

MINUTES
INFORMAL WORK SESSION
April 6, 2009 9:00 a.m.

Service Team Budget Presentations
Room 32, Courthouse

- PRESENT:** Kathy George and Mary P. Stern, with Leslie Lewis excused for a meeting in Newberg and joining the session at approximately 10:25 a.m.
- Staff:** John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Brad Berry, Chris Osterhoudt, Ladd Wiles, Ted Smietana, Barb Paladeni, Vicki Woods, Tim Loewen, Chuck Vesper, Kellye Fetters, Ron Huber, Ken Summers, and Jack Crabtree.
- Guests:** Michael Green, Budget Committee member; David Bates, News-Register.
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Kathy called the meeting to order.

John reviewed a proposal for a new structure of service teams to allow for a simpler tabloid publication, similar to the one done by Benton County. He stated that he would distribute the details after budget presentations are finished and accept input on the proposal. He added that he would like next year's budget presentations to follow the new format.

CRIMINAL JUSTICE TEAM

District Attorney's Office (10-18 and 10-22) - Brad Berry projected a 15-20% cut in state funding, noting that the cuts may be mitigated in part by some increased fee revenues. He said that his office will likely no longer receive the DDA supplement. He discussed the trend of increasing misdemeanor filings, which results in increased workload, and stated that any action to cut the state budget will result in more crime on the street.

He stated that the ability to use federal money for match funds has been reinstated for the next two years, which means that the state will probably take back the backfill funding. He expressed concern about potential cash flow problems due to the difference in dates between the state and federal bienniums. He said that a full federal audit will take place this spring, which may result in some added requirements.

He stated that a Legal Assistant position formerly included in the Community Corrections budget is now being included in the 10-18 budget due to the financial situation in Corrections. He said that to cover this additional \$70,000, the proposed budget cuts a Senior Office Specialist and an Office Specialist 2, although the SOS position will be added back with a \$40,000 transfer from Public Works. He said that he would take the remaining \$12,000 from 10-22 if necessary to make the OS2 position whole, since those receptionist duties are critical. He noted that the 2008-09 FET needs to be corrected.

He emphasized the importance of being able to talk with staff about alternatives to cutting positions. He asked the Board to continue encouraging the negotiating team to work with the union to give department heads that option.

Community Corrections (Fund 21) - Ted Smietana provided an overview of his proposed budget,^S

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entry level salaries for four deputies for three years with no salary increases, with the expectation that the county would take over funding in the fourth year. He said that since these would fill the loss of the existing School Resource Officer positions, there would be no need for additional vehicles or clothing. He also discussed the possibility of applying for a JAG formula grant, \$34,979, to cover the cost of switching to the Visionair system, and the Homeland Security Grant, \$60,680, for Citizens Helping Enforcement and Emergency Response Services. Kathy stated that other county departments are interested in the JAG grant funds as well, so the Board needs to determine where those would be best used.

The meeting recessed at 11:50 a.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
7/15/09 by Board Order
09-399

JK LT LL KG MS US

Fund 21 Bed Rental Budget 2009-10			Fund 21 SB1145 Budget 2009-10				
Resources	Account Number	Account Name	Amount	Resources	Account Number	Account Name	Amount
	021-041-301.72	BB Bed Rentals	0		021-041-301.54	BB Work Center	0 (08-09 was 105,000)
	021-041-342.02	Room & Board of Prisoners	-50,000		021-041-334.67	SB1145 Revenue	-666,842 (Reduced by 38,808)
	021-041-342.25	Benton Room & Board	-300,000				
	021-041-342.33	Jackson County Rm	0				
	021-041-361.01	Pool Interest	0				
		Sub Total Revenue	-350,000				-666,842 (Difference=143,808)
		Total Resources	-350,000				-666,842
Expenses				Expenses			
	021-041-780.34	Co Int Principal Payment	266,369		21-41	Personnel	260,577
	021-041-780.35	Co Int Interest Expense	8,891		021-041-511.10	Jail Supplies	785
		Sub Total Loan Pmt	275,260		021-041-543.01	Dept Equipment	0
	021-041-800.02	Office Equipment	0		021-041-611.02	Contract Services	0
	021-041-800.80	Dept Equipment	0		021-041-620.01	Telephone	0
	021-041-801.04	DP Equipment Purchase	0		021-041-780.01	Building Reserve	98,060
	021-041-801.07	Institutional Equipment	0		021-041-780.03	Admin Overhead	19,920
	021-041-820.06	Building Maintenance	74,740		021-041-780.45	Pay to Jail Maintenance	287,500
		Sub Total Capital	74,740			Sub Total Materials & Services	406,265
	021-041-900.02	Transfer to Road	0		021-041-800.02	Office Equipment	0
	021-041-900.07	Transfer to HHS	0		021-041-800.80	Dept Equipment	0
	021-092-950.04	Contingency Bed Rental	0		021-041-801.04	DP Equipment Purchase	0
		Sub Total Reserves & Contingency	0		021-041-820.06	Building Maintenance	0
		Total Expense	350,000			Sub Total Capital	0
						Sub Total Reserves & Contingency	0
						Total Expense	666,842
							1,016,842

