

'06 OCT 11 P 3:09

MINUTES
INFORMAL WORK SESSION
April 4, 2005 9:00 a.m.

Service Team Budget Presentations
Room 32, Courthouse

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Tim Loewen, Chuck Vesper, Kellye Fetters, Cheryl Anderson, Jack Crabtree, Richard Sly, Vicki Wood, Brad Berry, Dave Lawson, Barb Paladeni, Paul May, Ken Summers, and Ron Huber.

Guests: Lee Vasquez.

Mary called the meeting to order at 9:06 a.m.

CRIMINAL JUSTICE TEAM

District Attorney's Office - Brad Berry stated that the SED budget (10-22), which is responsible for collecting child support, is undergoing significant organizational changes but is in good financial shape because of the receipt of a back-due payment of over \$20,000. He said the number of positions has not changed, but he has eliminated the director's position and added a Senior Office Specialist.

He stated that the DA's budget (10-18) will rely heavily on interdepartmental transfers from the other Criminal Justice Team members, which is greatly appreciated. He said the budget was built conservatively and shows no personnel changes. He discussed the reduction of funding from the state and noted that funding for witness fees was eliminated in 2002 and never reinstated. He also discussed the potential financial impact on his department of several senate bills and an ongoing court case.

He stated that his staff is no longer able to keep up with the workload because of the increase in complex trial cases as well as a 30% increase in felony filings since 1998, although he hasn't increased his personnel level since then. He presented the following two-year proposal:

Year 1	Increase Jennifer Gardiner to full-time status	\$26,000
	Add a Senior Office Specialist position	\$43,000
 Year 2	Increase Cynthia Easterday to full-time status	

He stated that without the relief of additional staff, he will probably have to reduce his drug caseload first and misdemeanor caseload second. He also noted that if the Supreme Court upholds the bar ruling against Cal Tichenor, his lawyers will have to prepare differently for impeaching witnesses, which will either increase staff time or reduce their ability to impeach.

Juvenile Department (10-74) - Tim Loewen reviewed his department's budget, referring to the information presented in his budget message. He noted that he has just received word that he will be receiving a \$50,000 formula grant to help train therapists in the area. He also discussed current contracts for bed rentals. John K suggested that in his presentation to the Budget Committee, he explain the overall decrease in local contracts, which includes bed rentals as well as other things. Tim reported that

JKS 4MS MLL KG Ky

B.O. 06-759

the detention remodel project should be completed within the month.

The meeting recessed at 10:04 a.m. and reconvened at 10:16 a.m.

Community Corrections (Fund 21) - Richard Sly noted that the Jail budget (21-41) revenue reflects the agreement with the Board for the split of excess bed rental income. In State Enhancement (21-45), he noted that what used to be a 50-50 split between felonies and misdemeanors is now 57% felonies and 43% misdemeanors.

He presented the following reclassification requests:

- | | | |
|----|--|--------|
| 1. | Vicki Wood, Office Administrator, Range 17 to Range 20 | \$3500 |
| 2. | Barb Paladeni, Supervisor, Range 27 to Deputy Director, Range 28 | \$3100 |
| 3. | Kenneth Huffer, Parks Coordinator, Range 20 to Range 22 | \$5000 |

He explained that the Parks Coordinator position is split between the Work Release budget (21-63) and the Parks budget (10-81), but the reclassification would apply to the whole position.

Sheriff's Office - Jack Crabtree stated that the first priority of government is the safety of its citizens, as defined in the preambles to both the Constitution of the United States and the Constitution of the State of Oregon. He said he will only ask for funding to do at least the minimum to keep Yamhill County citizens safe.

He requested \$12,960 to keep a .5 FTE position in the Emergency Management budget (10-40) and stated that he could provide a 21-page document which explains how the program would be harmed by reducing staff. He said that state funding will only reimburse costs up to a limit of \$31,000 this year. Leslie expressed concern that the county is not getting the level of state funding that it should and she asked for a list of what other counties receive compared to Yamhill County.

