

INFORMAL MINUTES

June 22, 2004 10:00 a.m.

Room 108, Courthouse

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

Staff: John M. Gray, Jr., John Krawczyk, Steve Mikami, Richard Sly, Vicki Wood, Diane Cilenti, Barbara Paladeni, Ron Huber, Laura Tschabold, Murray Paolo, Jack Crabtree, Ken Summers, Paul May, Chuck Vesper, Brad Berry, and Julia Staigers.

Guests: David Bates, News-Register.

* indicates item forwarded to formal agenda

Kathy called the meeting to order.

* Personnel - Steve presented requests for personnel action received from various departments. See agenda for details.

* Contracts - see agenda for details. The Board agreed to postpone consideration of the contract for Riverbend Landfill's annual rate adjustment until they can talk with John G individually.

* Criminal Records Checks - Designate Steve Mikami as the Yamhill County contact person for the purpose of handling criminal record check information for Developmental Disabilities and Mental Health divisions.

Minutes - Mary moved approval of informal work session minutes from June 10, 2004. The motion passed, Kathy, Mary, and Leslie voting aye.

* See agenda for formal session minutes.

* Transfers - See agenda for details.

* Petty Cash - Declare the YCINT petty cash fund, discontinued in 2004, as closed, effective July 1, 2004.

* Employee Flu Shots - Approve the payment of \$336 to Public Health for employee flu shots given during the months of November and December, 2004. John K noted that historically, flu shots have been paid for out of the Self-Insurance fund.

Committees - John G asked that the extension of the Yamhill Transportation Committee be put off for one more week.

The Board acknowledged the resignation of Angie Stevens from the Commission on Children and Families.

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Natural Hazards Mitigation Plan - John K stated that Kathy had expressed concern about the amount of time consumed with goal setting. The Board agreed to hold the plan for consideration at a later date.

HIPAA Rule - John G stated that a new security rule for HIPAA privacy protection will be going into effect in April 2005, dealing with the security of electronic transactions. He explained that Chris Johnson was wondering who will be coordinating the effort, and he listed Murray, Chris, Paul Kushner, Steve, and himself as options. Murray stated that his department will be heavily involved in the electronic security, but expressed concern about having enough time to coordinate the project. Mary suggested discussing the issue again next week after talking with Chris.

Sheriff's Office Budget Issues - John K distributed three handouts: budget changes made at last week's work session, changes recommended by the Sheriff's Office, and projected balances for the general fund. He stated that although the Sheriff's known losses from grant reductions and lost contracts have been covered, it was discovered that two positions were not transferred from the COPS program budget. He explained that one position will be taken by a promotion to sergeant, leaving a position without funding at this point, and he asked Criminal Justice Team members what they would be willing to do on a one-time basis to come up with the \$71,000 necessary to keep the position.

The team left to discuss options, and returned with the following solution:

\$ 4,500	from COPS ending balance
\$18,000	from Community Corrections instead of jail equipment purchases
\$18,000	from Community Corrections instead of transfer to the DA
\$10,000	from DA beginning balance
\$ 5,000	from DA discretionary resources transfer from SED
<u>\$15,500</u>	from IS
\$71,000	

John K said he would compile a spreadsheet of these changes for everybody to see, and Jack will forward them to Nancy Reed.

ERT - The Board discussed topics for presentation at the Governor's Economic Revitalization Team (ERT) tomorrow.

The meeting adjourned at 11:25 a.m.

Anne Britt
Secretary