

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, 2009, at 9:00 a.m. in Room 32 of the Courthouse, Commissioners Leslie Lewis, Kathy George, and Mary P. Stern being present.

Also present were Laura Tschabold, Administrative Services Director; John Gray, Jr., County Counsel; John Krawczyk, Budget Director; Pat Anderson, Human Resources; Murray Paolo, Information Systems Director; Tim Loewen, Juvenile Director; Becky Weaver, Accounting Manager; Nancy Reed, Treasurer; Brad Berry, District Attorney; Jack Crabtree, Sheriff; Ron Huber and Kellye Fetters, Sheriff’s Office; Silas Halloran-Steiner, Vicki Woods, and Barb Paladeni, Community Corrections; Marilyn Kennelly and Caren Anderson, Commission on Children and Families; Scott Maytubby, Assessor; Chris Johnson, HHS Director; Ken Austin and Mike Green, Budget Committee; David Bates and Hannah Hoffman, News-Register.

Commissioner Lewis 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. **AGENDA:**

Personnel

1. Consideration of the change of status of Allan Westhoff, Fair Manager, to increase salary by \$100/month and travel expenses by \$50/month, effective July 1, 2009. *[Previously approved by the Fair Board.]*
2. Consideration of the change of status of Susan Fredrickson, Fairgrounds Office Manager, to increase salary to \$12/hour, effective July 1, 2009. *[Previously approved by the Fair Board.]*
3. **B. O. 09-289** - Consideration of the employment of Oliver Vera as HS Associate in HHS Public Health, temporary part-time, Range 14, Step 4, effective July 13, 2009, through June 30, 2010.

Ms. George moved approval of item B(3). The motion passed, Commissioners Lewis, George, and Stern voting aye.

4. **B. O. 09-290** - Consideration of the employment of the following individuals as Corps

Members in the Juvenile Department, temporary part-time, \$8.40/hour, effective June 24, 2009, through August 31, 2009: Cadie Amsden, Jake Baker, Lissette Bautista, Wyman Brown, Nathan Craig, Tyrell Daly, Tyler Dornan, Ashley Edens, Thomas Fitzpatrick, Jesus Gonzales, Joel Guerra, Cody Herron, Anthony Jimenez, Karissa Lebeda, Ryan Lindquist, Nathaniel Lopez, Ethan McLean, Jacob Mosiman, Hunter Osburn, Nikelous Patterson, Pedro Radilla, Omar Rivas, Kolin Shapiro, James Shea, Carmen Snyder, Caleb Trachte, Kourtney Vandewettering, and Ryan Virgin.

Ms. Stern moved approval of item B(4). The motion passed, Commissioners Lewis, George, and Stern voting aye.

5. **B. O. 09-291** - Consideration of the change of status of Colette Marchant, HHS Developmental Disabilities, to Range 17, Step 3, effective June 24, 2009.

Ms. George moved approval of item B(5). The motion passed, Commissioners Lewis, George, and Stern voting aye.

#### Contracts/Grants

6. **B. O. 09-292** - Consideration of approval of a letter of engagement between Yamhill County and Boldt, Carlisle & Smith, LLC, for audit services for the 2008-09 fiscal year.

Ms. Lewis moved approval of item B(6). The motion passed, Commissioners Lewis, George, and Stern voting aye.

7. Consideration of approval of Trucking Services Contracts between Public Works and the following providers for road maintenance and repairs, not to exceed \$50,000 each, effective June 24, 2009:

- a. **B. O. 09-293** - Baker Rock Resources West;
- b. **B. O. 09-294** - North Santiam Paving Co.

Ms. Lewis moved approval of item B(7). The motion passed, Commissioners Lewis, George, and Stern voting aye.

8. Consideration of approval of Materials Supply Contracts between Public Works and the following providers for road maintenance and repairs, not to exceed \$50,000 each, effective June 24, 2009:

- a. **B. O. 09-295** - Baker Rock Resources West;
- b. **B. O. 09-296** - D.K. Quarries, Inc.;
- c. **B. O. 09-297** - Kamph Rock Crushing Co., Inc.;
- d. **B. O. 09-298** - Meisel Rock Products;
- e. **B. O. 09-299** - Morse Bros., Inc., DBA Knife River.

