

MINUTES
INFORMAL WORK SESSION
April 2, 2012 9:00 a.m.

Service Team Budget Presentations
Room 32, Courthouse

PRESENT: Leslie Lewis, Kathy George, and Mary P. Stern.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Brad Berry, Chris Osterhoudt, Ted Smietana, Jessica Beach, Vicki Wood, Tim Loewen, Scott Paasch, Dana Carelle, Lisa Hanes, Jack Crabtree, Kellye Fetters, Tim Svenson, Silas Halloran-Steiner, Paul Kushner, and Keith Urban.

Guests: Michael Green and Chris McLaran, Budget Committee members; Allen Springer and Denise Bacon, candidates for commissioner, and Scott Cinatl, Linfield student.

Leslie called the meeting to order at 9:05 a.m.

Laura Tschabold reviewed handouts, including fund balance descriptions for each department, add-back requests, and the cost of step increases for 2012-13. She said that there is currently \$843,374 available for add-backs, including the \$226,985 previously set aside in the 2011-12 budget.

CRIMINAL JUSTICE TEAM

District Attorney's Office (10-18 and 10-22) - Brad Berry stated that his administrative staff and attorneys continue to be inundated with work as a result of lengthy trials and the fact that more cases are being set for trial by defense lawyers because the court docket is so far behind. He said that he had to cut his receptionist position in order to balance the budget, but is requesting that as an add-back because his staff doesn't have the ability to absorb that work. He said that he hasn't increased the number of deputy district attorneys since 1998 or 1999, when one was added for domestic violence cases. He said that aside from one grant-supported position for a restitution specialist, his support staff has increased by only one in the last six to eight years.

He stated that the rate of felony case filings increased by 30% from 2000 to 2005, and about half of that increase has been maintained since then. He said that misdemeanor case filings have followed a similar trend, and he expects to see those increase. He stated that his office has been increasing in efficiency as it becomes more invested in the Prosecutor by Karpel case management software, and he hopes to be able to absorb the projected increases.

He stated that the Support Enforcement Division (SED) compares quite favorably in collections to other similar offices around the state, with an increase in all markers except the percentage collection of arrears cases. He noted that all other Oregon counties but one have also seen a decrease in that marker. He said that when Bonnie Sliper retires, he anticipates making significant changes in the SED office structure, although the personnel changes should not affect the overall budget.

He discussed specialty courts (see Exhibit A), explaining that in conjunction with the ongoing Evidence-Based Decision Making Initiative (EBDMI) review, the team wants to ensure that resources are being used where they can best reduce recidivism. He stated that low-risk offenders are no longer being

referred to drug court. He said that he doesn't know what will happen with grants or Measure 57 funding, so he may ask the Budget Committee in May for bridge funding until he knows what the state will do. Silas Halloran-Steiner expressed appreciation for Brad's leadership in the Criminal Justice Team and for Keith Urban's work in bringing on two great mental health counselors, although those two positions are currently slated for layoff. Brad echoed Silas' thanks to Keith, noting that he has heard feedback from people in the high-risk drug court program that those two counselors are changing lives with the treatment they are providing.

Community Corrections (Fund 21) - Ted Smetana stated that the proposed budget uses \$310,000 of the \$700,000 fund balance in 2012-13 and he expects to use \$360,000 in 2013-14, leaving only \$30,000 for the second half of the next biennium. He said that three layoffs were already made on March 30, 2012. He pointed out that due to increased personnel costs, the General Fund allocation to 21-41 is about \$15,000 less than what is needed, so that amount has been taken from other budgets and from the fund balance. Leslie requested that this be added to the deliberations list, as there may be an issue with using those dedicated funds for misdemeanor supervision.

Ted reviewed the personnel changes in 21-45, stating that the net reduction is 4.9 FTE due to layoffs (2.4 FTE) and the expiration of the Byrne Grant (2.5 FTE). He added that this maintains the cuts of one management position and one Community Service Supervisor position in 2011-12. He said that he may know enough by May to add a placeholder for Justice Reinvestment Initiative (JRI) funds, but it's too early to do so now.

He stated that the Pre-Trial Release Officer position is going away, and without that position, the jail population would increase. He said that he may ask in May for funding for this position, and the preliminary opinion of the Criminal Justice Team is that it might fit best under Community Corrections. Mary stated that the JRI won't provide funding for this position initially, but it might in the future, and providing bridge funding would allow the EBDMI team to continue gathering data. Laura said that she would add it to the deliberations list so that the funding need could be noted. Leslie requested that Ted provide the Budget Committee with an estimate of the savings to the jail by having this position.

The meeting recessed at 10:20 a.m. and reconvened at 10:32 a.m.

Juvenile Department (10-74) - Tim Loewen stated that he is seeing slight increase in juvenile referrals since 2010-11, as well as more court hearings and an increase in detention time. He noted corrections to be made to the 2011-12 budgeted FTE and reviewed budget changes (see Exhibit B). He said that overall staffing has remained fairly flat since 2005, with a slight decrease in support staff. Mary noted that without any restoration, Tim's budgets will be short when the cost of steps are considered.

Juvenile Detention (10-77) - Scott Paasch reviewed the proposed budget and noted corrections to be made to the 2011-12 budgeted FTE. He said that staffing has remained flat since about 2009. Tim reviewed an add-back request for \$89,679 (see Exhibit B).

Jail (10-41) - Jack Crabtree stated that since he has served as sheriff, the number of deputies in the jail has increased to 21, support staff has not changed, and two jail cooks have been eliminated. Kellye Fetters added that one records clerk position in the jail was eliminated for a period of time, but was reinstated out of necessity. Jack requested add-backs of \$20,000 for bed rental funds that had been included in the surplus fund balance, and \$250,000 for the new jail management software that is needed.

He said that the jail has a capacity of 250 since the addition, and is currently housing about 200 inmates. He said that with the increasing cost of food, it was a good decision to contract out food services, and he hopes to save about \$40,000 per year by using Aramark. He stated that the mental health counseling in the jail has been a good program, but he won't be able to come up with additional resources to help with the increase in hours that Silas will be requesting.

Marine Patrol (10-42) - In response to a suggestion from Kathy, Jack agreed to look into the possibility of other counties helping to subsidize this program, since it covers portions of their jurisdiction. He said that because of reduced revenue from the Oregon State Marine Board and the loss of video lottery dollars, he has had to reduce this budget by 39% by reducing hours, which reduces safety on the river. He requested an add-back of \$17,500 to cover the loss of video lottery dollars.

Sheriff's Patrol (10-43) - Jack stated that the Bureau of Land Management (BLM) revenue (331.07) needs to be reduced from \$11,500 to \$6107, with a corresponding reduction made to the ending balance. He requested add-backs of \$323,704 for four deputy positions and \$12,000 for Search & Rescue training and equipment. Kellye noted that support staff in this budget has been increased by one Administrative Office Specialist position since Jack first took office. Jack stated that there are currently 15 deputy positions filled. He said that 19 is the appropriate number, but 17 would be sufficient in these economic times without jeopardizing the safety of citizens, which is happening with only 15.

Courthouse Campus Security (10-86) - Jack stated that he needs to have a work session with the Board in the near future to determine what direction to go with this program. Mary explained that now that the county has the ability to do screening in the courthouse, the judges are requesting that all people and packages coming into the courthouse be screened. She said that this budget is already insufficient for the services currently being provided. Leslie said that this could be a very large obligation on the county's part with no extra money coming from the courts, so the Board needs to be careful not to spend all of its reserves on other add-back requests. Jack requested \$45,155 for a .5 FTE deputy, noting that this is just to make the budget whole for 2012-13, not to solve the bigger issue.

Dog Control (13-47) - Jack presented a capital improvement request for facility upgrades, stating that rough estimates are \$50,000 for minimal upgrades and \$100,000 to tear down the facility and build a modest replacement. Laura said that this would be brought to the Board later with other capital requests.

911/Dispatch Services (10-48) - Laura stated that this budget will likely need an add-back of \$21,129 to make it whole. She said that Yamhill Communications Agency (YCOM) dues will probably not be able to be held flat like originally thought.

Mental Health Services in the Jail - Silas requested funding in the amount of \$96,996 for mental health services in the jail. He said that the goals of this program are to reduce the length of stay of inmates with mental health issues, improve the quality of care, and keep them from cycling back in. He emphasized the need to build a sustainable plan to keep these core services in the jail. Mary noted that last year the Budget Committee had requested some information about what services should be provided and by whom, and that is the proposal that Silas is bringing.

The meeting recessed at 12:29 p.m. and reconvened at 1:04 p.m. in the Commissioners' Office.

Laura reviewed charts and graphs of the initial 2012-13 budget, comparisons to the 2011-12

budget, and historical trends. She noted that revenue is no longer increasing and has been holding fairly flat for the last couple of years. She also pointed out that the portion of discretionary revenue going to the Criminal Justice Team is now over 70%.

She reviewed the discretionary allocation table, changes to the budget instructions, and the funds available for add-backs to departments. Leslie stated that 2013-14 will be a tough year as well, so the use of those reserve funds should be considered very carefully.

The meeting recessed at 1:24 p.m.

April 2, 2012 1:30 p.m.

Room 32, Courthouse

PRESENT: Leslie Lewis, Kathy George, and Mary P. Stern.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Mike Brandt, Dan Linscheid, Al Westhoff, Ken Huffer, Ted Smietana, Vicki Wood, John Phelan, Bill Gille, LouAnn Schenk, and Russ Heath.

Guests: Michael Green, Budget Committee member; Ossie Bladine, News-Register; Allen Springer and Stephen McKinney, candidates for commissioner.

The meeting reconvened at 1:30 p.m.