He requested the reclassification of Karen Rogers from Medical Technician to a new position, Administrative Office Technician in the Jail (10-41), which would cost an additional \$847/year. He requested \$30,000 economic development funds to balance the Marine budget (10-42) and allow the program to run in the black, explaining that the corresponding \$30,000 expenses are being carried in 10-43 for now. He said the program is a very good value for \$30,000. The Board asked him to provide a copy of the complete Marine budget, with all expenses included, before deliberations on Wednesday. Mary suggested looking into acquiring ticketing machines for the boat launches.

Jack reviewed the Sheriff's Patrol budget (10-43) and stated that his ability to keep the county's roads safe is being diminished because he doesn't have enough staff for enforcement, which also leads to decreased funding. Paul presented a proposal for a Justice Court, based on the Tillamook County model, which would increase the county's ability to enforce traffic violations, expedite the processing of citations, and preserve as much revenue as possible. He said he would need two additional deputies, which would cost about \$76,000 each. After some discussion, John K suggested that Jack enter the budget for a Justice Court and discuss the proposal more fully with the Budget Committee.

Jack asked that the Board consider using a portion of the basement of the new HHS/Planning Building as an evidence storage facility. He requested \$27,000 capital improvement funds be reserved

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for development of the facility when the building is constructed in 2006.

The meeting recessed at 12:46 p.m.

Anne Britt
Secretary

JK MS LL PKG V
B.O. 06-759

'06 OCT 11 P 3:09

MINUTES
INFORMAL WORK SESSION
April 4, 2005 2:00 p.m.

Service Team Budget Presentations
Room 108, Courthouse

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Caren Anderson, Allison Musillami, Marilyn Westfall, and Diane Cilenti.

Guests: None.

Mary reconvened the meeting at 2:04 p.m.

NON-DEPARTMENTAL TEAM

Commission on Children and Families (Fund 18) - Allison stated that overall, the CCF budget is similar to last year's budget. She stated that because funding streams were cut by about \$9000, she has removed a Senior Management Analyst position, reduced the Program Manager and Office Administrator positions to .93 FTE, reduced the Office Specialist position to .475 FTE, and used some of last year's ending fund balance.

Transportation (10-33) - Diane stated that the grant revenue in the budget is predicated upon the grants being approved. She expressed optimism in the potential for a record level of grant funding for Yamhill County this year.

Law Library (Fund 14) - Marilyn stated that court fees seem to be declining, although she had a healthy carryover from last year's budget. She said that the new Library Board is very enthusiastic and is working out well, as are the online services. She stated that she has cut everything that can be cut from the budget and still be able to operate the library.

Non-Departmental - John K reviewed the remaining non-departmental budgets. He reported that growth in assessed values had been projected at 4%, but had actually turned out to be about 7%. He stated that the contingency fund (10-92) took two big hits this year for the Jail and the Juvenile Detention Center remodel, but will be backfilled with some one-time money from the general fund balance and regular discretionary allocations. Concerning PERS, he reported that the county has an unfunded actuarial liability of \$847,000 based on stock market results through 2003, although it may actually turn out to be a surplus when 2004 figures are taken into account. The Board agreed to hold the reserves in the budget for now.

HHS/Planning Building - The group discussed the possibility of using part of the new building's basement for evidence storage for the Sheriff's Office. John K said the idea makes sense, but would depend on Jack's willingness to pay rent and to give up the space if necessary for future expansion of HHS or Planning. The Board scheduled a work session for 10:30 a.m. on April 7, 2005 to discuss the new building with the prospective tenants.

The meeting recessed at 3:37 p.m.

Anne Britt
Secretary

JK MS LL KG
B.O. 06-760

'06 OCT 11 P 3:09

MINUTES
INFORMAL WORK SESSION
April 5, 2005 9:00 a.m.

Service Team Budget Presentations
Room 108, Courthouse

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Paul Kushner, Keith Urban, Nancy Nunley, Sarah Jane Owens, Chris Johnson, Dawn Cottrell, and Krisan Pendleton.

Guests: None.

