

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY (“the Board”) sat for the transaction of county business in formal session on June 24, 2004 at 10:00 a.m. in Room 32 of the Courthouse, Commissioners Kathy George, Mary P. Stern, and Leslie Lewis being present.

Also present were John Krawczyk, Director of Administrative Services; John M. Gray, Jr., County Counsel; Mike Brandt, Planning Director; Bill Gille, Public Works Director; and David Bates, News-Register.

Commissioner George called the meeting to order.

A. **PUBLIC COMMENT PERIOD:** This fifteen-minute time period is reserved for public comment on any topic other than a quasi-judicial land use matter or other topic scheduled for public hearing. None offered.

B. **CONSENT AGENDA:** Commissioner Lewis moved approval of the consent agenda. The motion passed, Commissioners George, Stern, and Lewis voting aye.

Minutes

1. Approve the following formal session minutes:
 - a. **B. O. 04-364** - June 3, 2004;
 - b. **B. O. 04-365** - June 10, 2004.

Personnel

2. **B. O. 04-366** - Approve the employment of Nancy Ogilvie as Extra Help in Community Corrections, temporary part-time, \$20/hour, effective June 24, 2004 until December 23, 2004.
3. **B. O. 04-367** - Approve the employment of Stephanie Lang, Salem, as Probation Officer 1 in Community Corrections, regular full-time, Range 1, Step 1, \$2606/month, effective July 7, 2004.
4. **B. O. 04-368** - Approve the employment of Brian Rucker, Hillsboro, as Probation Officer 2 in Community Corrections, regular full-time, Range 2, Step 5, \$3116/month, effective July 6, 2004.
5. **B. O. 04-369** - Approve the change of status of Allison Musillami to Director of Commission on Children and Families, effective July 4, 2004.
6. **B. O. 04-370** - Approve the promotion of Brian Hansberry to Senior Cartographer in the Assessor’s Department, Range 18, Step 1, effective June 25, 2004.

7. **B. O. 04-371** - Approve the change of status of Blanca Marquez to Administrative Office Specialist in Chemical Dependency; Range 14, Step 5, \$2815/month, effective July 1, 2004.
8. **B. O. 04-372** - Approve the change of status of the following individuals in the Planning Department, effective July 1, 2004:
 - a. Juanita Pridemore, Office Specialist Technician, Range 12, Step 8;
 - b. Sherrie Mathison, Management Analyst, regular full-time.
9. **B. O. 04-373** - Approve the employment of Kimberly Burpee, McMinnville under OYCC grant in Juvenile, temporary part-time, \$7.05/hour, retroactive to June 17, 2004 until September 1, 2004.

Contracts

10. Renew the following Special Transportation Fund services agreements for quarterly disbursement of grant funds, effective until June 30, 2005:

a. <u>B. O. 04-374</u> - YCAP	\$56,209;
b. <u>B. O. 04-375</u> - Chehalem Valley Senior Citizens Council	\$54,225;
c. <u>B. O. 04-376</u> - Volunteer Medical Transportation	\$9382;
d. <u>B. O. 04-377</u> - Oregon Mennonite Residential Service	\$5683;
e. <u>B. O. 04-378</u> - Special Olympics Oregon	\$2395;
f. <u>B. O. 04-379</u> - Mid-Valley Rehabilitation, Inc.	\$32,669;
g. <u>B. O. 04-380</u> - Abacus	\$6912.
11. Renew the following transportation agreements for transportation services, effective until June 30, 2005:
 - a. **B. O. 04-381** - YCAP;
 - b. **B. O. 04-382** - Chehalem Valley Senior Citizens Council.
12. **B. O. 04-383** - Approve Amendment #1 to a contract between Public Health and Oregon Department of Human Services for the Small Drinking Water Systems Program, effective until June 30, 2005.
13. Approve the following amendments to the 2003-2005 County Financial Assistance Contract between HHS and Oregon Department of Human Services:
 - a. **B. O. 04-384** - Amendment #19;
 - b. **B. O. 04-385** - Amendment #20.
14. Approve the following agreements for the Developmental Disabilities Division, effective until June 30, 2005:
 - a. **B. O. 04-386** - Integrated Services Network;
 - b. **B. O. 04-387** - SCVP, Inc.;
 - c. **B. O. 04-388** - Oregon Mennonite Residential Services;
 - d. **B. O. 04-389** - Oregon Technical Assistance Corporation;
 - e. **B. O. 04-390** - Mid-Valley Rehabilitation, Inc.

