

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 30, 2010, at 9:00 a.m. in Room 32 of the Courthouse, Commissioners Kathy George, Mary P. Stern, and Leslie Lewis being present.

Also present were Laura Tschabold, County Administrator; Chuck Vesper, Deputy County Administrator; John M. Gray, Jr., County Counsel; Rick Sanai, Assistant County Counsel; John Krawczyk, Budget Director; John Phelan, Roy Panschow, Pete Lindberg, Bill Gille, Russ Heath, and Lee Jeffries, Public Works; Ken Huffer, Parks Division Manager; Silas Halloran-Steiner and Paul Kushner, Health & Human Services; Tim Loewen, Juvenile Director; Mary Starrett, candidate for commissioner; Hannah Hoffman, News-Register; and Katie Paysinger, student intern.

Commissioner George called the meeting to order.

**SPECIAL PRESENTATION:** Recognition of Lee Jeffries for his 22 years of service as a county employee.

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 the consent agenda. The motion passed, Commissioners George, Stern, and Lewis voting aye.

Personnel

1. **B. O. 10-353** - Approve the employment of Lily Helpenstell as Office Specialist 1 in the Commission on Children & Families, temporary part-time, \$8.40/hour, effective July 1, 2010, through September 30, 2010.

2. **B. O. 10-354** - Approve the employment of Kristin Short as Office Specialist 1 in HHS Public Health, temporary part-time, Range 4, Step 4, effective July 9, 2010, through December 31, 2011.

3. **B. O. 10-355** - Approve the change of status of Margaret Jarmer to regular full-time employment in Health & Human Services, effective July 9, 2010.

4. **B. O. 10-356** - Approve the change of status of Patricia Brown, Ashley Lee, and

Raymond Stevens to extend temporary part-time employment in HHS Abacus, effective July 1, 2010, through June 30, 2011.

5. **B. O. 10-357** - Approve the change of status of Claudia Godinez to add regular part-time employment as Office Specialist 2 in HHS, effective July 1, 2010.
6. **B. O. 10-358** - Approve the employment of Benjamin Frazier as Corrections Reserve in the Jail, part-time on-call, \$10/hour, effective June 30, 2010.
7. **B. O. 10-359** - Approve the employment of Christopher Menne as Marine Patrol Cadet in the Sheriff's Office, temporary part-time, \$10/hour, effective June 30, 2010, through October 9, 2010.
8. **B. O. 10-360** - Approve the change of status of Stephen Rodewald to Engineering Tech 2 in the Surveyor's Office, effective July 1, 2010.
9. **B. O. 10-361** - Approve the change of status of John Krawczyk to an hourly rate of \$65/hour, effective July 1, 2010, 40 hours/month from July 2010 through December 2010 and 60 hours/month from January 2011 through June 2011.
10. **B. O. 10-362** - Approve a contract employee agreement between HHS Adult Mental Health and Dina Crown, R.N., for psychiatric registered nurse services, \$45/hour plus call-out pay, retroactive to June 8, 2010.

#### Contracts

11. **B. O. 10-363** - Approve an extension of agreement between HHS Family & Youth and Lutheran Community Services Northwest, provider, for services for Oregon Health Plan members, effective July 1, 2010, through September 30, 2010.
12. **B. O. 10-364** - Approve an agreement between Yamhill County and Marsh USA Inc., provider, for insurance broker services, \$35,000/year, effective July 1, 2010; approve authorizations to bind for property liability insurance coverage, total premiums \$349,522.
13. **B. O. 10-365** - Approve Grant Agreement #IA00363 between Yamhill County, grantee, and Oregon Department of Administrative Services, for courthouse improvement projects, not to exceed \$981,717.

#### Committees

14. **B. O. 10-366** - Approve the following changes to the Mental Health Advisory Board:
  - a. Reappoint Ann Scott, Charlene Gibb, Nancy Keim, Jeannie Kinman, and Frankie Williams for three-year terms to expire May 30, 2013;
  - b. Appoint Amaris Gamboa for a three-year term to expire May 30, 2013.

Budget/Finance

15. **B. O. 10-367** - Approve a transfer of appropriation authority within the General Fund from the Jail to Courthouse Security to cover personnel costs, \$10,000.

16. **B. O. 10-368** - Approve a transfer of appropriation authority within the County Fair Fund for expenses not anticipated, \$36,100.

Residence District

17. **B. O. 10-369** - Consideration of approval of the formation of a residence district and 25 mph speed zone on Foster Road.