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Exhibit A 1/1

State Reduction Increments Impacting Yamhill County Juvenile Department

	2007-09 LAB 2009-11 GRB 2009-11 < 20%* 2009-11 < 25%* 2009-11 < 30%*			Total
	Increment #1	Increment #2	Increment #3	
OYA				
Diversion	\$212,911	\$216,509	\$196,985	\$143,799
Basic	\$250,884	\$255,123	\$232,118	\$169,448
Gang	\$61,717	\$63,445	\$0	\$0
Individualized Services	\$18,424	\$18,735	\$16,862	\$13,677
OYA subtotal	\$543,936	\$553,812	\$445,965	\$326,924
OCCF				
JCP Prevention	\$178,326	\$183,319	\$143,307	\$128,323
Totals	\$722,262	\$737,131	\$589,272	\$455,247
Annual loss to Juvenile from last year	\$0	\$0	\$71,712	\$26,165

\$136,714

*Reduction percentages reflect the scenarios that LFO requested of state agency cuts as a total of their biennial budgets. Actual percentages to juvenile departments vary by the amounts recommended to LFO by those state agencies for that particular funding stream.

Additional Reductions				
Loss of Polk County Detention Bed	\$61,685	\$61,685	\$0	\$0
*DHS DA Legal Support Grant Annual allocation	\$48,798	\$0	\$0	\$0
	\$23,667	\$0	\$0	\$0
Total of all Revenue Reductions	\$157,064	\$195,901	\$222,066	\$222,066
All Fund Balance Used	\$79,261	\$0	\$0	\$0
Remaining Deficit	\$77,803	\$38,837	\$26,165	\$26,165

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Exhibit B 1/2

2009-10 Juvenile Budget Reductions

Increment #1	BOC April 2009	State 20% Reductions	Amount	Notes
			\$71,712	
FTE Reduced	FTE Remaining	Class	Amount	Notes
0.40	0.00	Cor Tech	\$16,162	Currently vacant juv. corrections part time. Will cover by shifting full time staff schedule to cover and use supervisors on floor and in the field.
0.20	0.80	SOS	\$11,590	Staff previously had requested reduction in time - Approved to save \$
0.20	0.80	PO II	\$16,325	Staff previously had requested reduction in time - Approved to save \$
0.48	0.00	PO Aide	\$16,564	Original position developed last year. Will cover duties with existing PO staff rather than fill position.
0.48	0.00	Cor. Tech.	\$19,331	Original position developed last year. Utilization is actually 1/day/week. Will cover duties with Relief Staff - \$10,000 added to Relief Line
1.76			<u>\$79,972</u>	

Impact: Reduce both department and peer court community service work assignment matrix. Reduction in terms of probation on all youth.

Increment #2	State 25% Reductions	Amount	Notes
		\$38,837	
FTE Reduced	FTE Remaining	Class	Amount
1.00	0.00	Cor Tech	\$58,822
0.00	0.00	Detention Relief	(\$3,823)
-0.40	0.00	Cor. Tech.	(\$16,162)
0.60			<u>\$38,837</u>

Impact: Reductions of community service work opportunities. Reduction in FFT slots.

Increment #3	State 30% Reductions	Amount	Notes
		\$24,225	
FTE Reduced	FTE Remaining	Class	Amount
0.48	0.00	OS II	\$16,162
0.20	0.80	PO I	\$12,011
0.88			<u>\$28,173</u>

Impact: Eliminate tobacco referrals from JVC. Youth/parents will now receive a letter. Reduction of FFT slots. No response to some initial crimes like trespassing.

