

INFORMAL MINUTES

February 8, 2010

2:00 p.m.

Oval Office

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

Staff: Laura Tschabold, Rick Sanai, Pat Anderson, Chuck Vesper, Ken Friday, and Becky Weaver.

Guests: Hannah Hoffman, News-Register; Roger Bowman and Jeff Eschen, Boldt, Carlisle & Smith LLC.

* indicates item forwarded to formal agenda

Kathy called the meeting to order.

* Personnel - Pat presented personnel requests from various departments. See agenda for details.

* Contracts/Grants - See agenda for details.

* Committees - See agenda for details. Laura stated that Chuck will serve as the staff member assigned to the Employee Safety Advisory Committee.

Land Use Briefing - Ken Friday briefed the Board on Planning Docket G-02-09(KF), a request by Yamhill County to incorporate the new Flood Insurance Rate Maps from FEMA and to update the language in the Flood Hazard Overlay Zone. He noted that the Planning Commission had recommended approval of the request and no additional dwellings are going into the flood plain.

Membership Fees - The Board reviewed a handout of membership fee schedules from the Willamette Valley Council of Governments. Laura pointed out that Yamhill County's fees will be slightly reduced from the previous year, based on the most recent population estimates and a CPI adjustment. She said that she would give the information to John Krawczyk for budget preparation purposes.

Bargaining Teams - The Board discussed a memo from John Gray (see Exhibit A) regarding the management bargaining teams for Teamsters, YCEA, and the Yamhill County Deputy District Attorneys Association (YCDDA). Laura stated that John Phelan needs to be added to the list for YCEA. She noted that some of the YCEA team members may need to serve as alternates because of the size of the team, but having alternates is very convenient. Kathy moved to appoint the three bargaining teams as proposed on the memo dated February 5, 2010, with the addition of John Phelan to the YCEA team. The motion passed unanimously.

Speed Study - Kathy presented a citizen request for a speed study on Albertson Road. Leslie stated that the request needs to go to Public Works. She stated that the county typically cannot establish speed zones on gravel roads. She agreed to follow up with Public Works, since the citizen had

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submitted this request previously and had received no response.

* Audit Report - Accept the 2008-09 audit report from Boldt, Carlisle & Smith LLC.

Roger Bowman and Jeff Eschen presented the audit report. Roger stated that the audit process went more smoothly this year because it was the firm's second year working with the county, but it was also a transition year with new software, which required a significant investment of time. He said that next year's audit should go faster. Leslie expressed concern about the decrease in general fund balance.

Jeff stated that the firm has issued a letter to the county showing the significant deficiencies found regarding internal controls. He discussed the discrepancy between transfers in and transfers out and stated that those need to match up within the budget. After further review and discussion, the Board agreed to have Becky report back at the beginning of June on how things are progressing.

HUBZones - Mary presented a draft letter for the commissioners to review regarding historically underutilized business zones, known as HUBZones. She explained that 3% of federal contracts are required to go to businesses in a certified HUBZone, so counties benefit greatly by being in a HUBZone. She stated that Yamhill County is not in a HUBZone, except for possibly one small portion.

She said that businesses with less than 500 employees can also become eligible for federal contracts by registering as small businesses on the Centralized Contractors Registry. She noted that only 90 businesses from Yamhill County have registered.

Budget Committee - Mary stated that the Budget Committee meeting is scheduled for May 3-5, but Michael Green is only available on May 5. Leslie suggested holding the meeting May 5-7 instead. Chuck stated that shifting the dates at this point would cause confusion for departments. After further discussion, Laura agreed to check with John K about his availability and, if he is supportive of the change, to solicit input from department heads.

The meeting adjourned at 3:51 p.m.

Anne Britt
Secretary

Interoffice Memorandum

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February 5, 2010

TO: Board of Commissioners

CC: Laura Tschabold, County Administrator
Jack Crabtree, Sheriff
Pat Anderson, HR Manager
Diana Moffat, LGPI

FROM: John M. Gray, Jr., County Counsel 

RE: Motions for February 8 informal session regarding bargaining teams (REVISED)

I suggest you adopt the following motions at the February 8, 2010 informal session:

1. Move to appoint the following management bargaining team for successor to 2007-10 collective bargaining agreement between the County and Teamsters Local 223:

John Gray, Chief Negotiator
Captain Ken Summers
Captain Ron Huber
Pat Anderson, HR Manager
2. Move to appoint the following management bargaining team for new collective bargaining agreement between the County and the Yamhill County Deputy District Attorneys Association:

Diana Moffat, Chief Negotiator
Laura Tschabold, County Administrator
Pat Anderson, HR Manager

(continued on next page)

3. Move to appoint the following management bargaining team for the new collective bargaining agreement between the County and the Yamhill County Employees Association:

Laura Tschabold, Chief Negotiator
John Krawczyk, Budget Director
Pat Anderson, HR Manager
Chuck Vesper, Deputy County Administrator
Chris Johnson, HHS Director
Mike Brandt, Planning Department Director
Murray Paolo, Information Systems Manager
Becky Weaver, Finance Manager

Thanks.

cced John Phelan

jmg