

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 April 16, 2008 at 9:00 a.m. in Room 32 of the Courthouse, Commissioners Mary P. Stern, Leslie Lewis, and Kathy George being present.

Also present were John M. Gray, Jr., County Counsel; Rick Sanai, Assistant County Counsel; John Krawczyk, Administrative Services Director; Steve Mikami, Personnel Officer; Murray Paolo, Information Systems Director; and Paul Chiu, PO Box 970, Newberg.

Commissioner Stern 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. Lewis moved approval of the consent agenda with the exception of item B(12). The motion passed, Commissioners Stern, Lewis, and George voting aye.

Personnel

1. **B. O. 08-232** - Approve the employment of Robert Morris, Portland, as HS Specialist 2 in HHS Family & Youth, regular full-time, Range 20, Step 1, effective April 21, 2008.

2. **B. O. 08-233** - Ratify the employment of Kristen Gaffney, McMinnville, as Extra Help in Administrative Services, temporary part-time, \$7.95/hour, retroactive to April 14, 2008 through June 30, 2008.

3. **B. O. 08-234** - Ratify the employment of Shari Shaw, Monmouth, as Corrections Reserve in the Jail, part-time on-call, \$10/hour, retroactive to April 9, 2008.

4. **B. O. 08-235** - Ratify the change of status of Jennifer Mosiman to Police Clerk in the Sheriff’s Office, Range 4, Step 4, \$2448/month, retroactive to April 7, 2008.

Contracts/Grants

5. **B. O. 08-236** - Ratify the approval of Amendment #34 to the 2007-09 Financial Assistance Agreement #119951 between Health & Human Services and Oregon Department of Human Services, retroactive to March 24, 2008.

6. **B. O. 08-237** - Approve a lease renewal between HHS Chemical Dependency and St. James Catholic Church, lessor, for the Reflections House at 1110 NE First Street, McMinnville, \$1000/month, retroactive to January 1, 2008 through December 31, 2008.
7. **B. O. 08-238** - Approve a 25-year lease agreement between Yamhill County, lessor, and Catholic Community Services for the Rainbow Lodge Property, \$35,000 advance rent for the first ten years and \$3000/year thereafter with an annual percentage adjustment.
8. **B. O. 08-239** - Approve Amendment #1 to Intergovernmental Agreement YAM0709 between the Commission on Children & Families and Oregon Commission on Children & Families to increase the Medicaid earnings cap from \$81,750 to \$163,500 for the Healthy Start Program.
9. **B. O. 08-240** - Ratify the approval of a letter of agreement between Public Works and OBEC Consulting Engineers for the design of a new crossing at Ayers Creek, OBEC Job #117-19, not to exceed \$10,000.
10. **B. O. 08-241** - Approve Grant Agreement #1354 between the Parks Division and Oregon State Marine Board for parking lot lighting expansion at Rogers Landing, \$64,000.

#### Vehicles

11. **B. O. 08-242** - Authorize the purchase of the following vehicles from Chuck Colvin Ford and declare units P-060, P-102, and P-001 as surplus county property to be sold on eBay to the highest bidder:
  - a. 2008 Ford Focus, \$11,496;
  - b. 2008 Ford F-350 crew cab, \$21,692;
  - c. 2008 Ford Fusion, \$15,435.

#### Roads

12. Approve a petition by Georgia Weiser to vacate a portion of White Street in Whiteson, no public hearing necessary under ORS 368.351. *[Continued to April 23, 2008.]*

Ms. Lewis stated that Dan Linscheid had contacted the other adjoining land owner, who has no objection to vacating the entire width of the street rather than just the half requested. John Gray stated that he would prepare a revised order for adoption the following week.

#### Refunds

13. **B. O. 08-243** - Authorize the following refunds from the Surveyor's Office:
  - a. Wand-Nelson Contractors, Inc., \$1185;
  - b. H2M Construction, LLC, \$695;
  - c. Acuff Properties, LLC, \$684.

#### Committees

14. **B. O. 08-244** - Approve the appointment of Lee Means to the Special Transportation Advisory Commission for a three-year term to expire December 31, 2011, replacing Pieter

Schoonveld as the YCAP representative.

15. **B. O. 08-245** - Approve the reappointment of Brian Doyle, Joe Cook, and Jennifer Redmond-Noble to the Solid Waste Advisory Committee for three-year terms to expire March 21, 2011.