LAND USE TEAM

Surveyor (10-21) / Corner Restoration (37-37) - Dan Linscheid stated that he plans to reduce the fee associated with documents filed in the Clerk's Office from \$10 to \$5. He explained that he is wrapping up the contractual work on corner restoration and going into maintenance mode, and will be doing some evaluation to see if \$5 is the appropriate level. He said that he would like to do the perimeter all along the county's boundaries, but is philosophically opposed to spending money to do the large, uninhabited areas of forest land. He stated that he is also reducing his staff by 1 FTE.

Laura stated that purchases less than \$5000 are not usually budgeted as capital items, and suggested that he move the \$500 items to Department Equipment (10-21-543.01). Dan stated that he would work with Becky to make some corrections to the FTE in both budgets. He said that Contract Services (27-37-611.02) should be increased to \$40,000, leaving \$315,786 in the unappropriated ending balance.

Planning (10-20) - Mike Brandt stated that his overall staffing has decreased by about one-third since its peak, including 1.4 FTE in clerical staff. He said that the workload had decreased over the past couple of years, but is now going back up. He said that he hasn't budgeted any increase in projected revenue yet, and would want to increase staffing levels correspondingly when he does. The Board suggested that he wait until May and include the increase in those budget numbers if he still thinks it would be appropriate.

Mike stated that \$45,000 should be added to the grant revenue and to Contract Services for a required population study funded by the Department of Land Conservation & Development, related to the land use application initiated by the City of Newberg. Leslie explained that the Board did not approve the population study presented by the city because Barton Brierly, Planning & Building Director for the city, could not explain how the rural population would lose 7000 people, or 25%. She said that if the Board had sent that plan forward, it would have been appealed and the county would have lost.

CULTURE & RECREATION TEAM

Fair (20-80) / Fair Event Center (20-82) - Al reviewed the proposed budgets and noted that Chinook Winds is a new sponsor for the fair. He reviewed the entertainment for the 2012 Fair & Rodeo and the Ambassador Program. He said that \$20 is a great bargain for season tickets, and he expects the turnout to be huge this year because people won't be traveling as much in the summer if fuel prices stay high. Leslie noted that the rent from Portland Karting Association should be about \$800 higher than what is budgeted because of the new contract, and the same amount should be added to contingency.

Parks (10-81) - Ken Huffer stated that park usage continues to increase, especially at Rogers Landing and Ed Grenfell Park, and the Tangleboxing program is still popular. He said that the weather has been a significant challenge this year and a retirement took a substantial amount from the fund balance, but he has been doing his best to spend very conservatively and was able to fix the restroom issue at Ed Grenfell Park without spending the \$12,000 budgeted for that. He said that he should be able to meet operational needs for the coming year. He said that future budget items for consideration will be implementation of the Habitat Conservation Plan (HCP), staffing, replacing the docks at Rogers Landing, and other facility upgrades. Laura noted that there might need to be a contingency draw this fiscal year to help with a deficit in the Parks Department.

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

Motor Vehicles (11-29) - Russ Heath stated that personnel has been reduced in this budget, based on projected revenue, and .2 FTE of his time has been moved to 11-60, where he has been filling in for a layoff. John Phelan stated that office staff has decreased by about eight positions over the last four years, including one clerical position. He said that efficiency has increased, some of which can be attributed to improvements in machinery.

Engineering (11-55) - Bill Gille stated that the allocation of state highway funds among the Public Works budgets has been adjusted to more closely match expenditures, so that each division will be proportionately affected by any revenue fluctuations. He said that funds have been set aside in reserve for a joint aerial photo project with the Assessor's Office and Planning Department, and that will likely take place in 2015 after enough funds have been accumulated. Kathy suggested further discussion about whether such a project is needed if there are resources like Google Earth available. Laura asked Bill to follow up with Mike Brandt on the project.

Road Fund (11-60) - Chuck reported that the Federal Forest Funds are now projected to be \$12,441 instead of \$15,000. Leslie stated that the difference should come out of contingency. Bill said that the rent revenue line (11-60-362.04) should be increased by \$2000. LouAnn Schenk reviewed personnel changes.

Mary questioned how the county could be putting aside state highway gas tax funds for the Newberg-Dundee Bypass if they are coming in lower than anticipated. Leslie stated that nothing has been put aside yet. She said that the first fully-phased-in year of House Bill 2001 will not be complete until July, and at that point it will be interesting to compare 2011-12 receipts to those from 2008-09.

HCP Fund (new) - John requested that a new fund be established for administration of the HCP program, and that the fund include .1 FTE of his time for overseeing the roadways and .1 FTE of Ken Huffer's time for Deer Creek Park and mitigation. He requested \$45,000 in Oregon & California Counties (O&C) funds for mitigation at Deer Creek Park, including propagation of lupine. He said that the county must report all expenses to U.S. Fish & Wildlife each year, and it would be good to have everything budgeted in one place. Leslie stated that Ken anticipates expenses of \$4500 the first year, and dropping after that.

Motor Vehicle Replacement (45-29) - John stated that he anticipates moving the underground storage tanks above ground during 2012-13. Becky noted that the beginning fund balance needs to be increased to include the unpaid portion of the interfund loan, along with a negative line for the encumbered amount. Russ distributed a handout of vehicles scheduled for replacement.

Laura presented information about staffing levels for the police departments of Newberg and McMinnville. She also reported new information about a projected increase of 16.4% in Kaiser Permanente's medical insurance rates. She said that Becky would be working on some numbers to show the effect on the budget, and the county's medical insurance broker would be presenting some options for Kaiser plans.

The meeting recessed at 4:06 p.m.

April 3, 2012 9:00 a.m. Room 32, Courthouse

PRESENT: Leslie Lewis, Kathy George, and Mary P. Stern.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Silas Halloran-Steiner, Paul Kushner, Margaret Jarmer, Tonya Saunders, and Bridget Lavin.

Guests: Michael Green, Chris McLaran, and Shelley Halleman, Budget Committee members; Ossie Bladine, News-Register; Denise Bacon, Stephen McKinney, Angel Aguiar, and Allen Springer, candidates for commissioner; Scott Cinatl, Linfield student.

The meeting reconvened at 9:10 a.m.

HEALTH & HUMAN SERVICES TEAM (Fund 16)

Overview of Changes for 2012-13 - Silas Halloran-Steiner said that this is a time of transition and change, with the biggest change being in health care transformation, so he has put together a budget that gives the most flexibility possible within those unknowns. He discussed the Early Learning Council and a bill that extended the local Commission on Children and Families through June 2013. He noted

that the governor's budget contains a few restorations that aren't included in this proposed budget and may affect the way his department uses fund balance. He said that the budget is based on a best guess of what things will look like next year, but he may need to make some mid-year changes such as cuts in positions or adjustments for unexpected growth. He stated that the overall FTE in Health & Human Services (HHS) has been reduced from 161.63 to 158.42, which includes cuts to support staff and clinical staff, but most significantly to management.

He stated that growth in Oregon Health Plan (OHP) enrollment has stalled at .4% growth per month during 2011-12, but he anticipates growth to continue at 4% to 5% in the next few years. He said that revenue from the Mid-Valley Behavioral Care Network (MVBCN) has been less than what was projected, but there has been unexpected growth in Adult Mental Health Initiative (AMHI) revenue and savings due to staffing turnover, so the fund balance increased in some areas. He stated that he plans to use \$1.5 million of fund balance in 2012-13, which is about \$1 million higher than historically, but he has been building the fund balance over the last few years in anticipation of 2012-13 and 2013-14 being bridge years, and believes that this is a good use of fund balance and the right thing to do for the community because the need is greater now than it has ever been.

Public Health (16-70) - Silas stated that the Commission on Children and Families has been incorporated into this budget, and his department has been able to make some good changes as part of that shift. He said that the Reading For All grant ends in September, but he hopes to be able to continue the program through outside funding. He said that a 3.5% reduction to state grants was included in this budget, but that was restored by the legislature, so he will need some direction on how and when to add that to the budget. He noted that significant cuts to tobacco prevention education funding offset the restorations.

He stated that he is exploring the possibility of doing a Request For Proposals (RFP) for an outside contractor to take on the county's two School-Based Health Centers in order to provide services at a lower cost, and he will know more about that by May. He said that the county would still participate in the advisory process. He stated that he is also continuing to look at alternatives for the Healthy Start program.

Becky suggested the possibility of budgeting actual fund balance expenditures within each division instead of as a whole. Leslie agreed, stating that it might be more transparent to the public. Paul Kushner said that it would be a good conversation to have closer to audit time.

Developmental Disabilities (16-71) - Silas stated that a \$68,000 restoration has not been included in this budget, and he will likely want to add back part or all of the Human Services (HS) Specialist 1 position that he deleted. He said that this is the only place in the HHS budget that he would recommend adding back any position authority as a result of restorations. He said that this division has seen significant savings this year, largely due to staffing vacancies, and that has been put into the restricted fund balance.

Adult Mental Health (16-72) - Silas reviewed proposed structural changes to the Abacus, Chemical Dependency, and Adult Mental Health divisions (see Exhibit C), prompted by Keith Urban's upcoming retirement and the need for better integration of services and fluidity in the programs. He said that the changes will provide better health outcomes and fit with health care transformation. Paul recommended leaving Adult Mental Health and Chemical Dependency as separate divisions in the budget

for 2012-13 to allow for easier transition.

The meeting recessed at 10:17 a.m. and reconvened at 10:30 a.m.

Silas reported that the restoration to this budget is \$38,000, for which he proposes a decreased use of fund balance rather than adding FTE. He stated that there is also a MVBCN supplement reduction of 6%. He reviewed reclassification requests (see Exhibit C, page 3).