15. **B. O. 04-391** - Approve an agreement between Public Health and Oregon Department of Human Services for Food-Borne Illness Prevention Program services, effective July 1, 2004 until June 30, 2005.

Criminal Records Checks

16. **B. O. 04-392** - 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.

Transfers

17. **B. O. 04-393** - Approve a transfer of appropriation authority:
- | | | | |
|------|----------------|----------------------------|----------|
| From | 021-045-699.13 | Other State Grants Expense | \$20,000 |
| To | 021-116-670.02 | Heat/Water/Lights | \$10,000 |
| | 021-116-611.02 | Contract Services | \$10,000 |
18. **B. O. 04-394** - Approve a transfer of appropriation authority:
- | | | | |
|------|----------------|--------------------|-----------|
| From | 010-081-611.02 | Contract Services | \$100,000 |
| To | 010-041-479.00 | Other Earnings | \$2000 |
| | 010-041-482.00 | Extra Help | \$25,000 |
| | 010-041-492.00 | Retirement | \$50,000 |
| | 010-041-484.80 | Time Loss Reserve | \$2000 |
| | 010-041-495.00 | Unemployment | \$3400 |
| | 010-041-499.99 | Vacation Liability | \$10,600 |
| | 010-041-613.01 | Medical Treatment | \$7000 |

Petty Cash

19. **B. O. 04-395** - Declare the YCINT petty cash fund, discontinued in 2004, as closed, effective July 1, 2004.

Employee Flu Shots

20. **B. O. 04-396** - Approve the payment of \$336 to Public Health for employee flu shots given during the months of November and December, 2004.

C. **OLD BUSINESS:** None.

D. **OTHER BUSINESS** (Add-ons and non-consent items):

21. **B. O. 04-397** - Consideration of retroactive approval of application submission by Public Health for an Environmental Public Health Tracking Grant, \$13,300.

Ms. Stern explained that this grant would allow the expansion of the Syndromic Surveillance System, which tracks illnesses in the county. She moved to retroactively approve submission of the grant. The motion carried, Commissioners George, Stern, and Lewis voting aye.

E. PUBLIC HEARINGS:

1. Consideration of Planning Docket PAZ-05-03, a request for a Comprehensive Plan amendment from AFLH to Quarry; a zone change from EF-80 to MR-2 for approximately 169 acres, applicant C.C. Meisel, as continued from June 17, 2004 for the purpose of receiving written response to the DOGAMI report and staff recommendation. *[Continued to July 22, 2004 at 10:00 a.m. at the point of staff recommendation, with a July 21, 2004 5:00 p.m. deadline for submission of additional information by proponent.]*

Commissioner George opened the public hearing.

Mike Brandt presented a request from the applicant's attorney for a continuance to allow him time to review and respond to the opponent's response to the DOGAMI report. Ms. Lewis moved to continue the public hearing to July 22, 2004 at 10:00 a.m. in Room 32 of the Courthouse, and to set a deadline of July 21, 2004 at 5:00 p.m. for the submission of additional information by the proponent. The motion carried, Commissioners George, Stern, and Lewis voting aye.

22. Receipt of public comment on the Yamhill County Budget for Fiscal Year 2004-2005. *[Budget adoption scheduled for June 29, 2004 at 9:45 a.m. in Room 108.]*

Ms. George opened the public hearing.

John Krawczyk explained that this is the time for public comment and last-minute requests for changes by department heads.

Bill Gille stated that he had mistakenly double-counted a revenue source and therefore needs to decrease his beginning fund balance to \$1,852,636 and Contract Services expenditures to \$2,490,251.

Commissioner Lewis proposed the following changes to the Fair budget: 1) Change the beginning balance from -\$13,210 to zero; 2) decrease the interfund loan amount from \$28,210 to \$23,000; and 3) increase the contingency fund from \$3000 to \$11,000.

Ms. George closed the public hearing.

The Board had no objections to the proposed changes. Mr. Krawczyk instructed Mr. Gille and Ms. Lewis to work with Nancy Reed to get the changes into the budget. Ms. George continued the matter to June 29, 2004 at 9:45 a.m. in Room 108 of the Courthouse for adoption of the budget.

F. ANNOUNCEMENTS:

1. A position is available in the Commission on Children and Families. Contact the Commissioners' Office for applications.

2. A public hearing on the Newberg/Dundee bypass is scheduled for 7:00 p.m. tonight in Room 103 of the McMinnville Community Center.

Adjourn: 10:20 a.m.

Anne Britt
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair KATHY GEORGE

Commissioner MARY P. STERN

Commissioner LESLIE LEWIS