the medical home model, pain clinics, and the health and education partnerships with local school districts. Mr. Halloran-Steiner stated the reserves are reflective of the risk contingency monies they are required to have. In looking ahead he is anticipating a 1% decrease in coordinated care organization (CCO) membership but there is a cushion built in to cover decreases, he also noted that over the last seven years his department has been able to provide more services.

Public Health (16-70) – Silas Halloran-Steiner reviewed this fund noting an overall increase in fees of around 2.5% and an increase in the Catalog of Federal Domestic Assistance (CFDA) state grant by \$20,000, adding that the community wellness program increased the public insurance line. Mr. Halloran-Steiner noted an increase to contract services for the digitization of health records and health assessments. Personnel changes have are a result of personnel shifts and transfers from Public Health to other areas within the Health and Human Services department. Lindsey Manfrin stated they conduct approximately 860 inspections a year, and that over the last decade she has seen a steady increase of facilities requiring inspections and attests the influx to the growth in events and more tourist attractions.

Veterans and disability Services (16-71) – Silas Halloran-Steiner stated 30% of this budget is from the state and 70% from the county. He said the focus is targeted outreach, cross training, and removing barriers regardless of where the funding comes from. He noted that Governor Kate Brown has changed her position regarding veterans funding and is asking for full veterans funding in addition to lottery funds.

Community Support Services (16-73) – Silas Halloran-Steiner discussed the working relationship with MV Advancements at the local and state level and overall personnel changes with increases in clerical and accounting positions. He pointed out that community support

services are available in multiple Health and Human Service offices and how to allocate funds. Mr. Halloran-Steiner noted that the county has projected to receive over 1.5 million dollars in state grants. He discussed the new peer support group program and the cognitive remediation program that Emily Piper is obtaining training for to revamp and help employees through the transition.

Family and Youth (16-75) – Silas Halloran-Steiner reviewed overall changes including the increase of private and public insurance and adding additional FTE's to staff the school contract positions. He discussed the change in how they handle outreach, especially with the teenage population looking at methods beyond Facebook, Snapchat and Twitter. Mr. Halloran-Steiner discussed the Lines for Life service which functions as a warm talk and text line for youth offering a peer to peer model. He said 80-85 % of outreach with support is about loneliness and anxiety and the focus is on how to engage and conduct outreach in a school setting.

HHS Central Services (16-79) – Silas Halloran-Steiner said this division averages \$307,000 in fee for service claims on a weekly basis and processes over \$6,000,000 in OHP payment reconciliations. He reviewed personnel changes noting an addition of one senior office specialist. Mr. Halloran-Steiner reviewed out of plan services, the public health line revenue, and the additional grant expenses for psychiatric hospitalization payments.

Contingency (10-92) – Silas Halloran-Steiner stated the contingency line that he has budgeted is a contractual requirement because of the risk contract and reflects ninety days of operation costs.

Enhanced Care Facility (16-172) – Silas Halloran-Steiner stated this fund is a stable program with no anticipated changes.

Adult Behavioral Health (16-174) – Silas Halloran-Steiner noted the biggest changes to this fund are the discontinuation of a contract with Virginia Garcia Memorial Health Center and the phasing out of the CFDA substance abuse federal grant that ended September 30, 2016.

General Fund Request – Silas Halloran-Steiner stated they are requesting county general funds in the amount of \$88,724 to sustain the Veterans budget. If this request is approved it will allow for an additional .80 FTE Register Nurse II for communicable disease prevention in the Public Health Division.

The meeting recessed at 11:00 a.m. and reconvened at 11:18 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 2016-17 fiscal year. Ms. Thompson discussed the transit plan that kicked off in February 2017 with surveys and focus groups being held in April and May and a plan completion date scheduled for June 2018. She stated goals for 2017-18 include working with ODOT, the cities within Yamhill County and the county to develop a sustainable approach for siting bus stops or shelters, cleaning, maintenance, and installation. Commissioner Starrett stated that the city charges are lower than they should be for the transportation services they are receiving. Cynthia stated she sent out letters to the cities who use or benefit from transit services requesting additional funding.

Law Library (14-26) – Lucy Huffine provided a brief summary of the law librarian role and daily activities. She noted that revenue for this budget comes from court filing fees and is spent on library materials and services. Personnel remains state quo. Ms. Huffine stated the majority of her requests are received by phone and email.

Mediation (10-59) – Ken Huffer noted that this is a pass through fund with a set amount that goes back to the courts. Ms. Tschabold added these are primarily divorce and separation types of cases.