Total FTE Reductions 3.04
Total Reductions \$146,982

This analysis was completed for the court security division using figures derived from last year- 2008.

The Sheriff's Office jail budget, fund 10-41, provided \$97,828 for court security personnel. This figure was about 50.3% of the total budget. The court fines and fees provided \$55,000 or 28.3% and the County Commissioners thru discretionary funds provided \$41,613 or 21.4%.

The task analysis shows that the jail paid almost half of the court security budget, yet only 26.22% of the tasks are jail related. The court's share of the tasks was about 38% of the time. The remaining 40.84% of the tasks fall under assisting the public, building perimeter inspections, and bank deposits for the county.

User	Services Provided	Hours	% total hrs	Budgeted Rev	% of Total Rev	Contribution to Total Rev
YCCF	In custody court	837	10.37%	\$97,828		50.3%
	Transports	1279.5	15.85%			
TOTAL YCCF			26.22%		\$50,982.43	
Courts	Out of custody court	289.5	3.58%	\$55,000		28.3%
	Courtroom readiness	360	4.46%			
	Report writing/ order delivery (est.hrs)	2008	24.88%			
	McMinnville Muni court	410	5.08%			
TOTAL COURTS			38%		\$73,887.50	
County	Building Perimeter	1000	12.39%	\$41,613		21.4%
	Bank Deposits	300	3.72%			
	Assisting public (est.hrs)	1996	24.73%			
TOTAL County			40.84%		\$79,409.70	

			Budgeted Exp	
Deputy hours	8070	100%	\$178,991	100%
Materials & Services	8070	100%	\$15,450	100%
Total Expenses	8070	100%	\$194,441	100%

B.O.09-399
Exhibit C 1/1

MINUTES
INFORMAL WORK SESSION
April 6, 2009 1:30 p.m.

Service Team Budget Presentations
Oval Office, Fenton House

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

Staff: John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Ted Smietana, Ken Huffer, John Phelan, Bill Gille, Dan Linscheid, Mike Brandt, Russ Heath, and Murray Paolo.

Guests: Michael Green, Budget Committee member; Al Westhoff, Fair Manager.

Leslie reconvened the meeting at 1:33 p.m. John K reviewed a handout of the proposed changes to the service team configuration (see Exhibit D).

LAND USE & TRANSPORTATION TEAM

Fairgrounds (20-80) / Fair Event Center (20-82) - Al Westhoff thanked the Board and Community Corrections for their past support. He said that state funds have gone down about 20% and sponsorships are also down, but fair income has gone up each year and fairs usually do pretty well during tough economic times. He said that he would love to have a message reader board at the fairgrounds someday. Leslie noted that the Ticketing line in the budget still needs to be renamed to Fair Production.

Surveyor (10-21) / Corner Restoration (Fund 27) - Dan Linscheid reviewed his proposed budgets, noting that he hopes to be able to use his Corner Restoration fund balance to weather the economic downturn without laying off staff, which other counties are now having to do.

Planning (10-20) / Solid Waste (Fund 17) - Mike Brandt reviewed his proposed budgets and stated that he has already reduced his Planning staff by 4.6 FTE this fiscal year through layoffs, early retirement, and reduction of hours, and he believes that will be sufficient to compensate for a reduction in revenue of about 33%. He said that he is starting to see more building activity now. John K stated that Mike's estimated beginning balance looks to be fairly accurate.

Mike stated that Parametrix is conducting a study to update the projected post-closure costs for the Newberg and Whiteson landfills, as requested last year by Dennis Goecks, and he should have the results in time to present them to the Budget Committee in May. He said that he believes the budgeted numbers are in line and he would be happy to discuss them with the commissioners.

Parks (10-81) - Ken Huffer stated that it has been a very productive year and the parks have seen some major updates and improved maintenance practices, which he hopes to continue in the upcoming year. He said that he is unsure what the economy's impact will be on launch fees, but there may be an increased reliance on county parks. He stated that the Tangleboxing program will be expanded this year to include McMinnville city parks on a trial basis, in hopes of eventually expanding it to a county-wide event. He noted that the bicycle map is being updated and sections of it will be posted on the website as they are completed, with printed maps to be produced when all sections are updated.