Ms. Lewis moved approval of item B(8). The motion passed, Commissioners Lewis, George, and Stern voting aye.

9. **B. O. 09-300** - Consideration of ratifying authorization for Health & Human Services to apply for a grant from the Oregon Emergency Jobs Program for the HHS Record Management Improvement Project, \$9032.

Ms. George moved approval of item B(9). The motion passed, Commissioners Lewis, George, and Stern voting aye.

Budget Transfer

10. **B. O. 09-301** - Consideration of approval of a transfer of appropriation authority within HHS:

From	16-79-720.11	New State Programs	\$375,000
To	16-70-695.15-H007	Emergency Expense	\$90,000
	16-72-695.15-P120	Emergency Expense	\$100,000
	16-73-695.15-P138	Emergency Expense	\$95,000
	16-76-695.15-P164	Emergency Expense	\$45,000
	16-172-695.15-P137	Emergency Expense	\$45,000

Ms. George moved approval of item B(10). The motion passed, Commissioners Lewis, George, and Stern voting aye.

C. **OLD BUSINESS:** None.

D. **PUBLIC HEARINGS:**

1. Receipt of public comment on the proposed 2009-10 county budget. [*Budget to be adopted June 30, 2009, at 1:00 p.m.*]

Ms. Lewis opened the public hearing. There being no public comment, the hearing was closed. John Krawczyk stated that there was an error in the budget publication document. He explained that it did not include the unappropriated reserve for the Insurance Reserve Fund in the amount of \$1,601,538, although the total summary was correct. Ms. Stern stated that since the budget publication was sent to all three local newspapers, the statement of correction should be sent to all three as a press release.

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

1. **B. O. 09-302** - Consideration of the employment of Susan Staebler-Meyers, Yesenia Lopez-Duran, and Kara McClendon as on-call relief in the Juvenile Department, \$8.40/hour, effective July 1, 2009.

Ms. Stern moved approval of item E(1). The motion passed, Commissioners Lewis, George, and Stern voting aye.

2. **B. O. 09-303**- Consideration of a contract employee agreement between Yamhill County and Marilyn Kennelly, manager of the Commission on Children & Families, effective July 1,

2009, through June 30, 2010.

Ms. George moved approval of item E(2). The motion passed, Commissioners Lewis, George, and Stern voting aye.

3. **B. O. 09-304** - Consideration of a modification of agreement between the Board of Commissioners, the Fair Board, and Josiah Muckey, provider, for Fairgrounds Security Attendant services, increasing the rent from \$350/month to \$400/month, effective July 1, 2009.

Ms. Lewis moved approval of item E(3), explaining that when the \$350 rent amount was originally set, the intent was that the minimum wage paid to the provider would be equivalent to the rent charge, and minimum wage has since gone up.

4. Consideration of approval of service agreements between Health & Human Services and the following providers, effective July 1, 2009:

a. **B. O. 09-305** - Karen Peters, PMHNP, DBA Northwest Behavioral Health LLC, professional services agreement for nurse practitioner services in Adult Mental Health, \$86.57/hour;

b. **B. O. 09-306** - William Nunley, M.D., physician services agreement, \$119/hour in Family & Youth and \$111.45/hour in Adult Mental Health;

c. **B. O. 09-307** - Utako Sekiya, M.D., physician services agreement for Adult Mental Health, \$111.45/hour.

Ms. George moved approval of item E(4). The motion passed, Commissioners Lewis, George, and Stern voting aye.

5. **B. O. 09-308** - Consideration of grant agreement #GRNT0344 between the Juvenile Department, grantee, and Community Colleges & Workforce Development for the OYCC Summer Conservation Corps project, not to exceed \$62,886, retroactive to June 1, 2009, through October 31, 2009.

Ms. Stern moved approval of item E(5). The motion passed, Commissioners Lewis, George, and Stern voting aye.

6. **B. O. 09-309** - Consideration of rescinding Board Order 09-286 and approving grant agreement #GRNT0270 between the Juvenile Department, grantee, and Community Colleges & Workforce Development for the OYCC Summer Conservation Corps project, not to exceed \$12,000, retroactive to June 1, 2009, through October 31, 2009.

