

INFORMAL MINUTES

March 30, 2009

2:00 p.m.

Oval Office

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

Staff: Laura Tschabold, John M. Gray, Jr., Scott Maytubby, Becky Weaver, Marilyn Kennelly, Doug McGillivray, Ted Smietana, Ken Huffer, and Murray Paolo.

Guests: David Bates, News-Register; Roger Bowman and Jeff Eschen, 480 Church St SE, Salem; and Shannon Carefoot, 309 W 21st St, McMinnville.

* indicates item forwarded to formal agenda

Leslie called the meeting to order.

* Personnel - Leslie presented personnel requests from various departments. See agenda for details. Scott Maytubby stated that he would like to hire all future appraiser positions with a one-year probation period. He explained that because of the cycle of the work in his office, it sometimes takes more than six months to really assess an employee's work. He noted that Charles Terry and Steve Schuback had given a verbal go-ahead on behalf of YCEA. Leslie directed Scott to work with John G to memorialize the change.

* Contracts/Grants - See agenda for details.

Fees - The Board discussed a request for a revised 2009-10 fee schedule for Public Health, as approved by the Yamhill County Board of Health. Mary stated that this is a hard time on restaurants to be raising fees. The Board agreed to discuss the request with Mike McNickle during budget presentations the following week.

* Approve a revised fee schedule for Community Corrections, effective April 15, 2009.

* Resolutions - Approve Resolution 09-4-1-1 proclaiming Yamhill County's partnership with the U.S. Census Bureau to help ensure a full and accurate population count in Yamhill County in 2010.

* Approve Resolution 09-4-1-2 recognizing April 2009 as Child Abuse Prevention and Awareness Month.

Title 2 Projects - The commissioners briefly reviewed a spreadsheet of Title 2 project applications for Yamhill, Tillamook, Lincoln, Benton, Lane, Douglas, and Coos Counties to be reviewed by the Siuslaw Resource Advisory Committee. They directed staff to contact Bernie Gyant, Forest Supervisor, and invite a representative to come and discuss the projects or send more detailed information.

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* Audit - Accept the 2007-08 Audit Report for Yamhill County, as prepared by Boldt, Carlisle & Smith, LLC, and authorize it to be posted on the county's website.

Roger Bowman, Boldt, Carlisle & Smith, LLC, reviewed the highlights of the audit report. Jeff Eschen pointed out one deficiency noted in the report: that budgeted transfers in and out did not match up. He added that the issue has already been fixed. Becky Weaver explained that the transfers matched up in the transactions, but not necessarily in the budget. Jeff stated that they had looked at internal controls in several departments, but couldn't get to all departments this first year.

* Plans - Approve an amendment to the 2008-2014 Yamhill County Plan to Improve Positive Outcomes for Children and Families, as submitted by the Commission on Children & Families.

Emergency Management - Doug McGillivray provided an update on Emergency Management. He stated that he would like to review the Incident Command System (ICS) for Executives at Management Roundtable to satisfy a NIMS requirement. He discussed the Government Emergency Telecommunications System, the Family Preparedness Guide, a Flood Fight Design & Planning Workshop, two grant applications, and the Arctic Blast '08 report.

* Surplus Property - Declare a computer, serial number JQ2QT41, as surplus county property to be donated to Child Care Information Service.

Voicemail System - Murray Paolo distributed copies of the implementation schedule for the new voicemail system and said that he would get it out to department heads and division managers right away since there will be no Management Roundtable in April.

The meeting adjourned at 4:00 p.m.

Anne Britt
Secretary