

**MINUTES
BUDGET COMMITTEE**

October 7, 2011 8:30 a.m.

Oval Office, Fenton House

PRESENT: Budget Committee members Mary P. Stern, Leslie Lewis, Kathy George, Michael Green, Chris McLaran, and Shelley Halleman.

Staff: Laura Tschabold, Chuck Vesper, Rick Sanai, Pat Anderson, and Becky Stern Doll.

Guests: Hannah Hoffman, News-Register; Brent Goodfellow, attorney; and Cliff Seretan, PO Box 1603, McMinnville.

Mary called the meeting to order at 9:55 a.m.

1. Consideration of approval of minutes from May 20, 2011, and June 6, 2011.

Leslie moved approval of the minutes; Mike seconded the motion. The motion passed unanimously.

2. Consideration of recommendations from the Compensation Committee.

Mary stated that the Compensation Committee's recommendation was to restore half of the 25% salary reduction previously made by the Budget Committee, retroactive to October 1, 2011, with the possibility of a full restoration in January, also retroactive to October 1, 2011, pending continued progress in meeting the three-prong plan:

- a. Eliminate the commissioners' journal backlog within a reasonable amount of time;
- b. Redistribute staff workload;
- c. Acquire additional supervisory training for the clerk and deputy clerk.

Laura suggested that in order to line up with the pay period, the effective date be September 24, October 9, or October 24. Mike recommended October 9.

Pat expressed concern about Becky's ability to meet some of the staffing objectives by January if the tasks were to be changed significantly enough to need to go through the classification process. Laura stated that even if the changes haven't been finalized by then, Becky could still show that progress has been made. She said that some changes could be made immediately if they don't affect the salary ranges of the union employees, and duties could be realigned prior to the classification process if out-of-class pay were granted. Becky stated that with two back-to-back elections and a redistricting deadline of January 31, timelines are tight, so earlier would be better to reconvene with the Classification Committee and Budget Committee.

After further discussion, the committee agreed to the following expectations of Becky for the next meeting:

- 1) A written plan and progress report to reduce workload of the chief deputy clerk by the May primaries;
- 2) Written implementation of BOLI training recommendations, specifically expectations of staff and policies/procedures;
- 3) Written procedures on proofing ballots; and
- 4) Written documentation regarding the status of the Commissioners' Journal.

Mary suggested that Becky e-mail to the committee a list of possible dates for the next meeting, after which the meeting would be scheduled.

Mary moved approval of the Compensation Committee's recommendation with an effective date of October 9, 2011, subject to completion of the four expectations listed above; Kathy seconded the motion. The motion passed unanimously.

3. Economic Development

Mary stated that Chris would like to know how much money the Board would be allocating for the Economic Development Committee to work with. Laura stated that she hasn't yet been able to do an analysis of how much is available, but will do that and then meet with the Board to discuss how much could be committed. Chris said that the committee is ready to start putting a budget together.

The meeting adjourned at 10:17 a.m.

Prepared by Anne Britt

YAMHILL COUNTY BUDGET COMMITTEE

Debra A. Davis, Chair
for *Chris McLaran*, Secretary