Ms. Stern moved approval of item E(6). The motion passed, Commissioners Lewis, George, and Stern voting aye.

7. **B. O. 09-310** - Consideration of approval of Service Element Prior Authorization (SEPA)

Approval Unit #324709 for the 2009-11 Financial Assistance Agreement #127319 between HHS and Oregon Department of Human Services, \$14,111,872.

Ms. George moved approval of item E(7). The motion passed, Commissioners Lewis, George, and Stern voting aye.

8. Consideration of approval of agreements between HHS Adult Mental Health and the following providers for housing and physical care, retroactive to July 1, 2008:

- a. **B. O. 09-311** - Harmony Living, Inc.;
- b. **B. O. 09-312** - Parkside Living, Inc.

Ms. George moved approval of item E(8). The motion passed, Commissioners Lewis, George, and Stern voting aye.

9. **B. O. 09-313** - Consideration of ratification of approval of Agreement #6914-01 between Solid Waste and Hahn and Associates, Inc., provider, for groundwater monitoring and reporting at the Whiteson Landfill, not to exceed \$29,900, retroactive to June 19, 2009.

Ms. George moved approval of item E(9). The motion passed, Commissioners Lewis, George, and Stern voting aye.

10. **B. O. 09-314** - Consideration of approval of a memorandum of understanding between the Air Support Division, provider, and McMinnville Water & Light for aircraft services.

Ms. Lewis moved approval of item E(10). In response to a question from Ms. Tschabold about a cancellation clause, Mr. Gray stated that the county would not guarantee availability of the aircraft and has sole determination of whether to respond, but would have to refund that portion of the fee if it does not respond. The motion passed, Commissioners Lewis, George, and Stern voting aye.

The meeting recessed at 9:50 a.m. and reconvened at 10:04 a.m.

11. **B. O. 09-315** - Consideration of approval of an intergovernmental agreement between the Jail and Benton County for housing of Benton County inmates, effective July 1, 2009, through June 30, 2011.

Ms. Stern moved approval of item E(11). The motion passed, Commissioners Lewis, George, and Stern voting aye.

F. **BUDGET WORK SESSION (10:00 a.m.) :**

1. Discussion of proposed changes to the 2009-10 county budget:

a. Assessor - Scott Maytubby stated that he needs to put funds aside for computer software replacement. He reviewed the details of the budget changes needed to accommodate

this.

b. Health & Human Services - Chris Johnson stated that the co-chairs reversed some of the cuts in the Governor's Recommended Budget and his department has acquired some new contracts, so his budget now proposes an additional 4.6 FTE, an increase of \$553,699 in the overall budget, and a reduction of \$50,000 in the reliance on fund balance.

c. Community Corrections - Barbara Paladeni and Vicki Woods reviewed a handout (see Exhibit A). Ms. Woods stated that in addition to the 5.5 FTE cuts made in May, the budget now includes another cut of 1.0 FTE to deal with additional funding cuts. Brad Berry stated that it looks like the legislature is going to pull the Measure 57 piece out of HB 3508 and push the rest through, which would restore cuts of about \$6 million to Community Corrections.

d. Sheriff - Sheriff Crabtree reviewed a memo detailing changes to his budget (see Exhibit B).

e. Commission on Children & Families - Marilyn Kennelly stated that her revenue will only see a 20% reduction instead of the projected 30%, but her office will lose a .5 FTE employee. She said that some grant funding is still unknown at this point.

f. District Attorney - Mr. Berry stated that his budget is currently down one receptionist position, which would take \$45,299 to restore. He said that those duties would not go away and could be divided between the five support staff, but they would then have 20% less time to do the existing work. After extensive discussion by the group, Mr. Krawczyk suggested not funding the receptionist position now, but considering the possibility of restoring the position if the financial outlook is brighter in October and appears to be sustainable for at least two years. Ms. Stern stated that she would prefer to fund the position for now and look at a possible layoff in September or October if things don't get better.