Abacus (16-73) - Silas stated that this is one of the most complex budgets in terms of how the funding streams are braided together, and that requires very careful management of funds. He said that the AMHI has brought dollars to MVBCN, which then contracts out to service providers in the community, and this allows the county flexibility to provide wraparound support services and tailor care to meet the needs of the individual. Paul stated that the AMHI is one more step forward in a solution to de-institutionalization, which is what the citizens need, and the Board and Budget Committee play a huge role in that.

Family & Youth (16-75) - Silas stated that there is a restoration of \$16,000 not yet included in this budget. He said that he is in discussions with several school districts regarding the possibility of providing school-based services, similar to what is done in the School-Based Health Centers. He said that his goal is to increase the county's presence in all seven high schools and support what the schools want and need. Kathy agreed that those services are very much needed and are being asked for.

Chemical Dependency (16-76) - Silas stated that there are two grant positions that will be laid off when the Substance Abuse and Mental Health Services Administration (SAMHSA) grant ends in September and the Measure 57 grant ends next March. He said that there is no bridge plan in place to maintain those positions because he doesn't see the sustainability of future funds. He stated that two partial HS Specialist 1 positions are also slated for layoff. He noted that there may be a mid-year increase in funding as a result of legislative action regarding the Intoxicated Driver Fund, but it probably won't even amount to one full-time position, so he hasn't budgeted anything for it.

Central Services (16-79) - Silas listed several examples of efforts being made to take a more integrated approach and break down silos across the HHS divisions.

Enhanced Care Facilities (16-172) - Silas stated that the county is not being properly reimbursed for services, but hopefully the new rate study will take place this next year. He said that the study was supposed to have happened this year, but he is not surprised that it didn't, given the state's financial situation. He said that these programs in the community provide very important services that are critical to de-institutionalization and should give the county some leverage.

Threats and Opportunities - Silas referred to the packet for handouts on General Fund and fund balance use over time. He stated that the threats include huge system changes and changes with the Early Learning Council. He said that opportunities include transforming health care at the local level and partnering with the community to do better. He said that the county will play a role in the formation of a Coordinated Care Organization, which is partly a threat and partly an opportunity. He expressed appreciation for the Board's support over the past year.

Leslie requested that Silas provide a list of the restorations for deliberations. She said that the

ones that are definite should be included in the budget before May. She also asked that on the handout listing FTE and reclassifications (Exhibit C, page 3), the division be identified for each position. Kathy stated that the Budget Committee and the public would like to see how the HHS programs and the number of people served have grown over time. Silas recognized Paul and Margaret for all of their hard work.

COMMUNITY SERVICES TEAM

Transit (25-33) - Tonya Saunders stated that the Transit budget has significant changes this coming year, with a change in providers expected to take place July 1, 2012, and service cuts needed to compensate for the increased costs (see Exhibit D). She requested an add-back of \$55,000 to help cover the additional cost of the new provider and minimize service reductions. She said that if Yamhill Community Action Partnership (YCAP) and Chehalem Valley Transit (CVT) had stayed on as providers, they would have had to raise their rates as well, but not as much as a for-profit provider. Leslie stated that revenue from fares has increased substantially, which has helped to offset reduced revenue from service cuts.

Tonya also requested \$86,000 from the O&C Reserve Fund to help with bus match funding. She noted that the Transit budget had been reduced by \$123,000 in 2010-11 to help the YCAP capital campaign. Mary stated that it is unfair to attribute the current need for funding to the YCAP contribution because the Business Energy Tax Credit (BETC) funds were twice that amount. Leslie suggested that since the match funding is already in the budget, the \$86,000 be used to shore up the contingency line, since that balance will be drawn down each year of the three-year contract.

Laura requested that the Transit budget be moved back into the General Fund in order to help preserve services through the revenue shortfalls.

Law Library (14-26) - Bridget Lavin stated that the state legislature passed some legislation over the summer that eliminated this budget's primary revenue stream from court filings. She said that the only increase in the budget is the step increase in her salary, and she has been able to find a lot of savings in publications and dues, and has reduced other line items to be commensurate with actual expenditures.

Laura stated that she continues to have discussions with the judge and court administrator about moving the library into the courthouse, but space is an issue and there would still be internal rent charges, so she is not recommending a change of location until a more efficient location can be found. Bridget stated that the current library has 900 square feet, which is more than is needed, but it would still take significant space to store the books.

The meeting recessed at 11:48 a.m.

April 3, 2012 1:15 p.m.

Room 32, Courthouse

PRESENT: Leslie Lewis, Kathy George, and Mary P. Stern.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Rick Sanai, Scott Maytubby, Brian Dunn, Murray Paolo, Debbie Gill, and Doug McGillivray.

MINUTES **Service Team Budget Presentations**
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Guests: Michael Green, Chris McLaran, and Shelley Halleman, Budget Committee members; Ossie Bladine, News-Register; Denise Bacon, Stephen McKinney, and Allen Springer, candidates for commissioner; Scott Cinatl, Linfield student; and Jody Christensen, Economic Development Committee.

The meeting reconvened at 1:17 p.m.

GENERAL GOVERNMENT TEAM

County Counsel (10-25) - Rick Sanai stated that his projected expenses are lower than last year because neither he nor Christian Boenisch will have to take any continuing education classes next year. He said that he and Christian have been doing some random samplings of how their time is allocated between departments, and the table that John Gray had used for years to calculate departmental fees is still fairly accurate. He said that he will continue to track hours and will update the fee table as necessary in the future.

He requested that Christian be reclassified to Senior Assistant County Counsel. He explained that a salary survey showed Christian to be underpaid, and his responsibilities will also be increasing as he becomes more involved in contested tax cases.

He requested an add-back of \$27,000 to increase his ending fund balance and ensure that he is able to maintain the functions of the office, which can sometimes involve unexpected expenses due to lengthy lawsuits and the need for outside counsel or expert witnesses.

Assessor (10-12) - Scott Maytubby reviewed a list of changes to his budget. He reported that the Oregon Map (ORMAP) program should be finished by 2014. He said that he plans to hire more extra help next year, explaining that he did not do that this past November and the office got behind as a result. Laura explained that \$603,000 had originally been in this budget for the software purchase, and the Board had moved \$550,000 of that into a reserve fund and earmarked it for the software, with the balance to come from the Assessor's budget. She said that the remaining \$53,000 is in the Reserve for Future line of Scott's budget, but should be moved into an expense line if it needs to be used during the next fiscal year.

Scott discussed the aerial photography project, explaining that the photos given to the county in 2011 aren't very good quality, so his office is currently using maps from 2009. Kathy said that perhaps at some point, the county would be able to purchase adequate maps from Google Earth for less than the cost of the project. Mary suggested that Scott touch base with the other departments involved and determine who will be taking the lead and how much to set aside each year.

Scott stated that data is currently being sold to approximately four title companies through the county's website, and that revenue is going to the Information Systems budget. He said that since the data is generated and maintained in the Assessor's Office, it would be fair for that \$19,620 revenue to go into his budget, where he could use it to build up his software reserve line. Leslie requested that the item be added to the deliberations list.

Clerk (10-15) - Leslie stated that Becky Stern Doll is ill and unable to attend the meeting. Laura

stated that she and Mary had met with Becky SD and gone over her budget. She said that she had run some reports and believes that Becky SD's revenue projections are a bit conservative. She stated that she had advised Becky SD to increase the revenue lines, but she had declined. Mary stated that they had also had some discussion about reducing staffing hours, but with this being a big election year, Becky SD doesn't think it is the right time to do that. After further discussion, the consensus of the group was to discuss the Clerk's budget further at deliberations if Becky SD is able to attend, otherwise it could be discussed in May with the Budget Committee.

Treasurer (10-23) - Chuck stated that with the upcoming election and a new treasurer taking office in January, funds needs to be budgeted for the second half of the fiscal year. He reviewed the proposed budget, stating that it is modest. Leslie pointed out that the FTE is missing. She said that the group had previously agreed on .25 FTE for the position, so it should be budgeted as .125 FTE in 2012-13. Mary noted that the FTE had mistakenly been budgeted in the Administrative Services budget instead.

Commissioners (10-13) - Chuck reviewed budgeted reductions in the Executive Office Specialist position, office supplies, and travel expenses. He requested an add-back of \$12,000 to make the budget whole.

Veterans (10-24) - Debbie Gill reviewed statistics for 2009 through 2012. She said that she has been tracking appointments, new clients, monthly payments, and retroactive claims that have come in with money attached to them. She said that she just heard from the state that Veterans funding should be the same for 2012-13 as it was for 2011-12, so the budgeted amount needs to be reduced from \$49,593 to about \$42,000. Chuck stated that he was already requesting an add-back of \$7200 to make the budget whole, and now the shortfall may be about \$7000 more. He recommended holding off until May to see if Debbie can get a firmer number from the state. The Board agreed to discuss setting aside at least the \$7200 for now.

Debbie stated that veterans have been giving very positive feedback about the new office location, which offers a more intimate setting and privacy for discussions. She said that she has also received good feedback about the outreach that she did last summer, and she plans to do that again this year. She discussed other outreach efforts being made and said that she is working on a way to track the walk-ins that come into the office asking for information, so that she can follow up with them.

She reported that she has received about \$350 in unsolicited donations since last fall and is trying to come up with a way that she can use the money to give something back to the veterans.

Facilities Maintenance (40-16) - Brian Dunn stated that two of his positions are currently vacant and he plans to fill them both during 2012-13 with Building Maintenance Worker 1 employees. He requested the reclassification of one Building Maintenance Worker 2 to Building Maintenance Worker 3. Chuck noted that Brian has also increased the Extra Help line and will be using that for seasonal help. He thanked Brian for all of his work on the courthouse HVAC project. Kathy stated that it is fantastic that Brian is able to maintain such a large complex with such a small staff. Leslie added that his staff does a tremendous amount of capital improvement work as well.