County Schools (15-85) – Becky Weaver stated that this is a stand-alone budget that is a placeholder for federal forest revenue and subject to change. She noted that 75% is allocated to roads and 25% to local schools depending on what the forest federal revenue brings in. She noted that distribution is typically once a year and falls in January but this year it did not come until February.

The meeting recessed at 12:00 p.m. and reconvened at 1:14 p.m.

GENERAL GOVERNMENT TEAM

Assessors (10-12) – Derrick Wharff Assessor discussed the larger beginning balance as being a result of recent vacancies, adding that it has been a while since his department has been fully staffed. Mr. Wharff noted that personnel costs make up 85% of the total budget, personnel changes reflected are due to moving five employees into different ranges after assessing job duties and responsibilities. Mr. Wharff stated they have had great success with bringing on temporary help during the months of September, October and November to assist during tax season, adding his office receives on average ten-thousand phone calls during the forty-five day window. He discussed hiring full time temporary help for six to eight weeks to take measurements and photographs of properties, facilitate door to door questions and handling of data entry of all information received. He added that he advertises with local colleges because a student over the summer would be an ideal candidate. Mr. Wharff discussed the pictometry aerial photo project, stating the last aerial project that was completed was in 2010. He said the new technology would allow the use of aerial imagery to complete tasks within the office rather than sending an appraiser out to properties. He shared how this technology would also be beneficial to other county and state departments including; Emergency Management, Planning department, Sheriff's office, the local rural fire departments, and the Oregon Department of Forestry. Mr. Wharff shared his goal to get back to assessing the county on a regular cycle. Mr. Wharff completed the budget review noting increases to the material and service lines for new office equipment and furniture, field equipment, continuing education classes, required publications for foreclosure, and recruitment advertising.

Clerk (10-15, 12-15, 40-15) – Brian Van Bergen noted a healthier beginning balance and recording levels continuing to be steady. He discussed the stabilization of recording fees, the active registered voter reimbursement from the state and the unfunded mandates. Mr. Van Bergen discussed the costs associated with the storage and retrieval of county records and the increase in material and services for the purchase of new election equipment. He also stated that overall expenses have remained static.

Treasurer (10-23) – Mike Green noted no changes to materials and services and the county's cash position continues to be good.

County Counsel (10-25) – Christian Boenisch stated that this budget is status quo aside from an increase for professional services and extra help, adding that there is the possibility of contracting work out, hiring a clerk, or utilizing an intern. Mr. Boenisch also noted the need of possibly adding a third attorney in the future.

Facilities Maintenance (40-16) – Joe Moore reviewed an increase to the building reserve line due to a property purchase. Personnel changes include a reclassification and the retirement of a Maintenance III position. He also noted the change to jail maintenance which reflects a zero line amount. Mr. Moore highlighted the increase to reserve for capital expenditure due to the need to purchase a forklift.

Information Technology (10-17) – Shane Hoffman gave a brief overview highlighting changes in personnel due to reorganization and adding a desktop support specialist. He made note of the 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 a model where all departments are sharing infrastructure expenses; licensing, HIPPA compliance software, and hardware purchases. Commissioner Primozych inquired about the county’s replacement schedule for computers, Mr. Hoffman stated that laptops are replaced every four years and desktops every five years. He noted some computers are kept for training purposes and surplus are donated to local schools.

The meeting recessed at 2:50 p.m. and reconvened at 3:03 p.m.

DELIBERATIONS

ECONOMIC DEVELOPMENT FUND REQUESTS (26-34)

Jayne Mercer reviewed the list of applicants as noted on the 2017 Economic Development Small Grant Program (see Exhibit A). The consensus of the board was to move forward with the funding amounts noted with a total of \$73,000 small grants awarded.

The meeting recessed at 4:58 p.m.

April 5, 2017 9:00 a.m.

Room 32, Courthouse

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

Staff: Laura Tschabold and Ken Huffer.

Guest: Nicole Montesano, News Register

The meeting reconvened at 9:00 a.m.

DELIBERATIONS – (continued from April 4, 2017)

Ms. Tschabold reviewed the April 2017 Deliberation List (see Exhibit B). The consensus of the board was to approve the general fund requests and reclassifications as listed.

The meeting adjourned at 9:58 a.m.