16. **B. O. 08-246** - Approve the appointment of Dan Armstrong, David Cruickshank, Mary Ann Novak, Pam Novak, Lee Schrepel, Sam Sweeney, Stephen Wick, Mary Wilson, and Jill Zarnowitz to the LNG Citizens Advisory Committee for two-year terms to expire April 16, 2010.

Delegation of Authority

17. **B. O. 08-247** - Approve an order designating Becky Weaver and Laura Tschabold as Deputy County Accountants.

Dues

18. **B. O. 08-248** - Authorize the payment of \$1626 to the National Association of Counties (NACo) for 2008 dues.

**C. OLD BUSINESS:**

1. **B. O. 08-249** - Consideration of adoption of findings in support of Planning Docket NCU-06-07(MCM), a request to recognize existing development as substantial development to allow placement of a single family dwelling, applicant Louis Kern, as tentatively approved April 2, 2008.

Ms. Lewis moved to adopt the findings. The motion passed, Commissioners Stern, Lewis, and George voting aye.

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

1. **B. O. 08-250** - Consideration of approval of a fund settlement for Enterprise for Employment and Education assets.

After an update from John Gray, Ms. Stern moved to accept the fund settlement. The motion passed, Commissioners Stern, Lewis, and George voting aye.

2. Reports by Murray Paolo (See Exhibit A):

- a. Radio Project update;
- b. Oregon Wireless Information Network (OWIN) project and the status of a proposed agreement with the state;
- c. Pending tasks for the Criminal Justice Information System (CJIS) Project.

Murray stated that all of the CJIS tasks should be completed by June 30, 2008. John Krawczyk stated that anything the county can do to assist the District Attorney's Office is beneficial because of budget issues. He suggested that the Board establish a policy stating its intent regarding the CJIS project.

3. **B. O. 08-251** - Consideration of approving the classification description for the new position of Road Department Director, Range 35. [*Position to be advertised through May 16, 2008.*]

Steve Mikami reviewed the classification description. Mr. Krawczyk suggested sending it to all 36 Oregon counties as well as to counties in southern Washington and northern California that would also be affected by the loss of timber revenue. The Board agreed to keep the position open through May 16, 2008. Ms. Lewis moved approval of the classification description. The motion passed, Commissioners Stern, Lewis, and George voting aye.

4. Consideration of a request for the Board to purchase three exchange client access licenses for the Yamhill Basin Council, \$44.26 each. [*Tentative consensus to purchase with commissioners' discretionary funds, Commissioner George to verify the number of licenses needed.*]

Ms. George provided background information on the request. The Board agreed with a suggestion by Ms. Lewis to take the money out of the commissioners' discretionary accounts, which is something they do for other non-profit organizations. Ms. George agreed to find out if two licenses would be sufficient.

5. Declaration of the following discretionary expenditures for a farewell party for Sarah Jane Owens: \$20 from Commissioner George and \$15 each from Commissioners Stern and Lewis.

Following the declaration, the group discussed the possibility of holding a dinner to recognize Murray Paolo and employees in the radio shop for their tremendous contribution on the radio project. John Gray agreed to check with the Ethics Commission director about including spouses.

#### **E. PUBLIC HEARINGS:**

1. Consideration of the transfer of jurisdiction to the City of Newberg over portions of Mountainview Drive, Springbrook Road, and Zimri Drive. [*Tentatively approved, findings to be adopted April 23, 2008.*]

Mr. Gray provided background information. Ms. Stern opened the public hearing.

Paul Chiu, representing the City of Newberg, stated that other portions of these roads had previously been transferred to the city and have been developed. He explained that it would now be a suitable time to transfer the remaining portions so the city can have a good network of roads in that area.

There being no further comment, Ms. Stern closed the hearing. Ms. Lewis moved tentative approval of the transfer of jurisdiction. The motion passed, Commissioners Stern, Lewis, and George voting aye.

#### **F. ANNOUNCEMENTS:**

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

applications.

- a. Commission on Children & Families, two lay positions, two lay alternate positions, one youth position, and one professional alternate position;
- b. Parks & Recreation Board, two positions;
- c. Planning Commission, one position;
- d. Road Improvement Advisory Committee, one position;
- e. Special Transportation Advisory Commission, one position.

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](mailto:Sally.Lawson@state.or.us).

The meeting adjourned at 9:58 a.m.