Emergency Management (10-40) - Doug McGillivray said that the state has reduced his funding for 2012-13, but has not provided an explanation. He said that there are smaller counties that receive a

much higher allocation than Yamhill County does, and he has been complaining for years that the allocation formulas are not fair. Mary requested that he send her some information about this issue that she could forward to the Association of Oregon Counties.

Information Systems (10-17) / Computer Replacement (40-17) / Software Reserve (40-117) / Telecommunications (48-14) - Murray Paolo provided an overview of his budgets (see Exhibit E). He said that his staffing level has remained the same for many years despite a dramatic increase in workload, and this has only been possible because of good personnel, training, tools, and empowering employees to be able to do the job. He said that there is a certain degree of risk to not having much depth in staffing, however.

He stated that the main initiative for Telecommunications in the coming year will be an RFP for the Voice Over IP system. He said that the county's digital switch is still running great and is fully paid for, but it is time to move forward with new technology. Kathy said that she would like to hear more about the pros and cons of the Voice Over IP system. Leslie suggested having a work session about it later.

Economic Development Presentation (See Exhibit F) - Chris McLaran distributed copies of the county's current Economic Development Plan, last updated in 1980, and stated that a lot has changed since then and the county has different priorities, so it is important for the plan to be updated. He said that the proposed timeline is conservative and he would like to speed that up. He said that the first step would be to modify the Economic Development Plan, and then move forward and decide how to best serve the county with economic development funds and get the best possible return on investment. Laura briefly reviewed the Economic Development Fund (26-34), stating that most of the funds were left in contingency, knowing that the Board would be having this discussion today.

Jody Christensen stated that Yamhill County is often partnered with Marion and Polk Counties, and updating the plan would allow the Economic Development Committee to gather information, address the unique characteristics and needs of Yamhill County, and look at what the county needs to be doing today to support economic vitality. She said that a strategic plan is a valuable tool that can be used by the county and cities for grant applications, policy development, and partnership opportunities. She added that the plan is a living document and should be reviewed every two years.

Mary agreed that the plan is long overdue to be updated. She stated that an economic analysis was done a few years ago, and that provided a lot of information that should be helpful. Leslie stated that the Board wanted to hear the presentation today and would have more in-depth discussion about it at the Budget Committee meeting in May.

The meeting recessed at 3:44 p.m.

April 4, 2012 9:00 a.m.

Room 32, Courthouse

PRESENT: Leslie Lewis, Kathy George, and Mary P. Stern.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Becky Stern Doll, Tim Loewen, Scott Paasch, Cliff Toney, Ted Smietana, Vicki Wood, Silas Halloran-Steiner, Jack Crabtree,

MINUTES **Service Team Budget Presentations**
Page 12 **April 2-4, 2012**

LT__LL__KG__MS__

Kellye Fetters, Tim Svenson, Ron Huber, Murray Paolo, and Scott Maytubby.

Guests: Michael Green and Shelley Halleman, Budget Committee members; Ossie Bladine, News-Register; Denise Bacon and Allen Springer, candidates for commissioner; and Scott Cinatl, Linfield student.

The meeting reconvened at 9:06 a.m.

GENERAL GOVERNMENT TEAM (Continued)

Clerk (10-15) - Becky Stern Doll stated that she is estimating \$100,000 less revenue in 2012-13 than she had in 2011-12 due to fewer recordings. She said that predictions vary widely and there is no way of really knowing what will happen, but she wants to be conservative in her budget. She said that passports revenue may be budgeted a little low, but if the economy continues to deteriorate, people will be less likely to travel. She noted that the year-to-date actual expenses don't reflect the expensive election that will take place in May. She said that she is considering the possibility of some new software modules for electronic recording and archival, and has budgeted for that.

Mary stated that the Clerk's fund balance will drop from \$421,000 to \$43,000 in 2012-13, leaving little for 2013-14. She said that in this economy, it isn't likely that the Board can fund \$400,000 for the Clerk's budget. Becky SD stated that most of what her office does is not optional, and she has been taking steps to streamline and reduce costs. She said that she needs to discuss the issue with the Board and see if the group can come up with some creative ideas. Leslie noted that this may not be the best time to purchase new software. She said that it appears that the revenue has been under-budgeted and some expense lines have been over-budgeted. She encouraged Becky SD to take another look at the budget before May so that the Budget Committee can get a truer picture of what her needs might be for the next year.

Mary stated that if the rent for the Stanard Building is primarily related to records storage, it might be better to take that out of the 12-15 budget. Becky SD said that she would check the statute to see what the 12-15 money can be used for.

Economic Development (26-34) - Laura stated that she had budgeted for a few basic things, but put the remainder of the resources into Contingency and Other Expenses pending the Board's discussion in May with the Budget Committee about economic development.

Administrative Services (10-10) - Laura stated that this budget is status quo. She noted that a portion of Chuck's salary has been moved into the Capital Improvement and Insurance Reserve budgets, and John Krawczyk's position has been eliminated. She said that she reduced the Materials & Services lines to reflect the year-to-date actual expenses.

INTERNAL SERVICES TEAM

Non-Departmental (10-39) - Chuck stated that this budget needs to be made whole for the 2011-12 fiscal year. He said that he is expecting less grant revenue than originally budgeted and will also lose the YCAP rent this year. He noted corrections to be made to the proposed budget.

Air Support (10-165) - Laura stated that she is trying to sell the hangar in the next few months, and has only a few minor expenditures budgeted. She said that once everything is closed out, the Board can have a discussion about what to do with the budget.

Title 3 (30-52) - In response to a question from Leslie about transferring money to the Sheriff's Office for Forest Patrol, Laura stated that she didn't want to make any decisions until the county hears whether it will get the revenue. Mary stated that the budgeted revenue is contingent on re-authorization of O&C payments by the legislature.

Postage Machine Reserve (40-83) - Kathy raised the question of whether the fees being collected from departments for this fund are set at the appropriate level. Laura agreed to get some estimates on the cost of new machines and when the county's machine might need to be replaced.

Capital Improvement (40-27) - Chuck stated that the most substantial change to this budget is the move of 10% of his time to it. Laura stated that several recent newspaper articles about the courthouse improvements made it seem like they were initiated by the courts, and failed to acknowledge the work done by Chuck, Brian, and their team in planning and acquiring grant funding. Leslie stated that the Board would have a work session to review the capital improvement requests from departments. Chuck stated that the Facilities Committee would probably convene first and make a recommendation to the Board.

The meeting recessed at 10:01 a.m. and reconvened at 10:16 a.m.

DELIBERATIONS

Laura distributed copies of the deliberations list (see Exhibit G), noting that she and Chuck would take care of the "housekeeping" items. Leslie stated that approximately \$843,000 was set aside for add-backs, including a reserve of approximately \$227,000 from the previous year. She said that the pace of new construction has been down and real market values of some properties are actually falling below the assessed values, so it would be unwise for the Board to spend all of the \$843,000 in 2012-13. She said that the Board would be conservative and give priority to the highest needs. She explained that the Board is a unique body and at different times acts as either the executive branch, legislative branch, or judicial branch of government. She said that the Board is acting in its executive branch capacity today in creating the budget, and in May would go into more of a legislative mode with the Budget Committee.

[Approved] District Attorney (10-18), receptionist position, \$49,384 - Mary stated that with increasing personnel costs, this position will be in jeopardy every year unless the Board can fund the District Attorney's budget with corresponding increases. She said that the position should be funded, but she is concerned about the future impact of labor negotiations, as there are two unions that impact this office. Kathy said that she would like to footnote in the budget that the funding is for the receptionist position. Leslie stated that the wages of Yamhill County's deputy district attorneys were shown to be below market, so they were increased as part of negotiations, and this request is a reflection of that market adjustment. She said that she is supportive of funding the position, but agrees with Kathy that the Board should ask the district attorney to make some different decisions in the future with the funding he has available. Mary moved approval of the funding request. The motion passed unanimously.

[Approved] Jail (10-41), bed rental funds, \$20,000 - Leslie stated that when the Board took fund

balance from departments, some of that was actually restricted or allocated for payments, as was the case here. Mary moved approval of the funding request. The motion passed unanimously.

[Partially Approved] Jail (10-41), Jail Management System, \$250,000 - Leslie stated that the sheriff should share in the cost of the software, like the assessor was required to do with his. She said that because of his ongoing source of funds from bed rentals, the sheriff should be expected to cover a larger portion than the assessor was. She suggested allocating \$100,000 from the O&C Reserve Fund, with the remaining \$150,000 to come from the Jail Capital Improvement Fund. Mary suggested a \$125,000/\$125,000 split. Jack Crabtree stated that the software is sorely needed, but is not as critical to the jail as other capital projects. Laura stated that if unexpected needs arise in the jail, the Board has contingency funds. Leslie added that O&C funds would also be available. Jack said that he would be fine with the 50/50 split in that case. Mary moved to fund up to \$125,000 from the O&C Reserve Fund, with the first \$125,000 coming out of the Jail Capital Improvement Fund. The motion passed unanimously.

[Approved] Marine (10-42), video lottery funds, \$17,500 - Laura stated that she believes this fits the definition of economic development and is an appropriate use of video lottery funds. Mary moved approval of the funding request. She said that the number of people using the boat launch certainly has an impact on economics, and safety on the river is part of the attraction. She said that the new paddle launch adds more safety challenges, and the county needs to ensure the safety of both motorized and non-motorized uses. The motion passed unanimously.