Public Works - John Phelan, Bill Gille, and Russ Heath reviewed the proposed budgets. John P stated that the following maintenance and improvement deficiencies have been identified: \$10.5 million for paved roads, \$3.5 million for gravel roads, and \$435,000 for bridges. He said that these issues have been deferred to the future because of the economic situation, but will need to be addressed at some point. He projected an 8% reduction in gas tax revenue and said that if the trend continues, the 2008-09 budget may need to be adjusted. He discussed the 2008-09 winter storm and the uncertainty of FEMA reimbursements. He noted that the Roadmaster position in 11-60 will be eliminated.

John K stated that projects that add to the value or useful life of a road or bridge need to be entered as assets and should go in a line called Capital Professional Services. He requested that comments be added into the budget for transfers, under Capital Contract Services to refer to the Capital Improvement Projects list, to identify the three project commitments in the Bicycle Footpath Fund (41-30), and to identify the amount budgeted for replacement of the four graders. He recommended continuing to build up the underground storage tank reserve, even though the tanks may not have to be replaced anytime soon.

John P stated that he has tasked Steve Rodewald with tracking the Bicycle Footpath projects and coming up with a prioritized list of projects for the next five years. Leslie said that the Board had previously committed to making these funds available to cities to use as match funds, so any change to that would have to come to the Board for approval.

John K reviewed a handout showing projected property tax collections for 2009-10. He said that he is especially concerned about 2010-11, since many departments are using up their fund balances.

Kathy mentioned a proposed bill that would eliminate the 3% discount for paying property taxes in full up front. John K said that would most likely cause people to stop paying their taxes in a lump payment and could cause a short-term negative cash flow for the county.

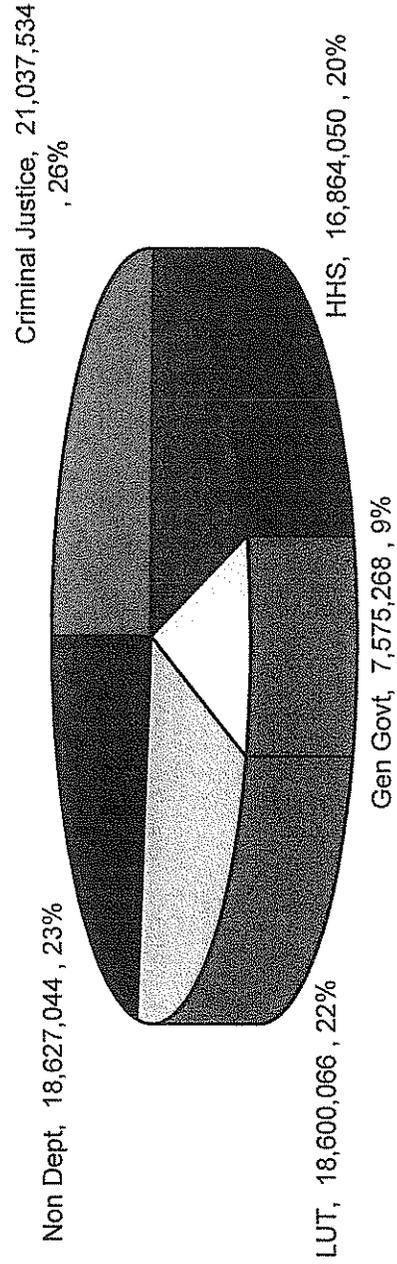
The meeting recessed at 3:34 p.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
7/15/09 by Board Order
09-400