Mary reconvened the meeting at 9:04 a.m.

HEALTH & HUMAN SERVICES TEAM (Fund 16)

Chris stated that his department has been making hard decisions to save resources for several years because of the two big building projects coming up and because of the need to invest in a good medical billing system. He explained that his budget plan includes a substantial expenditure of dedicated resources this year to get by, but there will not be enough for future years unless he gets some relief from the legislature in the 2007-09 biennium. John K asked him to consider setting aside some of his ending fund balance if possible as a contingency for building project expenses.

Chris stated that more than 80% of his budget goes to Chemical Dependency and Public Health, although the Public Health budget is one of the smallest compared to other Oregon counties. He said Nancy has done a great job keeping up with new programs like Babies First, but at some point, the Board will need to take a look at Public Health funding.

Paul stated that the Board's portion of the administrative charges have been moved to Central Services (16-79) in order to comply with federal financial guidelines. He explained that the department's total rent is going up, even though the external rent is decreasing. He also noted that the budget now allocates clerical staff across the areas they support, based on the auditor's recommendation.

Chris discussed some position changes which would not have a financial impact on the budget and requested the following reclassifications:

- Craig Hinrichs from Program Manager 1 to Program Manager 2
- Janae Cisneros from Data Analyst, Range 17, to Management Analyst, Range 20

He asked the Board to consider having departments share the courthouse security charges more equally. John K said the issue has been discussed and might be part of budget instructions for next year. The group discussed the pros and cons of privatizing Health and Human Services.

The meeting recessed at 10:41 a.m. and reconvened at 10:56 a.m.

Other Business - John K distributed three handouts pertaining to issues discussed yesterday. He discussed PERS, tentative Title III allocations, and the Economic Development budget. He stated that Chris and Mike would not have a problem sharing the new building with Jack, as long as he paid rent and was

JKP MSW LL JG KG Vg
B.O.06-761

'06 OCT 11 P3:09

**MINUTES
INFORMAL WORK SESSION
April 5, 2005 1:30 p.m.**

**Service Team Budget Presentations
Room 108, Courthouse**

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

Staff: Julia Staigers, Nancy Reed, Laura Tschabold, Richard Sly, Kenneth Huffer, Dan Linscheid, Dyke Mace, Bill Gille, Russ Heath, Susan Mundy, Mike Brandt, Vicki Wood, Barb Paladeni, and John Krawczyk joining the meeting in progress.

Guests: David Bates and Wendy Crawford.

Mary reconvened the meeting at 1:30 p.m.

LAND USE & TRANSPORTATION TEAM

Fairgrounds (20-80) / Fair Event Center (20-82) - Leslie stated that the main difference in this year's budget is the addition of a part-time Fair Manager, Al Westhoff, who is proving to be a great asset. She and Wendy discussed the upcoming Fair & Rodeo and other events.

Surveyor (10-21) - Dan stated that his budget has no changes in personnel. Julia pointed out that the Engineer Tech 2 position is missing a dollar amount. Dan strongly encouraged the Board to consider having Brian Hansberry move from the Assessor's Office to GIS to have all the cartographers together. He stated that the crucial need is for them all to have one map that reflects reality. He noted that he and Bill Gille will be sharing the cost of a new copier. He also discussed his plans for a \$40,000 technology upgrade, to be split across funds in the same ratio as the personnel is split.

Planning (10-20) - Mike proposed the addition of an Office Specialist 2, an Associate Planner, and a Building Inspector 2, stating that he has the funds to cover the positions. He explained that he had cut staffing levels back too far over the years and needs to add some back, especially with the increased workload due to Measure 37 and the growth in the building industry. He agreed with the Board that Planning does not need to be a general fund department since it is completely fee-supported.

Solid Waste (17-28) - Mike stated that the main difference in this year's budget is the significant decrease in the beginning balance because of expenditures for soil remediation at the Newberg Landfill and the purchase of the Rice property. He agreed to create specific contingency lines for post-closure landfill expenses. Dyke distributed a handout explaining the revenue sources for the Riverbend Landfill. Mike noted that after this year's big household hazardous waste collection event, Yamhill County will be working together with Marion and Polk Counties to hold joint collection events.