Ms. Stern moved to fund the receptionist position from federal forest dollars. Ms. George stated that if the Board can't come up with sustained funding for the position, it needs to be cut before the end of the next fiscal year. Ms. Lewis stated that she believes the issue needs to be addressed now so the Board doesn't end up facing a worse situation later. The motion passed, Commissioners George and Stern voting aye and Commissioner Lewis voting no. Mr. Krawczyk stated that he would increase the DA's discretionary revenue by \$45,299.

g. Juvenile - Tim Loewen stated that he is not requesting any budget changes and will manage revenue cuts internally.

h. Title 3 - Ms. Lewis discussed a proposal to use \$6000 from the Title 3 Fund and \$6000 from the YCOM budget to add microwave to the Bald Peak tower in conjunction with the Homeland Security Grant and general fund dollars used to upgrade all eight towers to simulcast. The consensus of the Board was to approve the request.

i. Economic Development - Mr. Krawczyk stated that a 25% reduction in economic development funding from the state, along with a reduced beginning balance, will result in a net decrease of \$80,000 to this budget. Ms. Tschabold stated that the transit budget should be able to cover \$40,000 for Tonya Saunders' position and that shouldn't affect her ability to continue writing grants. Ms. Lewis noted that the Fair is cutting some of its capital improvements, which frees up an additional \$10,000. Mr. Krawczyk stated that the Board could use \$11,000 from Other Expenses that has been used in previous years to fund grant requests from local communities.

Ms. George moved to direct the HHS Director to use fund balance to cover the portion of the Abacus program previously funded by economic development dollars. The motion passed, Commissioners Lewis, George, and Stern voting aye.

Ms. Lewis moved to delete the \$40,000 transfer from Economic Development to Transit for the Grant Writer position and to reduce the Fair's allocation by \$10,000. The motion passed, Commissioners Lewis, George, and Stern voting aye.

Ms. Stern moved to reduce Other Expenses by \$11,000, with the intent of the Board being to pay \$2500 each to McMinnville Economic Development Partnership and the McMinnville Downtown Association for now and revisit the issue in October to determine if any additional allocations are possible. The motion passed, Commissioners Lewis, George, and Stern voting aye.

The consensus of the Board was to approve the other requests as discussed, with the changes to be formally approved when the budget is adopted the following Monday.

## 2. Court Facilities Improvement Grant

Ms. Tschabold stated that the grant should be included in the budget just in case. She said that the total grant amount proposed is \$1,178,060 and would include the reconfiguration of the public access space, court security improvements, and HVAC system improvements in the courthouse. Ms. Lewis moved to add \$1,178,000 to the revenue in the Non-Departmental Fund and the same amount in expenses to the Capital Improvement Fund. The motion passed, Commissioners Lewis, George, and Stern voting aye.

## G. ANNOUNCEMENTS:

1. The following positions are open to the public. Contact the Commissioners' Office for applications.
  - a. Commission on Children & Families, two full members and one alternate member;
  - b. Parks & Recreation Board, two positions;
  - c. Planning Commission, one position;
  - d. Special Transportation Advisory Commission, two 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](mailto:Sally.Lawson@state.or.us).

3. The Board will hold a special formal session at 1:30 p.m. on June 29 in the Commissioners' Office for end-of-year business and a special formal session at 1:00 p.m. on June 30 in the Commissioners' Office to adopt the 2009-10 county budget. Regular formal session will be held as usual on July 1.

The meeting adjourned at 12:12 p.m.

Anne Britt  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

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Chair LESLIE LEWIS

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Commissioner KATHY GEORGE

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Commissioner MARY P. STERN

### December 1, 2008

- Governor's Recommended Budget released
- \$229,917,937 allocated to community corrections
- "Opt-out" provision is triggered
- Governor orders creation of "Workload Reduction Work Group"

### March, 2009

- Counties were notified that their 8<sup>th</sup> quarter allocation from DOC would be cut by 25% to address current biennium shortfall
- \$162,306 reduction to YCCC
- Reserve funds and vacancy savings utilized

### May, 2009

- Budget prepared and presented to Budget Committee
- Budget based on Governor's Recommended Budget, at 2.15% workload share
- YCCC Operational Budget: \$4,943,236

### Reductions

- 1.0 FTE Jail Clerk
- 1.0 FTE Jail Corrections Officer
- 1.0 FTE Work Crew Supervisor (Underfilled)
- 1.0 FTE Probation Officer Aide
- 1.0 FTE Legal Assistant (DA's Office)
- 0.5 FTE Probation Officer
- Reduced \$62,500 for extra help / contract services