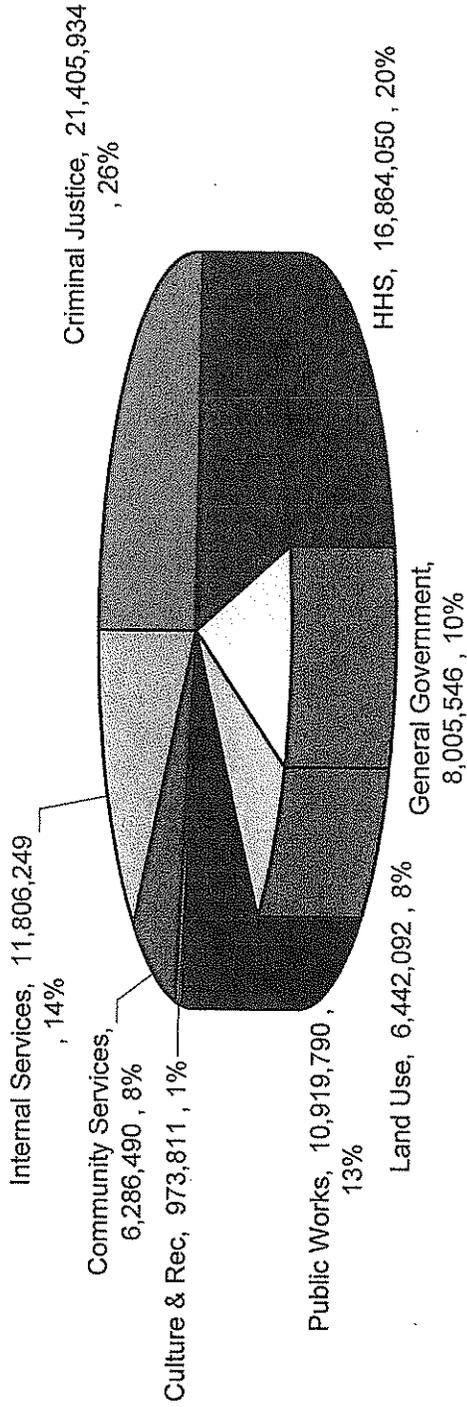
JK LT AK LL MS KG MS MS

2009-10 Yamhill County Budget by Service Team



BO.09-400
Exhibit D 1/2

2009-10 Yamhill County Budget by New Teams



MINUTES
INFORMAL WORK SESSION
April 7, 2009 9:00 a.m.

Service Team Budget Presentations
Oval Office, Fenton House

- PRESENT:** Leslie Lewis, Kathy George, and Mary P. Stern.
- Staff:** John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Chris Johnson, Paul Kushner, Allan Mandell, Craig Hinrichs, Keith Urban, Mike McNickle.
- Guests:** Michael Green, Budget Committee member.
-

Leslie reconvened the meeting.

HEALTH & HUMAN SERVICES TEAM (Fund 16)

Chris Johnson stated that over 90% of his budget is from state and federal funding, which is not very solid at this point. He said that he wouldn't know much until the co-chairs grapple with the GRB and the legislature decides what to do about replacement funding. Paul Kushner stated that although the budget shows the same total number of positions as last year, there have been staffing changes within the different divisions.

The Board discussed a recommendation by the Yamhill County Board of Health to increase fees in Public Health. Leslie expressed concern about increasing restaurant inspection fees, given the economic situation. Chris stated that his costs have gone up and he feels that the fee increase is fair. He added that his budget is based on the increased fee structure. He said that Mike McNickle will be doing a study of inspection costs and Paul will be taking a close look at administrative fees in the clinic as well.

Chris stated that the legislature is considering a bill that would require a provider tax to the hospitals, with the revenue to be used for Medicaid match funds in order to increase Medicaid revenue. He said that if the bill passes, it would take almost a year and a half to get full funding, so he would want to consider investing some fund balance to bridge the gap. He said that if it doesn't pass, it would create significant holes in the budget presented today. Leslie stated that it is upsetting that the state didn't address this long-standing problem of insufficient Medicaid match funds when it had a good budget in 2007-09. Chris said that the state places higher priority on a fully-funded state hospital than on crisis services.

He said that grant funding was lost for two positions relating to Parent-Child Interaction Therapy, but he may get those two positions back because of the success Yamhill County has had with that program. He said that he would use fund balance to continue staffing for the meth grant if necessary.

He discussed the federal stimulus package and pointed out that because this is one-time money, there will be a massive hole in the 2011-13 biennium.

The group discussed JAG funding in the amount of approximately \$33,000 available to the county for public safety. John K mentioned that the Board had already heard a proposal from the Sheriff's Office to use the money to fix a software incompatibility between Vision and Eagle. He said

that the Board would like to hear if there are any proposals for the grant funds from other departments. Chris suggested getting more information about the parameters, since he'd been under the impression that it was mostly limited to drug enforcement or drug treatment and had assumed that the Sheriff would join with McMinnville and Newberg to fund YCINT. The Board agreed to have Laura research the grant requirements and send the information out to department heads, with proposals due to the Board by April 18.

John K reviewed the proposal to restructure the service teams, noting that it would have no effect on the HHS team, but would affect the HHS tabloid narrative, which would need to be written as a whole rather than for individual divisions. He said that he would e-mail a tabloid model to all department heads.