Crystal Cox
Secretary

2017 Economic Development Small Grant Program

Funding

Notes

	Applicant Name	Request Summary	Amount Requested		
1	Amity Volunteer Fire Department	Equipment	\$4,781		
2	Ariascend Corporation	Equipment to expand operations and employees	\$10,000		Strategic Investment Program?
3	Art + Science	Production Facility	\$10,000	\$ 7,500	
4	Bella Luna Gluten Free Bakery	Purchase equipment to expand	\$7,727		
5	Blacktail Concrete	Vehicle	\$10,000		
6	Carlton & Coast Tavern	Building upgrades	\$9,300		
7	Chehalem Valley Chamber of Commerce	Intern Program	\$5,000	\$ 3,000	
8	Chehalem Valley Dance Academy	Hiring staff to expand operations	\$10,000	\$ 5,000	
9	Chehalem Valley Innovation Accelerator	Operations Funds	\$10,000	\$ 5,500	
10	Crisse's Cleaning Service	Purchase equipment to take on more client's and hire more employees	\$10,000		
11	Dayton Community Development Association	Part-time employee, promotional events	\$10,000	\$ 5,000	
12	Flag and Wire Coffee Co.	Business Vehicle to create delivery position	\$10,000	\$ 5,000	
13	Halstead Cabinets	Purchase computer design program	\$8,000		
14	Homeward Bound Pets	Hiring employee(s) for spay/nueter clinic to open in Fall 2017	\$10,000		
15	Hopscotch Toys	Purchase necessary inventory to expand into	\$6,041	\$ 2,500	
16	JB Landscape and Maintenance	Equipment Purchase	\$5,000		
17	Konnect Aviation	Green Business Strategies	\$10,000		
18	Krohns Appliance Service	Air Duct cleaning equipment	\$10,000		
19	LINCS	Restaurant Equipment	\$10,000	\$ 10,000	
20	McMinnville Chamber	July 4th expenses	\$10,000		Discuss funding chambers at future meeting
21	McMinnville Chamber	Lemonade Day	\$10,000		Discuss funding chambers at future meeting
22	McMinnville Community Wayfinding Committee	Project will fund information systems that guide people to and through Mac	\$10,000		
23	McMinnville Downtown Association	Operations Funds/Variou Projects	\$10,000	\$ 3,000	
24	McMinnville Economic Development Partnership	Operations Funds	\$10,000		Defer for future discussion
25	Newberg High School	Jobs Bus Program	\$2,000		
26	ReThread	Expansion	\$6,068		
27	Suite 4		\$10,000	\$ 3,500	
28	Super Natural Farms	Wash Station/Pack Shed	\$10,000		
29	Super Natural Farms	Season extension infrastructure	\$10,000	\$ 10,000	
30	Tonze's Brazilian Bakery	General Start-up costs of business	\$10,000		
31	Visit McMinnville	Database Expansion	\$10,000		
32	Visit McMinnville, MEDP, MDA, McMinnville Chamber	Hospitality training program development	\$6,000		
33	Volta Power Gen	Riverbend power farm	\$10,000		Strategic Investment Program?
34	West Valley Kiwanis Club	Scholarship for trade school students	\$6,000	\$ 6,000	
35	Willamette Valley Cancer Foundation	Tobacco Cessation Program	\$10,000		
36	Willamina Old Fashioned 4th	Funds for fireworks	\$2,000	\$ 2,000	
37	Yamhill County Historical Society	ADA modifications and compliance	\$10,000	\$ 5,000	
38	Yamhill District Distilling	Custom Distillation Services, funds for equipment and employees	\$10,000		

Total Grant Funding Requested

\$327,917 \$ 73,000

Exhibit "A"
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Request List - April 2017

Request	G.F.		Landfill Reserve	O & C Reserve	General Fund	Video Lottery	GF Contingency	Other
	Cost	Request						
General Fund for Medical	275,146	275,146			275,146			
Transfer of GF to HHS for MH Position - 25,638								
Capital List					49,733			
0.5 FTE Records Clerk	49,733	49,733						
Reserve funds to an expense line?								
Additional Video Lottery Funds for increased manager expenses and outposts	28,000						28,000	
0 Utility Workers (Range 11)								
2.5 Laborer IIs to Utility Worker classification								
ns Services - make HHS whole ✓	88,724	88,724			88,724			
Human Services Specialist II - for jail mental health	55,665	55,665			55,665			
Efficient funds to restore salary to original approved level ✓	~4,000	~4,000			4,000			
Discussed by Commissioners ✓						73,000		
Probation Division Senior Office Spec to OST								
ifications of SOS to OST								
Equipment Operator to Program Coordinator								
Reclassification \$ FTE Changes								
ment Specialist 2 & 3 - 5 positions								
nce Work I to a MW II								
	497,268	469,268			473,268	73,000		
			\$ 256,237	524,415	3,162,979	515,224	1,262,552	
			256,237	524,415	2,689,711	442,224	1,262,552	

Exhibit "B"
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