

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 July 11, 2007 at 9:00 a.m. in Room 32 of the Courthouse, Commissioners Kathy George, Mary P. Stern, and Leslie Lewis being present.

Also present was Rick Sanai, Assistant County Counsel; John Krawczyk, Administrative Services Director; Laura Tschabold, Administrative Services Deputy Director; John Boynton and Karen McFadden, Emergency Management.

Commissioner George called the meeting to order.

A. **PUBLIC COMMENT:** This thirty-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. Unless extended or restricted by the Chair or majority of the Board, public comment will be limited to three minutes per person. None offered.

B. **CONSENT AGENDA:** Ms. Stern moved approval of items B(1) through B(14) on the consent agenda. The motion passed, Commissioners George, Lewis, and Stern voting aye.

Personnel

1. **B. O. 07-616** - Ratify the employment of Robert Richards, Beaverton, as Appraiser Trainee in the Assessor’s Office, regular full-time, Range 14, Step 1, retroactive to July 9, 2007.

2. **B. O. 07-617** - Ratify the employment of Aisha Stratemeyer, McMinnville, as HS Specialist 1 in HHS Chemical Dependency, temporary full-time, Range 17, Step 1, \$2943/month, retroactive to July 10, 2007 through September 30, 2007.

3. **B. O. 07-618** - Approve the change of status of Cassandra Conolly to HS Specialist 2 in HHS Adult Mental Health, temporary part-time, Range 20, Step 1, effective July 24, 2007 through January 1, 2008.

4. **B. O. 07-619** - Approve the change of status of Cassandra Conolly, Tamera Vasili, Derek Wright, and Walter Dillman to extend temporary part-time employment in HHS Adult Mental Health, retroactive to July 1, 2007 through June 30, 2008.

5. **B. O. 07-620** - Approve the change of status of Karen Brooks to HS Specialist 1 in HHS Abacus and Family & Youth, regular full-time, Range 17, Step 1, \$2944/month, effective July 16, 2007.

6. **B. O. 07-621** - Approve the employment of Chris Osterhoudt, Newberg, as Senior Office Administrator in the District Attorney's Office, regular full-time, Range 20, Step 3, effective July 23, 2007.

Contracts/Grants

7. **B. O. 07-622** - Approve a lease agreement between Yamhill County and Stanard Residuary Marital Trust for the property at 520 East 4th Street, McMinnville, \$74,400, retroactive to June 1, 2007 through June 30, 2012.

8. **B. O. 07-623** - Ratify the approval of Amendment #47 to the 2005-07 Financial Assistance Agreement #113020 between Health & Human Services and Oregon Department of Human Services, retroactive to June 21, 2007.

9. **B. O. 07-624** - Approve an intergovernmental agreement between HHS Adult Mental Health and Linn County for Acute Care Psychiatric Hospital Alternatives, \$13,439, retroactive to July 1, 2007 through June 30, 2008.

10. Approve an agreement between the Sheriff's Office and the following cities for police services, retroactive to July 1, 2007 through June 30, 2008:

- a. **B. O. 07-625** - City of Lafayette, 1.5 FTE, \$156,525;
- b. **B. O. 07-626** - City of Willamina, 1.5 FTE, \$179,000.

11. **B. O. 07-627** - Authorize the 2007 Homeland Security Grant application for Yamhill County, \$351,435.

12. **B. O. 07-628** - Appoint Chris Johnson as the County Financial Assistance Administrator with the authority to process amendments to the Financial Assistance Agreement and the Service Element Prior Authorization (SEPA) with Oregon Department of Human Services, on behalf of the county, by execution and delivery of amendments in hard copy or, with respect to the SEPA only, through electronic acceptance of SEPA adjustments in eXPRS.

Dues

13. **B. O. 07-629** - Authorize the payment of 2007-08 dues for the Association of O&C Counties, \$1888.

Economic Development

14. **B. O. 07-630** - Authorize the payment of \$6000 from the Economic Development Fund to YCAP for four bike racks upon receipt of a formal letter of request from YCAP.

Emergency Management

15. Adopt the revised Emergency Operations Plan for Yamhill County. [*See Other Business*]

C. **OLD BUSINESS:** None.

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

1. **B. O. 07-631** - Consideration of approval of the change of status of Olivia Carson to HHS Specialist 2 in HHS Adult Mental Health, temporary part-time, Range 20, Step 1, retroactive to July 1, 2007 through January 1, 2008.

Ms. George moved approval of the change of status of Olivia Carson. The motion passed, Commissioners George, Stern, and Lewis voting aye.

2. **B. O. 07-632** - Consideration of approval of the employment of Nicole Rickles, Mollala, as Deputy Sheriff in the Sheriff's Office, regular full-time, Range 12, Step 1, effective July 16, 2007.

Ms. Stern moved approval of the employment of Nicole Rickles. The motion passed, Commissioners George, Stern, and Lewis voting aye.

3. **B. O. 07-633** - Consideration of approval of Service Element Prior Authorization (SEPA) Approval Unit #173501 for the 2005-07 Financial Assistance Agreement #113020 between Health & Human Services and Oregon Department of Human Services.

Kathy moved approval of the item. The motion passed, Commissioners George, Stern, and Lewis voting aye.

4. **B. O. 07-634** - Consideration of approval of revisions to the Emergency Operations Plan for Yamhill County.

John Boynton provided an update on NIMSCAST compliance and stated that the written changes to the EOP could be finished in an hour or so. Ms. Lewis moved to recess the session until 11:30 a.m. The motion passed, Commissioners George, Stern, and Lewis voting aye. The meeting recessed at 9:24 a.m. and reconvened at 11:30 a.m. in the Commissioners' Office.

Mr. Boynton reviewed handouts of the updated portions of the EOP and stated that he would prepare a separate update page with new signature lines to be added to the existing plan. Ms. George moved to adopt the revisions. The motion passed, Commissioners George, Stern, and Lewis voting aye. Mr. Boynton noted that the county is now 100% NIMS compliant.

5. **B. O. 07-635** - Consideration of designating parking spaces formerly identified as "Yamhill County Employees" in the parking lot on the corner of 5th and Ford Streets as "Public Health Employees," effective August 1, 2007.

Ms. George explained that the parking lot is now being routinely used by courthouse employees, leaving no room for Public Health employees who come and go throughout the day. She moved approval of the new parking designation. The motion passed, Commissioners George, Stern, and Lewis voting aye.

E. **PUBLIC HEARINGS:** None.

F. **ANNOUNCEMENTS:**

1. The following positions are open to the public. Contact the Commissioners' Office for applications.

- a. Commission on Children & Families, three lay alternate position and one youth position;
- b. Local Alcohol and Drug Planning Committee, three positions.

2. Northwest Senior & Disability Services has openings for Yamhill County residents on the following regional councils:

- a. Senior Advisory Council, one position;
- b. Disability Services Advisory Council, one position.

For more information, contact Sally Lawson at (503)304-3473 or by e-mail at Sally.Lawson@state.or.us.

The meeting adjourned at 11:39 a.m.

Anne Britt
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair KATHY GEORGE

Commissioner MARY P. STERN

Commissioner LESLIE LEWIS