Public Works - Bill noted that the main expense in the Road Fund (11-60) is for contract services such as bridge and road repairs, overlays, striping, and chipseal work. He stated that he is building up funds for the 2010 replacement of the underground storage tanks. He explained that the \$130 in the Capital Projects Fund (43-61) will be transferred to the Road Fund and the fund closed.

JK MS LL KG
B.O. 762

He presented the following requests for capital improvement funds:

- \$5000 for a clean room to house the Public Works computer server
- \$4590 for fencing work on the Public Works property

The meeting recessed at 3:28 p.m. and reconvened at 3:30 p.m.

Parks (10-81) - Richard introduced Kenneth Huffer as the new Parks Coordinator and stated that 50% of his position is now funded in the Community Corrections Work Release budget (21-63). He reminded the Board that he had previously requested the reclassification of this position from Range 20 to Range 22. He said that although the department has been discussing the potential implementation of user fees at Rogers Landing, they haven't been accounted for in the budget. John K stated that it would be good to try to get this into the adopted budget. Kenneth stated that he would update the cost estimates for ticketing machines acquired by Becky Blanchard and David Primozich and email them to the Board.

The meeting recessed at 4:12 p.m.

Anne Britt
Secretary

'06 OCT 11 P3:09

MINUTES
INFORMAL WORK SESSION
April 6, 2005 9:00 a.m.

Service Team Budget Presentations
Room 108, Courthouse

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Murray Paolo, Dave Lawson, John M. Gray, Jr., Diane Cilenti, Brian Dunn, Eileen Slater, and Jan Coleman.

Guests: None.

Mary reconvened the meeting at 9:03 a.m.

GENERAL GOVERNMENT TEAM

As spokesperson for the team, Murray discussed the impact on many departments of direct transfers as well as increased general fund allocations to the Criminal Justice Team over the past two years. He asked that the Board consider the need for additional funding in 2006-07 to the Assessor's Office, which is facing a significant shortfall in revenue this year as well as a 10% reduction in the Assessment & Taxation grant, and to Maintenance and Facilities, which has a number of projects coming up that will require either additional personnel or funds to contract the services.

County Counsel (10-25) - John G stated that his personnel and equipment is the same as last year and he has included a \$5000 transfer to the Assessor's Office.

Assessor (10-12) - Dave stated that he is proud of what his staff accomplishes with much less funding than other comparable counties. He requested authority to start recruiting for a full-time Chief Appraiser. He said he doesn't know if he'll be able to find a qualified applicant, but if he does, he would fund the position by eliminating the Supervising Chief and Appraiser 1 positions.

He noted that he will be the incoming president of the Oregon Association of County Tax Collectors and Eileen will be the secretary. He stated that there is a House bill to waive the six-year refund limitation on appeals, which would have a negative impact on his budget if it passes. He also discussed the potential negative impact of a substantial write-down of assets in the telecommunications industry.

Clerk (10-15) - Jan requested the reclassification of Kent Van Cleave from Office Specialist 2 to Senior Office Specialist. She said the position is already budgeted. She noted that she has doubled her allocation to Equipment Replacement to plan for the eventual purchase of a new ballot counter, although she may be able to get a used machine from Clatsop County, which is switching to a different system.

She stated that last year she started using Toni Tyree to do some part-time work out of the Records Fund (12-15) to clean and re-index the records film. She explained that the funds in Contract Services are to update two different FoxPro computer programs which are no longer supported.

The meeting recessed at 10:15 a.m. and reconvened at 10:22 a.m.

JK MS LL KGE
B.O. 06-763

Information Systems (10-17) - Murray stated that the 5% increase in his budget is largely due to personnel costs and some equipment costs. He said that the Mobile Data Terminals project has taken a substantial amount of resources and he is doing everything he can to make sure it doesn't continue to be such a drain.