[Tabled] Search & Rescue (10-43), training and equipment, \$12,000 - Mary suggested waiting to see what happens with the Federal Forest Funds. Leslie stated that the congressional delegation continues to make valiant attempts to get restoration of the funding, and there is some chance that there will be some re-authorization.

[Tabled] Sheriff (10-43), 4 deputy sheriff positions, \$323,704 - Mary suggested waiting until May on this item as well. She said that she would like to do some research about patrol coverage in rural areas and whether the county is putting citizens at risk. Leslie stated that it would be great to get information from comparable counties, but she is concerned about the erosion of coverage over large rural areas, even though the positions are currently vacant. She said that the case could be made to restore \$63,000 to the sheriff's beginning balance and \$68,000 to cover the loss of Federal Forest Funds. She moved to restore a total of \$131,011 to the 10-43 budget. Kathy stated that if the Federal Forest Funds are not approved, the county would have to cover that out of its own funds. Mary stated that she would prefer to wait another month to gather more data. The motion failed, Leslie voting aye and Kathy and Mary voting no.

[Approved] Dispatch (10-48), make budget whole, \$21,129 - Leslie moved approval of the funding request. The motion passed unanimously.

[Denied] Juvenile Corrections (10-77), increase ending balance, \$89,679 - Mary stated that she understands that there will be budget challenges in 2013-14, and the Board will be prepared to work with the department on those next year, but it needs to be conservative this year. Leslie added that there are other needs that are higher priority right now, and some money will be reserved to deal with situations next year. Mary stated that the Board would schedule a work session to discuss a plan to reduce dependency on bed rentals.

[Approved] Court Security (10-86), .5 FTE deputy position, \$45,155 - Mary moved approval of the funding request. The motion passed unanimously. Kathy stated that the sheriff is obligated to provide these services, but is not getting funding from the courts. Leslie said that the courts are having a budget crunch as well, and this may need to be discussed with the legislature. She said that the Board would schedule a work session to discuss the future direction of this program.

[Tabled] Community Corrections (21-44), EBDMI grant match - Mary stated that she would have some discussion within the EBDMI group and may have a request in May with more information.

[No Action Taken] Community Corrections (21-44), misdemeanor supervision, \$15,000 - Laura clarified that this request had not come from Community Corrections, but she had added it to the list based on earlier discussions. Ted stated that once the county receives funding from the state, it is up to the Board's discretion how to allocate it, although the state's preference is that it goes to felony supervision. He advised against using it for misdemeanor supervision as a general practice, as that was not the intent of the legislature.

[Tabled] Community Corrections (21-44), Specialty Courts

[Approved] Transit (Fund 25), bus grant match, \$86,000 from O&C Reserve - Leslie moved approval of the funding request. The motion passed unanimously.

[Approved] Transit (Fund 25), minimize service reductions, \$55,000 - Leslie moved approval of the funding request. The motion passed unanimously. Mary emphasized the importance of doing this to preserve fare revenue and maintain the transit system, which is in jeopardy.

[Approved] Transit (Fund 25), move back to General Fund - Leslie stated that Transit was moved to a separate fund last year so it could have its own contingency, but the \$35,000 administrative overhead charges would mean additional service cuts, so the Other Expense line will act as the operating contingency. Leslie moved approval of the request. The motion passed unanimously.

[Denied] Assessor (10-12), future software costs, \$81,738 - Scott stated that his actions in under-filling positions and laying off employees had contributed to the surplus fund balance that was taken, and he is asking for a portion of that back. Mary stated that it would be great for the Assessor's Office to have the additional money in reserve, but the Board needs to hold onto it for now. Leslie said that other departments with higher needs have also laid off employees and under-filled positions. Laura noted that Scott has done a good job in setting aside reserve for the future, and still has time to add more.

[Tabled] Assessor (10-12), reallocate data revenue from 10-17 to 10-12, \$19,600 - Murray reviewed a handout detailing the reasons why the revenue should be left in 10-17 (see Exhibit H). Scott stated 99% of the data being sold to the title companies is Assessor's Office data, so the money should go to the Assessor's Office. He added that it would help offset upcoming costs, and Information Systems already receives a generous amount from the Assessment & Taxation grant plus a portion of the real estate data that is sold. Leslie suggested tabling the request until May since the Board had just received the information from Murray.

[Approved] Commissioners (10-13), make budget whole, \$12,000 - Leslie moved approval of the request, stating that the current staff of 1.6 FTE works for the entire Board as well as for the county

and the public, and she feels strongly that the Executive Office Specialist position needs to be restored to full-time in the budget. Kathy stated that the commissioners are trying to minimize travel expenses as much as possible. The motion passed unanimously.

[Approved] Veterans (10-24), make budget whole, \$7200 - Chuck stated that the revenue is still unclear at this point, but the budget shortfall will be at least \$7200. Laura suggested that the Board consider filling the \$7200 hole for now and discussing the item further in May. Kathy moved approval of the request. The motion passed unanimously.

[Approved] Veterans (10-24), study benefits of moving to HHS - Laura stated that Shelley Halleman had suggested moving the Veterans division to HHS, and she would like to evaluate that idea over the next month to see if efficiencies and services could be improved by the move. Kathy moved approval of the request. The motion passed unanimously.

[Denied] County Counsel (10-25), increase ending fund balance, \$27,000 - Leslie stated that if County Counsel has financial needs in 2013-14, the Board can address them at that time.

[Approved] HHS (Fund 16), MH Specialist 2 and Psychiatric Nurse Practitioner, \$96,996 - Leslie stated that this is the balance of funding needed for services in the jail. Kathy moved approval of the request, stating that these services help reduce costs in the jail and provide a safer atmosphere for staff, deputies, and inmates. Mary stated that the services currently provided by Patricia Brown have been making a huge difference, but are not enough to meet the needs of the inmates, and the county has a legal obligation to do so. She said that the sheriff is the one legally responsible, as custodian of the inmates, but he can't take these funds out of his balance. Leslie agreed with Mary, but stated that HHS receives \$1.3 million in discretionary funds annually and should be able to fund this internally. The motion passed, Kathy and Mary voting aye and Leslie voting no.

[Approved] Habitat Conservation, Deer Creek Park mitigation, \$4500 from O&C Reserve - Leslie stated that the cost would probably be about \$2500 for the first year and then go down to about \$1000 per year. She moved approval of the request. The motion passed unanimously.

[Approved] Habitat Conservation, create new fund - Leslie moved approval of the request, noting that the title should make it clear that the fund is for implementation of the Habitat Conservation Plan, not for development of the plan. The motion passed unanimously.

Laura stated that the total of all add-back requests approved from discretionary funds is \$306,864, which leaves a total of \$536,525, including the \$227,000 reserve. Leslie said that the Budget Committee could decide in May whether to use any more of that or to reserve it all for the future.

The meeting adjourned at 11:44 a.m.

Anne Britt
Secretary

Specialty Court Discussion Summary

Court	Currently Enrolled		Risk Level (PSC)					Staff Time (Est.)	\$\$\$
	M	F	VL	L	M	H	VH		
MH/CCS	5	1	1	3	2	0	0	4 hours Patricia Brown and PO. 1 hour Judge 4 hours coordinator 1 hour DDA & 1 hour DA staff time	\$11K Plus tx revenue received
Family Drug Court (FDct.)	0	10	0	3	5	2	0	50 hours treatment 8 hours coordinator 1 hour Judge 1 hour DDA & 1 hour DA Staff time Unknown PO time	\$148K
Adult Drug Court (ADC)	8	14	0	6	14	1	1	6 hours Micki 30 hours treatment 2 hours Judge 22 hours coordinator 3 hours DDA & 3 hours DA Staff time	\$11K Plus tx revenue received.
+20	18	10	0	0	11	14	3	56 hours treatment 2 hours Judge time 20 hours coordinator 3 hours DDA & 3 hours DA Staff time 5 hours PO case time	\$155K
M57	5	6	0	1	0	2	8	24 hours treatment .5 hour Judge time 10 hour coordinator 2 hour DDA & 2 hour DA Staff time 15 hours PO & 3 hours PO Aide	\$102K
Juvenile	3	5	0	1	3	4		10 hours PO 10 hours treatment 4 hours Patti 2 hours Judge	Co. GFund, State Court

VL=Very Low L=Low M=Medium H=High VH=Very High PSC=Public Safety Checklist

Ex. A 1/1

2012-13 Juvenile Department Budget Changes

10-74 Court Support/Probation Supervision

Revenue	
State funding reduced a minimum of 3.5%	-\$20,000
Expenditures	
Eliminated Administrative Office Spec	-\$57,500
Added Office Specialist II (Reception)	+\$49,000
Increased SOS 0.125 FTE (+5 hrs/wk)	+ \$8,500
	+ \$57,500
Projected Beginning Balance	\$165,153
<u>Projected Ending Balance</u>	<u>\$87,881</u>
Use of Fund Balance for annual Operations	\$77,272

10-77 Juvenile Corrections Division

Revenue	
No anticipated changes to revenue streams	
Expenditures	
No changes from prior year (One Corrections Specialist position held open for staff on Active Military Duty)	
Projected Beginning Balance	\$229,115
<u>Projected Ending Balance</u>	<u>\$19,629</u>
Use of Fund Balance for annual Operations	\$209,486

Financial Issue for 2013-14

The use of most of the fund balance to support annual operations in 2012-13 will hit the division in 2013-14.

Alternatives include:

- Eliminating 2-3 positions in detention and/or community service thereby reducing valuable service to youth and victims of juvenile crime.
- Transfer of some fund balance from 10-74 to 10-77.
- Use of Bed Rental Reserve in the amount of \$45,977.
- Request return of this year's "unanticipated beginning balance" of \$89,679 derived from staff on military duty and increased bed rental revenue from Polk County.
- County reduces/eliminates dependence on detention bed rentals and adopts a similar strategy as used with the adult jail in 2004-05.