**C. OLD BUSINESS:**

1. **B. O. 10-370** - Consideration of adoption of Ordinance 855 in support of Planning Docket Z-02-10(KF), a request to rezone 52 acres from EF-20 to AF-20, applicant Mills Development Co., as tentatively approved June 16, 2010.

Rick Sanai provided the first and second readings of Ordinance 855 by title only, declaring an emergency. Ms. Stern moved approval of the ordinance. The motion passed, Commissioners George, Stern, and Lewis voting aye.

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

1. **B. O. 10-371** - Consideration of approval of Resolution 10-6-30-1 adopting the Yamhill County 2010-11 budget in the amount of \$84,781,223, setting appropriations in the amount of \$77,781,307, and levying taxes in the amount of \$2.5775 per thousand dollars assessed value.

John Krawczyk stated that the total budget is approximately \$3 million less than it was for 2009-10, so some positions have unfortunately been eliminated. He said that the tax rate has remained unchanged for the last twelve years. He explained that the total for appropriations is less than the total budget because it doesn't include ending balances or reserves.

HHS - Silas Halloran-Steiner reviewed changes to the HHS budget (see Exhibit A). He stated that he is using about \$114,000 of his fund balance to allow his department to continue service to clients and avoid staffing cuts. He said that this is a common business practice for HHS and he is confident that it is the right move, given the modest cuts so far and the increase in his beginning balance. He stated that he still doesn't know the level of cuts that will be made to Developmental Disabilities, but if they end up being as deep as projected, he may need to talk to the Board about a potential reduction in staffing. He said that he would work together with Ms. Tschabold and the Board to come up with the best approach to serve the community. He added that he is also looking at combining prevention efforts under one mission.

Juvenile Department - Tim Loewen discussed the upcoming reduction to state allocations and its effect on his budget. He stated that the \$28,600 reduction in Oregon Youth Authority funding would be addressed by no longer transferring \$40,000 to HHS and redirecting that money to core functions in his department, with the balance being used, along with staff

reductions, to help offset additional proposed OYA cuts of almost \$50,000. He added that he is looking at ways to refine how the department does business. He clarified that he would still transfer some funds to HHS for the first quarter to cover the Prevention Coordinator position, since cuts won't take place until August. Ms. Lewis stated that she would like to have further discussion before any transfers are made. She said that it doesn't make sense for the Juvenile Department, which is facing significant potential cuts, to transfer money to HHS, which has a large fund balance.

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

2. Consideration of approval of the following transfers of appropriation authority:
  - a. **B. O. 10-372** - \$312,000 from the General Fund (Non-Departmental) to the Capital Projects Fund for the return of unused bridge grant funds to Oregon Department of Transportation;

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

- b. **B. O. 10-373** - \$5500 within the General Fund from Air Support to Surveyor (\$1000), Support Enforcement Division (\$2500), and Veterans Services (\$2000);

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

- c. **B. O. 10-374** - \$10,000 within the General Fund from Non-Departmental to Administrative Services (\$5000) and Board of Commissioners (\$5000) for retirement payout of FET and PEL.

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

3. **B. O. 10-375** - Consideration of approval of a memorandum of intention between the Board of Commissioners, Sheriff's Office, and Clackamas County regarding the future transfer of the Yamhill County Air Support Program to Clackamas County.

John Gray provided background information and the proposed terms of transfer, noting that this is a statement of intent only, not an intergovernmental agreement, and the transfer would be contingent on prior approval by the appropriate state and federal agencies. Laura Tschabold stated that the commissioners and the sheriff have come to an agreement on the terms and the state is prepared to move forward. The group discussed the details of the inventory items. Ms. Stern pointed out that the total worth of assets to be transferred is \$1,537,627.

Ms. Lewis moved approval of item D(3).

Ms. Stern stated that she has been debating whether this transfer makes sense financially. She said that it makes a lot of sense in terms of public safety to be able to provide service to many counties, and Yamhill County never needed a program of this size for itself. She said that people will question why the county is selling the equipment for one dollar if the asset total is so high, but much of the equipment came from grants and is attached to the helicopter and parts. She emphasized the importance of recognizing that this is a huge asset for the county and that much of the credit for it goes to Murray Paolo, who spent much of his own time building the program and housed the helicopter on his own property at no cost to the county. She said that it is unfortunate that the program has been inactive for the past year, but other counties are reluctant to call on the program because of its status. She said that she is offended by the term “whirlybird to nowhere” that has been used to describe the helicopter. She said that the program had the second largest opium bust in the nation and multiple marijuana busts in this area, which underscore the importance of the program and its value as a regional asset.