Anne Britt  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

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Chair MARY P. STERN

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Commissioner LESLIE LEWIS

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Commissioner KATHY GEORGE

**Board of Commissioners, Discussion Items**

**16 April, 2008:**

**1)- Radio Project Update.**

- Law Cutover this morning.
- Fire cutover complete.
- System is up and functioning reliably, coverage is awesome.

**2)- OWIN Project, Agreement draft. BOC presentation by OWIN staff.**

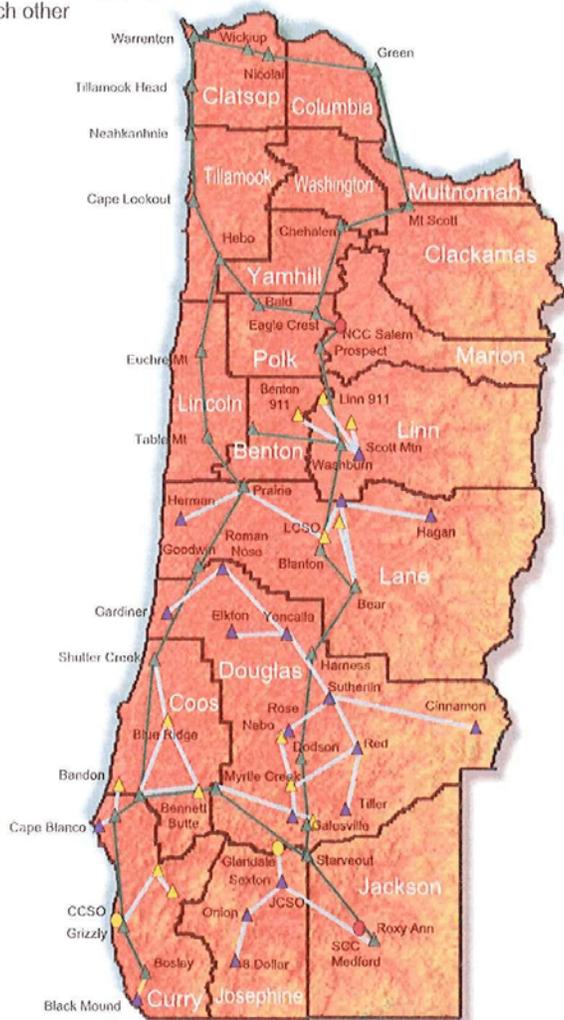
**3)- CJIS Project recommendations.**

- Status. Recent completions, Vision to DACMS interface and Witness list for DAs Office.
- Recommended next tasks.
  - Write Visionair(records) to Eagle(jail) software interface.
  - Complete Civil Division software.
  - Write Visionair(records) to JJIS(juvenile) software interface.
  - Resolve OJIN docketing to DACMS data issues.
  - Have discussions with the state regarding OJIN access for Corrections.
  - Resolve Visionair RMS license issues for small LEAs so they can use the software.

# SEVEN COUNTY PROJECT & Oregon OWIN



Pictorial showing the effects of the OWIN project and the 4th Congressional District (Seven County) project on each other