2012-13 Juvenile Department Add-Back Request

Problem

The Juvenile Corrections Division budget 10-77 will utilize \$209,485 of the \$229,115 (91%) beginning balance for the 2012-13 fiscal year just to maintain status quo operations. Continued operations at basic levels cannot be maintained into the 2013-14 fiscal year without severe cuts to programing or additional financial assistance.

Prior to the Budget Committee withholding "unanticipated" beginning balance from county departments the Juvenile Department was counting on use of these savings to offset this future financial issue. The "unanticipated beginning balance" of \$89,679 removed from 10-77 was created from additional bed rentals and anticipated staff savings derived from a staff on military leave. The removal of these funds has created a future crisis for the Juvenile Corrections Division budget in 2013-14.

Background

Since the passage of the 1994 Juvenile Justice Levy and the opening of the Juvenile Detention Facility in 1996, the Juvenile Department has attempted to maintain the department staffing commensurate with the county's need to address juvenile crime referrals from year to year. While we have made reductions to probation and court support staffing over the years due to a decrease in referrals, we have a need to maintain a base level of detention staffing to support variations in detention admissions and the level of programing that will continue to deter future criminal actions.

The Juvenile Corrections Division budget primarily funds staffing for the Detention Facility and for Community Service programing. Detention provides a direct supervision staffing model to support the evidence-based principle of providing skill building programing to detained youth. Reductions to detention staffing would reduce or eliminate this sound practice which helps prevent future juvenile crime in our community. Reductions to community service staffing would reduce or eliminate the department's ability to satisfy the court's orders of youth to fulfill community service obligations and/or monetary obligations to the court and victims.

Request

The Juvenile Department requests the Board of Commissioners to:

1. Restore \$89,679, previously designated as "unanticipated beginning balance to 10-77. This would create an amended beginning balance of \$318,794. With use of \$219,115 of that balance for operations it would leave a projected ending balance of \$99,679 for use in 2013-14.
2. Consider adopting a similar plan used with the Jail in 2004-05 and that was initiated with detention for the year of 2007-08 to reduce/eliminate the dependence on detention bed rentals as a means of supplementing detention facility operations.

10-74

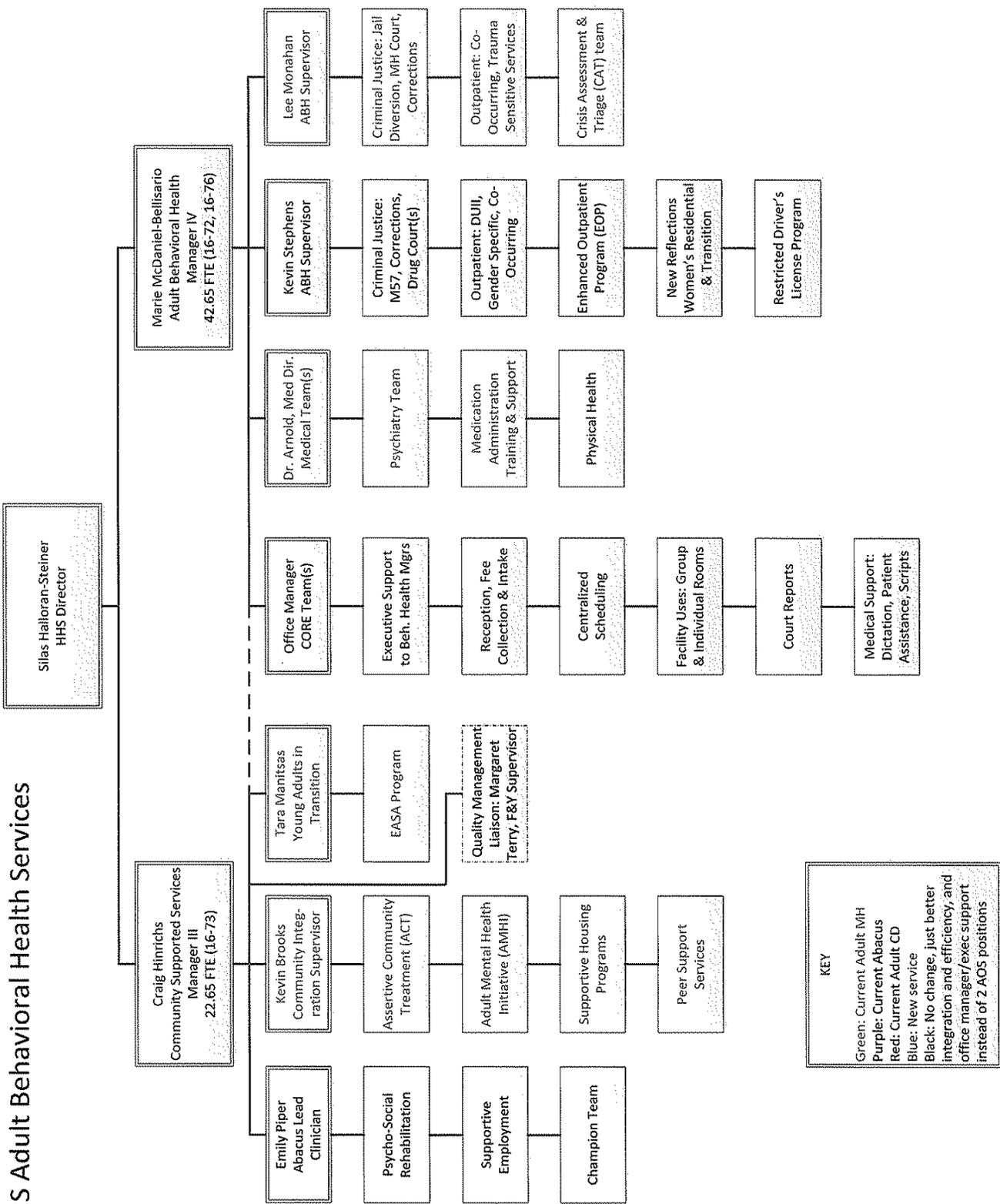
	<u>2011-12</u>	<u>2012-13</u>
AOS	1	0.00
Dir	0.55	0.55
Lgl Asst	1	1.00
Recpt	0	1.00
SOS	2.55	2.68
Acct Tech	0.92	0.92
Corr Spec	0.4	0.40
PO 1	1	1.00
PO 2	6.55	6.55
Prob Sup	1	1.00
DDA	1	1.00
	<u>15.97</u>	<u>16.10</u>

10-77

	<u>2011-12</u>	<u>2012-13</u>
Dir	0.45	0.45
Juv Corr Mgr	1	1.00
Acct Tech	0.08	0.08
Juv Corr Tech	1.28	1.28
Juv Corr Spec	9.6	9.60
Juv Corr Sup	2	2.00
	<u>14.41</u>	<u>14.41</u>

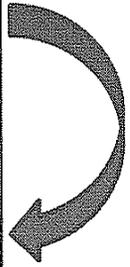
Ex. B 3/3

HHS Adult Behavioral Health Services

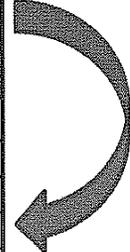


KEY
 Green: Current Adult MH
 Purple: Current Abacus
 Red: Current Adult CD
 Blue: New service
 Black: No change, just better integration and efficiency, and office manager/exec support instead of 2 AOS positions

Fund 016 Health and Human Services Reorganization FTE and Fiscal Snapshot of Changes				
Category	11-12 Adopted Budget	12-13 <u>Draft</u> Before Reorganization (Version 3)	12-13 Proposed After Reorganization (4/1/12 Version 8)	Deviation Between Version 3 and Version 8
Moving <u>Community Supported Living</u> from 016-072 to 016-073				
016-072 Changes				
FTE	36.520	37.895	24.495	(13.40)
Revenue	3,960,953	3,628,250	2,654,755	(973,495)
Personnel	2,711,080	2,871,109	1,954,891	(916,218)
M&S	1,385,851	1,372,167	1,159,267	(212,900)
016-073 Changes				
FTE	9.210	9.005	22.405	13.40
Revenue	710,301	680,999	1,654,494	973,495
Personnel	649,125	619,505	1,535,723	916,218
M&S	154,411	186,998	399,898	212,900



Moving <u>Youth Alcohol & Drug</u> from 016-076 to 016-075				
016-076 Changes				
FTE	21.890	18.740	17.700	(1.04)
Revenue	1,564,023	1,351,799	1,276,251	(75,548)
Personnel	1,628,438	1,470,832	1,388,130	(82,702)
M&S	370,619	307,331	290,211	(17,120)
016-075 Changes				
FTE	32.020	31.870	32.910	1.04
Revenue	2,624,166	2,330,321	2,405,869	75,548
Personnel	2,276,455	2,354,230	2,436,932	82,702
M&S	581,858	560,288	577,408	17,120



Note: Budget committee requested summary of impact of reorganization. Minor adjustments were made to dollar amounts to illustrate reorganization impact