He stated that the 12% decrease in GIS (10-65) is largely due to personnel reduction. He reported that the GIS model now has close to 200 layers and is continuing to grow. He noted that Tom Adams' Mapping Coordinator position doesn't actually exist, so he will need to request a reclassification to the closest position, GIS Analyst 1, with a one-range increase.

He stated that the city library and fire department have been brought back onto the county's phone system and there are ongoing discussions with the courts about options to share phone systems as well. He stated that Phil McCollister and Judge Collins have been very supportive in the efforts to solve the issue. He noted that the proposed FTE in the 2005-06 budget is the lowest it has been in five years and his departments continue to fulfill their responsibilities through the development of staff and technology.

Veterans (10-24) - Diane distributed and discussed two Excel spreadsheets, Compensation and Pension Dollars for Oregon counties and 2004 VA Expenditures in Yamhill County. She noted that there is a possibility of receiving an additional \$50,000 from the legislature for one full-time position. John K suggested that she add a revenue line for New State Programs and include the corresponding expense in the budget.

Maintenance (40-16) - Brian thanked the Board for the increase in discretionary resources to his department. He suggested that for 2006-07, rent for all buildings be charged to the appropriate department and general fund dollars be used only for common areas such as hallways. He said he will soon need to create a new category, Building Maintenance Worker 4, but will not need to fill the position for a year or so. John K said the request will need to go to the Classification Committee. He noted that a new system for requesting building improvements will be presented to the Board in the next week or two. Brian discussed the need to eventually replace the courthouse chiller and the Annex tower cooling unit.

Treasurer (10-23) - Nancy requested a salary increase to \$59,229, which would put it back on the schedule approved in 2000. John K explained that because elected officials have not received any cost of living increases and YCEA employees have, elected officials are no longer receiving pay at the commensurate rate that was dictated as appropriate four or five years ago. He said the impact of salary increases would vary from department to department and he recommended that the Board not make any changes until after the Compensation Committee meets.

Administrative Services (10-10) - John K reviewed the Administrative Services budget. He said he would emphasize to the Budget Committee the fact that most of Evelyn's time is spent managing PERS.

The meeting recessed at 12:04 p.m.

Anne Britt
Secretary

'06 OCT 11 P3:09

**MINUTES
INFORMAL WORK SESSION
April 6, 2005 2:00 p.m.**

**Service Team Budget Presentations
Room 32, Courthouse**

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

Staff: John Krawczyk, Julia Staigers, Nancy Reed, Laura Tschabold, Richard Sly, Vicki Wood, Barb Paladeni, Kellye Fetters, Jack Crabtree, Ken Summers, Paul May, Murray Paolo, Ron Huber, Brad Berry, and Dave Lawson.

Guests: None.

Mary reconvened the meeting at 2:07 p.m.

DELIBERATIONS

John K reviewed the budget corrections. He suggested that the Board award the Title III money as requested since there are sufficient funds. The Board agreed. He stated that the Board has \$20,000 from the Surveyor's budget to work with in granting funding requests.

Emergency Management Position - Jack stated that although the request for Title III funding for the helicopter is very important, keeping the Emergency Management position is a higher priority. He said he may not need the \$5000 for Search & Rescue. Ken shared new information from Oregon Emergency Management which may result in \$1000 less funding than previously thought, increasing the amount needed for the position to \$14,000. The Board agreed to increase the Sheriff's Title III allocation by \$5000 and use \$9000 from the Surveyor to fund the rest of the position.

DA Personnel Requests - Brad stated that of the two requests totaling \$72,000, increasing Jennifer Gardiner's position to full-time would be the higher priority, for a cost of \$26,000. The Board agreed to transfer the remaining \$11,000 from the Surveyor along with \$15,000 from the contingency fund to grant the request. Leslie stated that there isn't any money now for the Senior Office Specialist position, but maybe the situation will be different in a month or two.

Economic Development Funds - The Board agreed to allocate \$30,000 for Marine Patrol. Mary stated that a ticketing machine for the boat launch would be about \$20,000. The Board agreed to allocate \$10,000 to Contract Services for the City of McMinnville's website project and for Economic Roundtable, and to allocate the balance of the economic development funds (\$14,101) to County Parks for the ticketing machine.