The meeting recessed at 10:37 a.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
7/15/09 by Board Order
09-401

MINUTES Service Team Budget Presentations
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JK ___ LT ___ LL ___ KG ___ MS ___

MINUTES
INFORMAL WORK SESSION
April 8, 2009 9:00 a.m.

Service Team Budget Presentations
Oval Office, Fenton House

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

Staff: John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Murray Paolo, Scott Maytubby, Becky Stern Doll, Gayle Jensen, Brian Dunn, John M. Gray, Jr., Debbie Gill, and Doug McGillivray.

Guests: Michael Green, Budget Committee member (joining the meeting about 11:05 a.m.)

Leslie reconvened the meeting at 9:20 a.m.

GENERAL GOVERNMENT TEAM

County Counsel (10-25) - John Gray proposed a mid-year reclassification of Rick Sanai from Assistant County Counsel to Senior Assistant County Counsel. He confirmed that he had agreed to give his portion of the A&T Grant to the assessor and the dental rebate to the treasurer.

John K noted that he has adjusted the A&T Grant formula to cover 25% of the treasurer's budget, since about 25% of her time is spent on tax turnover.

Assessor (10-12) - Scott Maytubby distributed a revised budget and reviewed the changes. He discussed the A&T Grant and suggested going over the application with John K and Laura to see if it might be possible to increase the request. Murray Paolo cautioned him to make sure he can justify everything in the application because the Department of Revenue (DOR) watches that very closely.

Scott discussed the need to start saving for a replacement software package over the next three to five years that will cost approximately \$250,000. He agreed to find out if DOR allows counties to set aside a reserve from A&T funds. John K stated that the grant only funds about 30% of the costs, so if the county needs to put its share into reserve, the money should come out of the O&C reserve fund.

Clerk (10-15 and Fund 12) - Becky Stern Doll reviewed her proposed budgets, projecting a continued decline in revenue. She stated that she has budgeted very little for equipment replacement and has cut two Office Specialist Technician positions, so the FTE count needs to be corrected. John K suggested that she take another look at the beginning balance, since the budgeted amount is \$280,000 less than her current fund balance. He said that if she increases the beginning balance, it would be wise to keep that in the fund balance for future years. Becky agreed, stating that it will probably be two to three years before the revenue starts to pick back up again.

Treasurer (10-23) - Nancy Reed stated that she had balanced her budget with the funds available. She noted that she felt she deserved a cost of living increase, but didn't budget it because she didn't have the money. John K stated that the current fund balance shows a deficit, but the A&T adjustment and YCOM revenue could result in a positive balance. He added that she could budget in some YCOM revenue for 2009-10 as well, which would help cushion the balance.

Information Services/GIS/Air Support/Telecom - Murray reviewed his proposed budgets, stating that as the workload continues to increase beyond the capacity of his staff, support for administration and finance is being reduced and shifted to support for public safety. John K noted that administration puts some of its discretionary resources into Murray's budget, so perhaps the same should be asked of the criminal justice system. Mary and Leslie agreed that the district attorney's budget has nothing to give, but the sheriff might be able to if he gets the grant he's applied for. John K stated that the Sheriff's Office is currently receiving the majority of the discretionary resources and the workload doesn't seem to be proportionate, so that ought to be looked at. Leslie agreed with a suggestion by Laura to include some additional revenue to the IS department for Murray's services to YCOM.

Murray offered to go over the needs analysis with the assessor regarding the replacement software. He said that sometimes adding new software is not worth the extra personnel it takes to support it.

Leslie stated that Public Works has expressed some concern about the computer replacement charges and has raised the possibility of slowing down the replacement schedule. Murray said that he is cautious about the effect that might have on his staff workload, but is not opposed to looking into it. The group agreed to discuss the issue more at a later time.

John K suggested that Murray take a look at his fund balance and make sure it's still a good projection. Murray stated that he would revise the IS budget to increase the revenue from the City of McMinnville by at least \$12,000.

Administrative Services (10-10) - Laura reviewed the proposed budget.

Veterans (10-24) - Debbie Gill reviewed her budget, stating that she made as many cuts as possible. Laura added that the fund balance will be mostly used up in 2009-10. Leslie suggested asking AOC about the possibility of any additional funding for veterans.

Facilities Maintenance (40-16) - Brian Dunn reviewed his budget changes.