Ms. Lewis stated that if the county were to sell the helicopter for anything less than the value of the FLIR and radios, all proceeds would go back to Homeland Security, so it would be a pointless exercise. She added that the county is not authorized to sell the rest of the assets - they can only be transferred. She stated that the location of the opium was already known and that flight could have been done with a fixed wing aircraft, so it probably wasn't worth the amount of public money that was diverted from other priority county departments. She said that Yamhill County should never have had this air program and it is a black mark on the county because of the way it was run.

Ms. Stern thanked Ms. Lewis for the explanation about the assets, stating that is good for the public to know that the county is not just giving away \$1.5 million for one dollar. She said that the sheriff would probably disagree with Ms. Lewis' assessment of the helicopter's value in the opium bust, but the point is that something good can come of this program, in that it will be an extremely valuable asset to the region.

Ms. George stated that a program like this comes with a lot of responsibility and high maintenance costs that a county of this size cannot maintain. She said that transferring the program will actually give Yamhill County much more use of it without the associated costs. She said that the Board is having to deal with the fact that it didn't count the cost of keeping the program running, but this seems like a wonderful solution.

The motion to approve item D(3) passed, Commissioners George, Stern, and Lewis voting aye.

4. **B. O. 10-376** - Consideration of allocating up to \$2000 from the O&C Reserve Fund to the McMinnville chapter of Oregon Equestrian Trails for gravel for the Nestucca Trailhead, with the understanding that the trail will be open to the public for hiking as well as equestrian use, funds to be paid upon receipt of a bill.

Ken Huffer provided background information about OET's efforts to develop equestrian trails within the county and explained that he had suggested they contact the Board with their

request for gravel to complete this project. Ms. George stated that she would have some concerns if the trail were to be exclusively for equestrian use, but the letter indicates that it would be open to the public for hiking as well. Ms. Lewis stated that horses and vehicles don't mix well, but horses and hikers can be compatible. Ms. George moved approval of item D(4). The motion passed, Commissioners George, Stern, and Lewis voting aye.

5. **B. O. 10-377** - Consideration of the change of status of Bruce Neben to regular part-time employment in HHS Adult Mental Health, effective July 1, 2010.

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

6. **B. O. 10-378** - Consideration of authorizing Yamhill County Historical Society to submit a letter of intent under Yamhill County's authority to Oregon Department of Transportation for a Transportation Enhancement Grant, and authorizing the chair to sign the letter of intent if necessary.

Ms. Lewis moved approval of item D(6). 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, one regular lay member and four alternate members;
- b. Parks & Recreation Board, one position;
- c. Planning Commission, one position;
- d. Special Transportation Advisory Commission, one position.

The meeting adjourned at 10:37 a.m.

Anne Britt  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

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Chair KATHY GEORGE

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Commissioner MARY P. STERN

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Commissioner LESLIE LEWIS



ADMINISTRATION  
ADULT PROGRAMS  
HEALTH PROGRAMS  
FAMILY AND YOUTH PROGRAMS

## HEALTH AND HUMAN SERVICES DEPARTMENT

ADMINISTRATIVE SERVICES DIVISION- 503-434-7523

627 N.E. Evans – McMinnville, OR 97128 – TTY 1-800-735-2900

June 29, 2010

To: Yamhill County BOC  
CC: John Krawczyk, Laura Tschabold  
From: Silas Halloran-Steiner, Paul Kushner

RE: FY 10-11 Adopted Budget

We are requesting the Board approve our Adopt budget totaling 19.1 million dollars. There are a few changes to the Approved budget. This list details the most significant ones.

Our beginning balance is increased by approximately 537,000 over the Approved budget amount which was 2,722,314.

- We have experienced several vacancies this fiscal year, as well as numerous new hires. Both result in significant retirement (no PERS for first 6 months) and medical savings; 30,000 and 120,000 respectively.
- We collected 170,000 in prior year revenue that was not included in our accounts receivable as a result of the new Medicaid Management Information System (MMIS) implementation.
- The legislature mandated changes to OHP which resulted in capitation payments that were nearly 200,000 in excess of MVBCN projections.

While the beginning balance is increased, we have budgeted a portion of it to offset revenue decreases. This results in our ending balance changing by 423,000.

- The State has already contracted some state grant cuts for the 10-11 fiscal year. This reduces our revenue in human services divisions by roughly 75,000. These changes impacted general outpatient mental health for kids and adults, regional acute care and crisis services.

Paul and I will be available to answer questions and discuss more detail with the Commissioners at our budget hearing meeting on June 30, 2010. Thank you for your consideration.

Ex. A 1/1