Reclassification Requests (see attachment) - The Board agreed to all of the requests except the request to reclassify Barb Paladeni to Deputy Director, Range 29, which was deferred to the Budget Committee. John K noted that Steve is currently researching management salaries and more information will be available by the time the Budget Committee meets.

Capital Improvement Requests (see attachment) - John K requested that the discussion be postponed until Brian Dunn can be present.

JK MS LL KG
B.O. 06-764

Justice Court - John K instructed Jack to put the Justice Court proposal into the budget, including two new deputies, to be considered by the Budget Committee.

The meeting recessed at 3:24 p.m. and reconvened in Room 108 at 3:34 p.m. for a discussion about YCOM. Present for this portion of the meeting were Mary P. Stern, Leslie Lewis, Kathy George, John Krawczyk, Laura Tschabold, Murray Paolo, Paul May, and Jack Crabtree.

WORK SESSION - YCOM

John K reported that the presentation on the radio system at last night's YCOM Policy Board meeting went fairly well. He said that suggestions were made to form a radio group and to conduct an independent review of Art's work. He stated that a second opinion would be money well spent. Murray added that it would either bring credibility to the program or expose problems which would be better known now.

John K stated that following that discussion, there was a carefully orchestrated effort to fire Jay Lilly as YCOM Director. He said that following the initial vote to fire him and the subsequent discussion, some Board members started having second thoughts and there was a vote to rescind the previous action. Leslie stated that the Board is trying to save money. She suggested that maybe the City of McMinnville could come down a bit on Jay's salary and their accounting costs.

John K presented a letter that he had drafted from the Board of Commissioners to put the YCOM Board on notice that what they attempted to do had some serious problems and wasn't taken lightly. He said the group needs to discuss the possibility of a backup plan in case these kinds of actions persist. Paul recommended that the Board find a neutral party who understands dispatch services to visit with everyone and find out their concerns.

Jack stated that the YCOM Board is not conducive to openness and the meetings are not a very friendly environment to get information. Murray agreed that such a perception exists and could contribute to these problems.

The Board discussed the possibility of approaching different dispatch entities to determine the costs and feasibility of taking over the entire YCOM area or just the county and the City of McMinnville. Leslie stated that this short-term crisis could be resolved, but a different organization would be needed to prevent similar situations in the future.

Following additional discussion, the group agreed to look into mediation after the next YCOM meeting and to talk to YCOM Board members individually.

The meeting adjourned at 4:42 p.m.

Anne Britt
Secretary

JK MS LL JK GY
B-0.06-764

**Reclassification Requests
2005-2006 Budget Presentations**

April 4-6, 2005

Community Corrections

1. Vicki Wood, Office Administrator, Range 17 to Range 20
2. Barb Paladeni, Supervisor, Range 27 to Deputy Director, Range 28

Community Corrections / Parks

3. Kenneth Huffer, Parks Coordinator, Range 20 to Range 22

Sheriff's Office (Jail)

4. Karen Rogers, Medical Technician to Administrative Office Technician (new position)

HHS

5. Craig Hinrichs, Program Manager 1 to Program Manager 2
6. Janae Cisneros, Data Analyst, Range 17, to Management Analyst, Range 20

Clerk's Office

7. Kent VanCleave, Office Specialist 2 to Senior Office Specialist

GIS

8. Tom Adams, Mapping Coordinator, Range 7, to GIS Analyst 1, Range 8

B0.06-764

**Capital Improvement Requests
2005-2006 Budget Presentations**

April 4-6, 2005

1.	\$ 27,326	Sheriff's Office	Evidence storage
2.	\$ 7,500	Sheriff's Office	Remodel basement area for storage/offices
3.	\$100,000	HHS	Ventilation system, containment room
4.	\$ 5,000	Public Works	Clean room for server
5.	\$ 4,679	Public Works	Fencing around Public Works property

B.O. 06-764