Emergency Management (10-40) - Doug McGillivray stated that the potential state grant funding for his budget is now \$125,000, rather than the \$40,000 he had initially budgeted. He agreed to add \$85,000 to the Homeland Security revenue and expense lines. He discussed the two Homeland Security grant proposals he has received.

The meeting recessed at 11:23 a.m. and reconvened at 12:35 p.m.

NON-DEPARTMENTAL TEAM

Commission on Children and Families (Fund 18) - Marilyn Kennelly distributed a handout of various scenarios for reductions in the state budget and projected that she would end up seeing a 25-30% reduction in state funds. She discussed services that might be able to be regionalized or shared with Polk and Marion counties.

Transportation (10-33) - Tonya Saunders discussed funding sources, noting that she plans to purchase three large buses with the federal stimulus money and possibly use federal appropriations for a

transit mall. She stated that the discretionary funding was cut by more than half.

Law Library (Fund 14) - Laura stated that this budget was prepared using a conservative estimate for projected revenue. She discussed a proposed bill in the legislature that would cut court fees to libraries in half and said that there seems to be a great deal of support for the bill. She said that there is enough in contingency to cover operating expenses for the next two years if the bill passes.

Non-Departmental - John K reviewed the remaining non-departmental budgets. He noted that the commissioners' discretionary accounts were deleted with the Board's permission. Laura said that in lean times, it might be easier to share resources if the commissioners' budget were combined with Administrative Services.

John K suggested that no economic development allocations be made from Other Expenses in Fund 26 until he knows how much revenue the county will receive. Laura said that \$10,000 was being held for the water study and the \$5000 contribution from the City of Lafayette should be carried over at a minimum. John K said that Title 3 (Fund 30) has unallocated funds that are available. Mary suggested putting more Title 3 money into Forest Patrol and bringing back some of the video lottery money for other things. The Board agreed to move \$18,000 from Contract Services to Forest Patrol and make the equivalent changes in the Sheriff's and Economic Development budgets.

John K reviewed Funds 80-38 and 80-88, noting that the county is contemplating dental self-insurance for next year. He explained that ODS would be hired as the manager and would bill the county monthly for claims, but employees would not notice any difference.

The meeting recessed at 2:26 p.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
7/15/09 by Board Order
09-402

MINUTES
INFORMAL WORK SESSION
April 8, 2009 2:45 p.m.

Service Team Budget Presentations
Oval Office, Fenton House

- PRESENT: Leslie Lewis, Kathy George, and Mary P. Stern.
- Staff: John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Jack Crabtree, and Kellye Fetters.
- Guests: Michael Green, Budget Committee member.
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Leslie reconvened the meeting at 2:51 p.m.

DELIBERATIONS

Information Services - John K stated that Murray Paolo is proposing a reduction of IS services to Administrative Services because of the increasing demands on his staff to maintain criminal justice software. He added that Administrative Services had made a permanent contribution of some discretionary funds to the IS budget years ago as a prepayment for services. The Board discussed the possibility of having the Sheriff make a contribution to IS if he gets the COPS Grant. The consensus was to move \$20,000 from Other Expenses (10-43-699.01) to Computer Services By IS (10-43-780.15) if the grant comes through, with the revenue and corresponding expense also being added to the IS budget (10-17).

YCOM Revenue - The Board agreed to add \$10,000 to a new revenue line in 10-17 called YCOM Contract Services and to Extra Hours on the expense side, to add \$5000 to the same revenue line in GIS (10-65) and to Other Earnings, and to define the same revenue line in 10-43 for existing YCOM revenue. Laura suggested looking at the numbers and allocating some YCOM revenue to the treasurer's budget (10-23) for her time spent doing YCOM payroll.

Sheriff's Salary - John K pointed out that Captain Huber will be earning a higher salary than the sheriff next year when certification and longevity pay are added in. He suggested having Jack budget enough of a salary increase to stay slightly above the captain. The Board agreed with a suggestion by Kathy to restructure the sheriff's salary to have a base salary line and separate lines for certification and longevity pay, assuming that the Compensation Committee approves the proposal. John K noted that the combined salary lines should equal the proposed amount.

The meeting adjourned at 3:48 p.m.

Anne Britt
Secretary

Accepted by Yamhill County
Board of Commissioners on
7/15/09 by Board Order
09-403