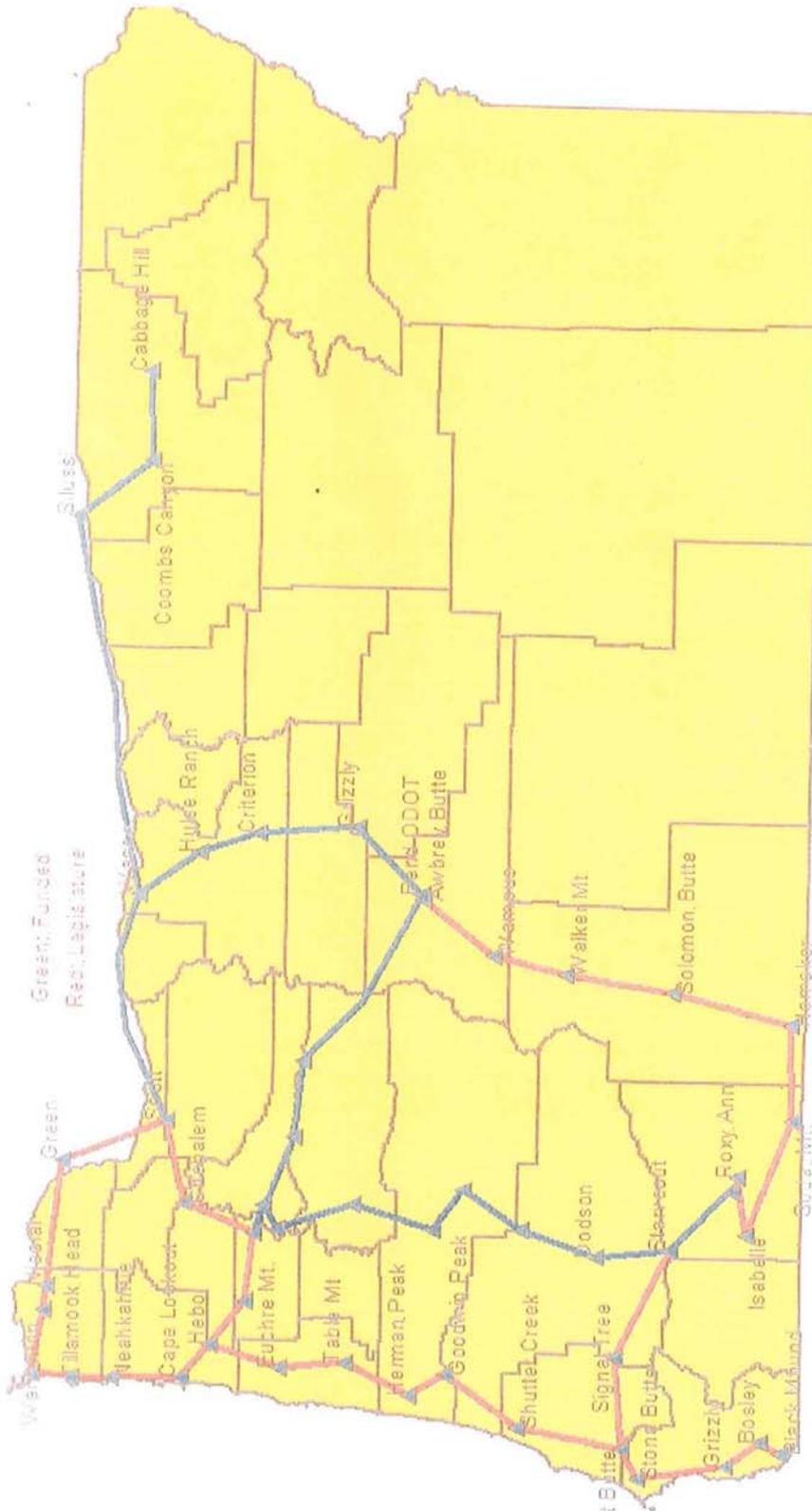
The green color shows the OWIN sites and microwave system, it includes microwave from the existing IWN Project and from the proposed Northwest Counties and Southern Seven Counties Project. The yellow color shows various county sites and blue microwave links. Some of these exist but most are proposed and funded under various grant and earmarks.

The purple color shows county sites that OWIN would like to co-locate OWIN equipment in and use county microwave to connect the OWIN microwave to the county sites.

The system complements each other in that the counties would not need to build a high capacity microwave freeway and OWIN would not need to build feeder streets in order to reach co-located sites.

The counties could use the green as a freeway and OWIN could use the yellow feeder streets to reach county sites for co-location of OWIN and County Systems.

coastmw\_Rev\_6.pdf



OWIN 2-13-2008 Microwave Concept  
 Projects in Progress and  
 Projects Taken to the Legislature

Yamhill County CJS Project Tasks

AREA	INTERFACES	RESPONSES	ITEM % COMPLETE	AREA % COMPLETE	TOTAL % COMPLETED
DISPATCH	1. LEA entry into vision cad via MDT's		100.00		
	2. CAD data into RMS	anny / ally issue with regard to ycom only. Will go away with merger.	100.00		
LEA's	1. Vision access for small police depts	initial mdts via grant funds	100.00	100.00	
	2. E-ticketing	migration SW budgeted for by city of McMinnville. Remaining agencies need funds.	25.00		
	3. Access to coplinks	connection in place. Need small pd's to have full vision licenses to input data into vision for upload to coplink/rain	50.00		
JAIL	1. Vision data into eagle	interface needs to be written. Bliven gathering screen shots		58.33	
	2. DBI control # placed into eagle		0.05		
	3. Closing of Swanson commissary account	Jail is preparing an RFP for new commissary system. Closing will be part of RFP and updating into EAGLE. Notified to include IS in RFP development.			
	4. **Kiosk in lobby for commissary & bail	Jail is preparing an RFP for Kiosk system. Must work with commissary and eagle system. Notified to include IS in RFP development.			
	5. **Internet Library ability for inmates	by july. Notified to include IS in process			
	6. Inmate roster to internet		100.00		
	7. Most wanted to internet		100.00		
	8. Warrant checks	From Chris Schlegel: 'can be removed'	100.00		
	9. LEADS elevated charges				
	10. EPT transports into eagle				
	11. Access to eagle while in courts				