EX. C 2/3

FTE explanation

		Explanation for FTE Change			
2011-12 ADOPT FTE	Job Grouping	2012-13 COMM FTE	Variance	Changes made during 2011-12 year	New requests for 2012-13 year
-	Program Coordinator	1.00	1.00	+1.0 Incorporated CCF Prog Coord into Fund 16 (Michelle Bergeron)	
2.00	Program Supervisor	3.00	1.00	1.0 CCF AOS reclassified to Prog Sup (Caren Anderson)	
2.85	Management Analyst	4.47	1.62	+1.15 Addition for Accreditation grant +0.475 addition for dental grant	+1.0 Reclassification of Becca Heuser from Spec II to Mgmt Analyst
2.00	Env Health Specialist I Env Health Specialist II	2.00	-		
20.22	Administrative Office Specialist Office Administrator Office Specialist I Office specialist II Senior Office Specialist	18.92	(1.30)	-1.0 AOS reclassified to prog sup +0.25 reclassified Newberg OSII to SOS, increased to f/t +0.20 incorporated CCF SOS into Fund 16 incorporated CCF clerical position on extra help line	-2.0 reduction of two OSII positions reclassified AOS to Office Administrator +0.25 moved CCF extra help to OSI account +1.0 added new PH SOS position
9.43	Data Analyst Accounting Clerk Senior Accounting Clerk Accounting Technician Operator/Programmer	9.47	0.04		rounding
1.01	HHS Director	1.00	(0.01)		rounding
18.32	HS Associate	17.91	(0.41)	-1.0 Reclassified an Associate to a Spec I (F&Y) -0.40 reduced Romelle Hermeyer's position -0.50 reduced Reed H ECF +0.275 Increased Liz Fernley ECF -0.80 added Sarah Appling Res	-0.75 reduced Relief workers at ECF -0.263 eliminated PPDP grant (Mary Sanchez) 1.425 adding 3-19 hr/wk positions in Abacus
11.43	Certified Medical Assistant Registered Nurse II Registered Nurse III	10.83	(0.60)	-0.25 Jeanine Wearnner budgeted to retire Oct	-0.33 Sharon Caputo budgeted to retire Feb (changed as of 2/21/12) -0.02 rounding
9.65	Program Manager I Program Manager II Program Manager III Program Manager IV	8.75	(0.90)	+0.10 Increased Lindsey Manfrin	-1.0 Keith Urban budgeted to retire June 30 Marie McDaniel-Bellisario reclassified from Mgr 3 to Mgr 4 Craig Hinrichs reclassified from Mgr 2 to Mgr 3
35.12	HS Specialist I	31.04	(4.08)	+1.0 Assoc reclassified to Spec I (Greg Geisebrecht) -1.0 Spec I reclassified to Spec II (Kerry Hammerschmidt)	-1.0 Becca Heuser reclassified to mgmt analyst -1.0 eliminated DD case mgr position -0.50 112 BJA grant position eliminated -0.75 Adult DC grant ending September -0.25 M57 grant ending March -0.58 CD position reduction
39.38	HS Specialist II	40.83	1.45	1.0 Spec I reclassified to Spec II (Kerry Hammerschmidt) +0.40 Incr Tracie Meaders Abacus -0.475 eliminated Abacus p/t position -0.25 Mike O'Donnelli retired +0.20 Tara Manitsas repl Bruce Neben -0.03 two F&Y p/t staff filled 1.0 vacancy	-0.05 Tom Weinstock reduced -0.22 F&Y contract empl .375 filling .6 new position +0.9 Christine Hall reclassified from Spec III -0.02 rounding
6.90	HS Specialist III	6.00	(0.90)		-0.9 Reclassified Christine Hall (red-lined salary) to Spec II
3.32	HS Technician	3.20	(0.12)		-0.09 Champion Team position reduced -0.03 rounding
161.63		158.42	(3.21)		TOTALS

BUDGET RECLASSIFICATIONS FOR 2012-2013

Dollar Cost	Position	Reason for reclassification
\$ 2,429	401.32 Management Analyst	Reclassifying Becca Heuser from a HHS Spec II - Becca is the County Prevention Coordinator, job duties require management analyst job skills
\$ 2,545	401.26 Office Administrator	Reclassifying TBD from an Administrative Office Specialist - need for one lead office manager in the Evans clinic
\$ 6,473	401.55 Program Manager IV	Reclassifying Marie McDaniel Bellisario from Program Manager 3 - will be responsible for the combined Behavioral Health Department (integrating Chemical Dependency and Adult Mental Health from two departments into one) - OFFSET BY RETIREMENT AND NOT FILLING KEITH URBAN'S PROGRAM MANAGER 3 POSITION
\$ 3,254	401.35 Program Manager III	Reclassifying Craig Hinrichs from Program Manager 2 - will be responsible for the larger Abacus department which now incorporates Community Supported Living - OFFSET BY RETIREMENT AND NOT FILLING KEITH URBAN'S PROGRAM MANAGER 3 POSITION
		Total additional cost for reorganizational change is \$12,272 Reduction of one Program Manager 3 (Keith Urban) - REDUCTION OF \$110,100 NET SAVINGS DUE TO REORGANIZATIONAL FTE RECLASSIFICATIONS IS \$97,828
\$ -	406.23 HS Specialist II	Reclassifying Christine Hall's position from HHS Specialist III - red-lined salary in budget, but employee has since resigned

EX.C 3/3

Fiscal Year 12-13 Transportation Budget - Requested Changes to Initial Budget with Addback

Account Code	Description	Initial Budget	Change (+/-)	Proposed Budget	Comment
REVENUE					
025-033-301.01	Beginning Balance	150,000	150,000	300,000	Based on analysis of 11-12 actuals
025-033-334.76	Small City & Rural Transportation	606,242	60,000	666,242	Increase in 5311 per ODOT
025-033-380.91	Int Transfer From General	209,468	55,000	264,468	Addback Request (see notes below)
	Total Revenue	2,175,911	265,000	2,440,911	
MATERIALS & SERVICES					
025-033-520.04	Fuel	443,040	-44,470	398,570	Approx 10 percent cut in transit services
025-033-699.01	Other Expense	108,319	75,000	183,319	Contingency for transit budget; for FY 13-14
025-033-720.17	Provider Payments	984,375	234,470	1,218,845	Higher provider costs; approx 10 percent cut in service
	Total for Materials & Services	1,641,914	265,000	1,906,914	
	Total Expenses Transportation	2,175,911	265,000	2,440,911	

1. Overall transit revenue service hours were reduced by nearly 12 percent in FY 11-12, from 49,921 hours to 43,971 hours per year; a reduction of about 21 hours per day, split roughly equally between fixed/commuter routes and dial-a-ride.

2. For FY 12-13, with the \$55,000 addback and higher costs for provider payments, a minimum of 10 percent more hours will need to be cut; a reduction of about 17 hours per day to 39,574 hours per year.

3. Without the \$55,000 addback, a total of 12.7 percent service hours will need to be cut; a reduction of about 22 hours per day to 38,380 per year.

4. Additional request: The transit budget was reduced by \$123,000 in FY 10-11 to help the YCAP Capital Campaign. Transit has a \$78,000 match for bus purchases in FY 11-12 and another \$86,000 match in FY 12-13. This \$164,000 is a significant dent in the transit budget, along with the \$123,000 hole created in FY 10-11. We would respectfully request extra funding to help with the \$86,000 bus match.

Fiscal Year 12-13 Transportation Budget - Requested Changes to Initial Budget without Addback

Account Code	Description	Budget	Change (+/-)	Budget	Comment
REVENUE					
025-033-301.01	Beginning Balance	150,000	150,000	300,000	Based on analysis of 11-12 actuals
025-033-334.76	Small City & Rural Transportation	606,242	60,000	666,242	Increase in 5311 per ODOT
025-033-380.91	Int Transfer From General	209,468	0	209,468	Without addback
	Total Revenue	2,175,911	210,000	2,385,911	
MATERIALS & SERVICES					
025-033-520.04	Fuel	443,040	-53,650	389,390	Approx 12.7 percent cut in transit services
025-033-699.01	Other Expense	108,319	75,000	183,319	Contingency for transit budget
025-033-720.17	Provider Payments	984,375	188,650	1,173,025	Higher provider costs; approx 12.7 percent cut in service
	Total for Materials & Services	1,641,914	210,000	1,851,914	
	Total Expenses Transportation	2,175,911	210,000	2,385,911	

EX. D 1/1

Commissioner's Budget Overview
IS and Telecomm Departments
FY 2012/13

Information Systems, 010-017(page 122):

- Revenue: Network charges held the same. City of McMinnville revenue is projected to increase by 2%. The YCOM revenue has been completely removed.
- Personnel: Nancy Keim has retired and continues to work two days a week currently as a contract employee. Her replacement, Sharon Schuur, works three days per week. This has resulted in a good transition and the two of them can back each other up in the event of an absence.
- Expenses: Professional services line reflects a contract Programmer/Analyst assisting with some of the A&T applications tasks. I am researching an issue with the application support expense line, 683.07. It is currently over-budget.
- Capital: SQL Servers upgrade, finance server replacement, server software upgrades.
- Initiatives: Continuity of operations, increased security and update of server hardware and software, expansion of virtual machine technology, supporting the EBDM initiative within public safety, Assessor's Manatron software acquisition, Jail Management system replacement, Electronic Medical Records project in H&HS, consumerization of IS (mobile device computing), and the continued digital imaging and information flow management within the organization.

Telecomm, 048-014(page 124):

- Revenue: No change in phone charges.
- Personnel: No changes.
- Expenses: No significant changes.
- Capital: Anticipation of a major purchase in the coming fiscal year.
- Initiatives: New technology, (Voice over IP system). Actively constructing the current system detailed diagrams with Blackbox and consulting with Structured Communications in preparation for the requirements definition for the RFP.

Computer Replacement, 040-017(page 126):

- \$350 per P/C, consistent for several years.
- Used for targeted 3 – 5 year roll out of Desktop Platforms.
- This is a tremendous program, and has resulted in a substantial reduction in the need for support of aging equipment.

Software Reserve, 040-117(page 127):

- Contains \$349,568 for the H&HS software acquisition of the Electronic Medical Records components.
- Also contains \$100,000 for undesignated software acquisition.