### Revenue

- Eliminated DUII assessment "contract", resulting in \$70,000 in fee revenue
- Supervision, work release, Department of Revenue fee increases

### May, 2009

- Community Corrections baseline budget recalculated to \$222,475,415
- Co-Chair's Budget recommends funding at this amount. This constitutes "full-funding" and eliminates "opt-out" when approved

### HB 3508 Workload Reductions

- Inactive Supervision for Local PPS
- Inactive Probation Supervision
- Reduced probation revocation sentences
- Some drug possession crimes become misdemeanors
- Estimated savings: 20.8 million
- Local funding reduction: \$447,200

### HB 5053 Revenue Restoration Measure 57 Phase-In

- \$6,070,757 funding increase due to:
  - Fewer Measure 57 offenders in prison
  - Increased earned-time for state prisoners will increase community caseload
- \$10,000,000 for Measure 57 "Treatment and Reentry Services" (requirements and restrictions unknown)

### 2007 – 2009 Biennium

- Statewide community corrections budget approximately: \$225,000,000
- @ 2.32% workload share:
- \$5,230,915 operating budget

### 2009 – 2011 Biennium

- Baseline budget: \$228,546,172
- Workload reductions: \$20,800,000
- Adjusted baseline: \$207,746,172
- Adjusted budget: \$4,466,543
- Reduction from 07-09: **\$764,372**

### Additional 09-10 Reductions Required

Community Corrections:	\$115,095
▪ Medical Insurance savings:	\$ 3,878
▪ Eliminate 1.0 FTE	\$74,612
▪ Measure 57 treatment revenue	\$36,605
▪ Jail:	\$123,250
▪ Medical Insurance Savings	\$ 506
▪ S.O. transfer from 10-43	\$122,744
▪ <b>TOTAL:</b>	<b>\$238,345</b>



"Excellence In Service"

**Sheriff Jack Crabtree**

# Yamhill County Sheriff's Office

Yamhill County Courthouse  
535 N.E. 5<sup>th</sup> Street, Room 143, McMinnville, Oregon 97128-4595

Email: sheriff@co.yamhill.or.us

Business Office (503) 434-7506 • Fax: (503) 472-5330  
Jail (503) 434-7507  
Emergency 911

## MEMO

To: Yamhill County Budget Committee  
From: Sheriff Jack Crabtree  
cc: John K., Laura T., Finance  
Date: June 24, 2009  
Re: Request for changes to proposed budget

The Legislature reduced SB1145 funds to the Community Corrections Department in the amount of \$544,612 over the Biennium.

Shortly after I heard of this reduction, I learned that several of our contract SRO positions will be funded to the amounts indicated below. These dollars were not included in the proposed budget; however the personnel expense for these positions was included.

The increase in this contract revenue allows the Patrol Division to help Community Corrections and transfer \$125,000 to assist with their revenue shortfall. The changes are as follows:

### Increase Budget Revenue:

10-43-341.35	Dayton Contract	\$48,971	(adding .5 of SRO position)
10-43-341.35-S430	Dayton School	\$38,971	(addition .39 of SRO position)
10-43-341.39	Willamina School	\$30,000	(addition .3 of SRO position)
10-43-341.40	Sheridan School	\$49,880	(addition .5 of SRO position)
10-43-342.14	Forest Patrol	<u>\$21,931</u>	(addition direct service hrs)

### Decrease Budget Revenue because of .5 reduction in Willamina's original request:

10-43-341.34	Willamina Contract	<u>\$51,591</u>	(reduced 2 to 1.5 FTE & 19hrs CodeEnf)
		<b>\$138,162</b>	<b>TOTAL INCREASE IN REVENUE</b>

### Increase Budget Expense:

10-43-780.05	Motorpool	\$ 13,162
10-43-900.??	Xfer Com.Cor/SB1145	<u>\$125,000</u>
		<b>\$138,162</b>
		<b>TOTAL EXPENSE INCREASE</b>

It is important to note that the revenue from these contracts will move those positions into the contracts and remove their availability to rural patrol.

*It is the Mission of the Yamhill County Sheriff's Office to provide our citizens with high quality law enforcement services, in an ethical and fiscally responsible manner.*

Exhibit B