**Yamhill County CJIS Project Tasks**

	12. Review of vision Jail package	From Chris Schlegel: 'We aren't interested in looking at Vision at this time or anytime soon. We get a better price with EAGLE and we have someone local who can help us when we run into problems.'	100.00	
<b>SO ADMIN</b>	1. Weapons permits into eagle or other	weapons permits are in eagle and produce the necessary cards. Vision weapons module was unable to produce cards.	100.00	33.34
	2. Data into coplink	city is uploading all data	100.00	
	3. LEADS checking	initial contact point nothing no redundancy	100.00	
	4. Scanning and Indexing of records	using DOCUWARE	100.00	
	5. **civil division software	awaiting final review	90.00	
<b>JUVENILE</b>	1. vision data into JJIS	it takes the staff 3 minutes per case to enter the data into JJIS. They will review what Shirley does in the DA's office to see if there would be any benefit to them.	50.00	98.00
	2. Restitution payments to courts	via gems financials	80.00	
	3. **AR billing to responsible parties	via gems financials	100.00	
	4. Restitution hours to OJIN & JJIS from .xls	Two state systems both do not allow automatic input of data into systems by pushing to the database.		

Yamhill County CJIS Project Tasks

	5. Court docketing schedule into JJIS	from Time Loewen: 'you can remove the docketing of juvenile court cases from your list of issues with our department. Our statewide database, JJIS, does not currently have the ability to record future calendar events like court hearings, so any efforts to develop such a feature locally using that system would be impossible.'	100.00 100.00	
	6. RMS terminal in detention			71.67
<b>DISTRICT ATTORNEY</b>	1. OJIN docketing into DACMS	finalizing data entry corrections interface written	95.00	
	2. Vision case into DACMS	interface written	100.00	
	3. Vision parties into DACMS	being developed in crystal reports	100.00	
	4. Witness list creation		100.00	
	5. PC affidavits into DACMS file			
	6. Vision terminal access	no longer needed because of interface purchased OTC software	100.00	
	7. DVD burning and redacting	using DOCUWARE	100.00	
	8. Scanning of files and indexing	newberg says it will use to much of the data pipe and they don't want to pursue this until the pipe is increased		
	9. **newberg vision cases into dacms			
	10. **E-court, electronic data transfer of files to court, coming in June for BETA testing			
	11. **DACMS data to corrections			
	12. **full vision access for small pd's thus allowing the automated vision case into DACMS			
<b>COURTS</b>	OJIN docketing into DACMS	see DA	95.00	57.92
	OJIN docketing into JJIS	see JUVENILE	100.00	
				97.50



**Yamhill County CJIS Project Tasks**

<b>CORRECTIONS</b>	creation of local CIS DUJI cases	The Local CIS data entry project is not needed: Data would need to come from OJIN and we don't have access to it. There are 50 cases entered per month, a relatively low number DOC will not be tracking the information entered (DUJI Diversion)	100.00	
	1. **Would like to be notified when the disposition of court cases result in Probation.			
	Automated listing of upcoming releases	b) Upcoming inmate releases would be handled through DOCC) WebLEDs and DOC have worked on the ERP client hits and have satisfactory integration. Any further development on that project would be handled between the two entities.	100.00	
	scanning & indexing		100.00	
	LEDS ERP client hits		100.00	
				80.00
<b>CITY MUNICIPAL COURTS</b>	RMS to CASSELLE	City of McMinnville has budgeted for the migration software for the 2008-2009 budget year	100.00	
	E-Ticketing	City of McMinnville has budgeted for the migration software for the 2008-2009 budget year	100.00	
	Terminal access outside courtrooms	in design plan for new city court/public hearing building	100.00	
				100.00
				77.42