Yamhill County Economic Development Presentation

Summary Timeline:

May 2011 – Commissioners suggest forming a committee to investigate the meaning of Economic Development, to formulate and propose a plan that will achieve the most success.

June 2011 – 5 people form a committee. Chris McLaran, Denny Elmer, David Beam, Steve Patterson, and Jody Christensen

October 2011 – Committee Presents to Budget Committee and gives three recommendations for change. The Budget Committee chooses to establish a public/private non-profit partnership but leaves the committee to provide the following information at the next meeting:

- 1) Proposal
- 2) Strawman Budget
- 3) Management Structure
- 4) Definition of Equitable

Proposal

- 1) Budget Committee reserves Video Lottery Funds for the County's Economic Development Strategic Plan and the formation of a public/private partnership (May 2012)
- 2) Yamhill County Economic Development Committee turns into a task force and begins work on Strategic Plan (June 2012)
- 3) Task Force creates Yamhill County Economic Development Partnership entity, establishes Board, Bylaws, Charter (November 2012)
- 4) Web presence begins, private funds raised, contract staff (if needed) hired, delivery of funds begin (January 2013)
- 5) Task Force is dissolved (February 2013)

Strawman Budget

See Attachment

Management Structure

Board Driven (Qualifications and Amount of board members will be determined by Strategic Plan.

Definition of Equitable

The County's Strategic Plan will determine priorities and define equitability in the scope of economic development in terms of region and industry type.

Yamhill County Economic Development Partnership with
 Phased in staffing

	July 2011 - June 2012	July 2012 - June 2013	July 2013-June 2014	July 2014-June 2015	July 2015-June 2016	NOTE
	Pro-Forma	Pro-Forma	Pro-Forma	Pro-Forma	Pro-Forma	Estimates Aggressive #s
Proposed Income						
Video Lottery Fund - committed	\$ 100,000	\$ 150,000	\$ 175,000	\$ 225,000	\$ 250,000	
Private Investments		\$ 10,000	\$ 20,000	\$ 30,000	\$ 40,000	
Resource Partnership Investments		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
Grant #1	\$ 2,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	State Lands/Econ. Dev. Grant for Strategic Plan
Grant #2 -State - restricted Strategic Plan	\$ 10,000					Grant for Strategic Plan
Grant #3 - County- restricted Strategic Plan	\$ 10,000					Grant for Strategic Plan
Rural Enterprise USDA - restricted Strategic Plan	\$ 20,000					
VISTA Sponsorship-from partners		\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000	
Carryover						
Total Income	\$ 142,500	\$ 173,000	\$ 208,000	\$ 268,000	\$ 311,000	
Restricted Funds/Accounts/Revolving Loan Fund	\$ 192,000					
Proposed Expenses						
Grants, Loans, Seed Funding						
Strategic Investment Seed Grants-Community		\$ 5,000	\$ 10,000	\$ 15,000	\$ 15,000	Needs to be restructured by board to become accessible
Strategic Investment Project Grants (SIPG)	\$8,000	\$ 12,000	\$ 25,000	\$ 54,000	\$ 71,500	The unallocated funds would rollover each year
Strategic Investment Business Grants (SIBG)		\$ 10,000	\$ 10,000	\$ 15,000	\$ 30,000	
Strategic Investment-Retention, Expansion, Recruitment (SIRER)		\$40,000	\$40,000	\$ 60,000	\$ 85,000	
Marketing, Education, Outreach						
Strategic Plan	\$ 40,000					
Marketing/Branding		\$7,000	\$5,000	\$5,000	\$ 5,000	Covered primarily by grants Website development would begin in Year One and launch in Year Two
Web Development - 12 month project in two year cycle	\$ 20,000	\$ 25,000	\$ 5,000	\$ 5,000	\$ 5,000	
Conferences						
OEDA		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
Other		\$ 1,000				
Tradeshows						
Association Memberships		\$ 2,500	\$ 10,000	\$ 10,000	\$ 10,000	
OEDA		\$ 750	\$ 750	\$ 750	\$ 750	
McMinnville Chamber	\$ 250	\$ 750	\$ 750	\$ 750	\$ 750	
Newberg Chamber	\$ 299	\$ 600	\$ 600	\$ 600	\$ 600	
Other Yamhill County Memberships	\$ 250	\$ 700	\$ 700	\$ 700	\$ 700	
Education - staff						
The Games-ED 101		\$ 500				
Other			\$ 1,000			
Community Outreach						
Mileage	\$ 3,000	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,500	
Miscellaneous	\$ 700	\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,000	
	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	

Office Rent & DSL: Donated									
Office Supplies -computer/printer/desk/chair/cell									
Office Updates-replace computer/cell									
Americorp VISTA Volunteer									
VISTA support (office and training)									
Payroll/Staffing									
Payroll -1/2 time admin -start Jan. 2012									
(\$2000 per month/contract)									
Payroll - 1/2 time director/contract									
Payroll - full time director - start Jan. 2013/ contract									
Payroll Taxes & Benefits/not needed if contracted									
Postage									
Office Printing (in and out of house)									
Research & Projects									
Stakeholder Facilitation									
Phone									
Web Updates									
Web Hosting									
Total Expenses									
Annual Net									
Reserve									

This salary reflects hiring someone who would need to be trained in the economic development profession -comments reflect experienced professional salary expectations - BENEFITS would be eliminated if position was contracted. A experienced economic development director may be \$75K in year one plus benefits.

Need to create a reserve formula

Deliberation

	General Requests			Result
00-Disc	10-002 Discretionary			Reserve for the future
CJT	10-18 District Attorney	49,384		Receptionist
CJT	10-41 Jail	20,000		Bed Rental Funds
CJT	10-41 Jail	250,000		Jail Management System
CJT	10-42 Marine	17,500		Video Lottery Add Back
CJT	10-43 Search and Rescue	12,000		Training & Equipment
CJT	10-43 Sheriff	323,704		4 Deputy Sheriffs
CJT	10-48 Dispatch	21,129		To make whole
CJT	10-77 Juvenile Corrections	89,679		Increase Ending Fund Balance to address 13-14
CJT	10-77 Juvenile Corrections			Plan to reduce dependency on bed rentals
CJT	10-86 Court Security	45,155		.5 Deputy
CJT	10-86 Court Security			Future Dirrection
CJT	21-44 Comm Corr			EBDMI Grant Match
CJT	21-44 Comm Corr	15,000		General Fund for Misdemeanor supervision (difference)
CJT	21-44 Comm Corr			Speciality Courts
CST	25 Fund Transit	86,000		Request O&C money for the match for the Bus Grant
CST	25 Fund Transit	55,000		Minimize reductions
CST	25 Fund Transit			Move Back to the General Fund
GG	10-12 Assessor	81,738		Re-Allocated discretionary dollars to Assessor's future software
GG	10-12 Assessor	19,600		Re-Allocated revenue for data from 10-17 341.55 to 10-12
GG	10-13 Commissioners	12,000		Add Back to make whole
GG	10-24 Veterans	7,200		Add Back to make whole
GG	10-24 Veterans			Study Benefits of moving from Admin to HHS
GG	10-25 County Counsel	27,000		Increase Ending Fund Balance
HHS	16 HHS	96,996		MH Spec II & Psychiatric Nurse Practitioner
PW	XX-XX HCP	4,500		Deer Creek Park Mitigation from O&C
PW	XX-XX HCP			Separate Fund for Habitat Conservation Plan
	Cost of Steps	257,141		
	Kaiser Increase	5,419		

Ex. G V1

Board of Commissioners:

4 April, 2012

Following are the reasons why I believe that the Title Company access charges should be left in the Information Systems budget revenue line (010-017-341.55) where they currently reside:

- 1)- The contracts with the Title Companies as currently constituted are between the companies themselves and Information Systems. They were established many years ago for the purpose of electronic access to data, eliminating the counter and personnel load on the departments that were affected by the electronic access.
- 2)- The Assessor stated that they access Assessor data. That statement is partially true. They access Assessor data, Planning data, recording data, and the Agreements actually state that they can also access any other additional data that we mutually agree would be advantageous for them to obtain electronically.
- 3)- It is true that, many years ago, there were leased lines in place for this data access – and there was a cost associated with those lines. Approximately 10 years ago, there were discussions between myself and the Title companies whereby there would be an advantage to both parties if we could go to a secure internet access instead. We no longer would need to supply a terminal at the Title Company location, and they had the luxury of being able to access the system from their computer(s) on their existing networks. Virtual Private Networks were established through our Internet providers that enabled them to access our network and the data with a secure connection. We still have overhead in establishing and maintaining those secure connections.
- 4)- The Assessor's Office is short staffed as it is, and there is a major project coming down the path toward them. The Manatron implementation will overrun their staff at their current levels. Information Systems is adequately staffed to support the implementation of the new software. We currently support the Title Companies as they call our helpdesk when there is an issue. Rarely, if ever, is there a question about data. The support calls are nearly always about an issue of access or connectivity – both of which we directly manage. Further, when there will be an interruption in access for whatever reason, we proactively call the Title Companies and advise them of this pending access situation.
- 5)- Information Systems is already experiencing a loss of \$10,000 in revenue from the termination of services to YCOM for the radio system this fiscal year. In a year where the roll-up costs alone already exceed the increase in General fund allocation, this is not a time to be considering further reductions in dedicated revenue resources.
- 6)- Information Systems has increased staffing costs for the Assessor's Office this fiscal year by retaining an outside Contractor to further support their requests. We will need all of our revenue sources in order to maintain the service level being provided to the Assessor's Office.

Again, I recommend that the Board leave the revenue line where it currently exists – in Information Systems.

Ex. H - 1/1