

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/informal session on February 28, 2011, at 2:00 p.m. in the Oval Office of the Fenton House, Commissioners Mary P. Stern, Leslie Lewis, and Kathy George being present.

Also present were Chuck Vesper, Deputy County Administrator; Christian Boenisch, Deputy County Counsel; Pat Anderson, Human Resources; Doug McGillivray, Emergency Manager; Ted Smietana, Community Corrections Director; and Silas Halloran-Steiner, Health & Human Services Director.

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. **AGENDA:**

Personnel

1. **B. O. 11-118** - Consideration of the change of status of Marilyn Westfall to temporary part-time employment as Law Library Clerk, \$20.27/hour, effective March 1, 2011, through June 30, 2011.

The Board discussed the possibility of having the law library be online materials only and not having a library clerk. They also discussed the possibility of moving the library to another location, such as the former Telecom office in the basement of the courthouse, in order to eliminate the need to rent space. Ms. Stern stated that there are still some books and forms that are not available online, and somebody should be available to help people find what they need. Mr. Boenisch pointed out that many of the existing books are available online, so a smaller space could be used. Ms. Anderson said she would be meeting with Ms. Westfall the following day and could find out if the former Telecom office is big enough.

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

2. **B. O. 11-119** - Consideration of the change of status of Dorothy Green from .8 to .7 FTE

MINUTES

Page 1

Yamhill County Board of Commissioners

February 28, 2011

2:00 p.m.

Formal/Informal Session MS ___ LL ___ KG ___

in HHS Abacus, retroactive to February 24, 2011.

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

3. **B. O. 11-120** - Consideration of the employment of Kristine Givens as Extra Help in HHS Abacus, temporary part-time, \$10/hour, effective March 3, 2011, through September 30, 2011.

Ms. Anderson stated that some supervisors have asked about making the effective date for new hires the 9th or the 24th of the month, even though they may not start work until later in the pay period. She said that she is advising against doing that because it would create too much liability exposure for the county. She said that supervisors have been asked to start new employees on the 9th or the 24th when there is flexibility in the hire date, but sometimes that doesn't work well, especially with temporary hires, so she is willing to work with departments.

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

Contracts

4. **B. O. 11-121** - Consideration of approval of a Sub-Grant Agreement between HHS Public Health, grantee, and Oregon School-Based Health Care Network for Year 2 of the Network CORE grant, \$10,000, retroactive to September 23, 2010, through June 30, 2011.

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

C. **OLD BUSINESS:**

1. **B. O. 11-122** - Consideration of amending the bylaws of the Classification Committee to designate the County Administrator as chair and update other language.

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

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

1. **B. O. 11-123** - Consideration of authorizing a refund from Health & Human Services to Performance Health Technology, \$1172.

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

2. Consideration of signing a letter in support of a request by Chrisman Development & Management, Inc., for funding from Oregon Housing and Community Services to preserve and rehabilitate the Dunhill Apartments in Dundee. *[Consensus.]*

The Board agreed to sign the letter of support. Ms. Stern noted that Jane Davis of Carlton has also requested a letter of support for a swimming pool building.

3. Department updates

a. Doug McGillivray, Emergency Management;

Mr. McGillivray provided an update on Emergency Management activities (see Exhibit A). The Board discussed the options for alert and warning systems. Ms. Lewis stated that YCOM needs to be apprised of any decision the county makes, because it is considering the Code Red system. Chuck Vesper said that he would take the information back to the YCOM Executive Board.

b. Ted Smietana, Community Corrections;

Mr. Smietana provided an overview of the budget (see Exhibit B). He said that he won't know Yamhill County's workload share until April and won't know the overall budget until June, so he will use an estimate of 2% of \$200 million for next month's budget presentation to the Board. He reviewed pending legislation that could be beneficial to Community Corrections, noting that it is unusual to have so much of that at this point in the budget process. He stated that in times of budget hardship, he would consider releasing non-violent offenders from prison and putting them on post-prison supervision instead, which would save \$80 per day per person.

He said that he has requested to extend the federal Byrne grant until March 2012, since the county got a late start in hiring grant-funded personnel. He explained that this would allow each employee to get the full two years that were promised, and they would be let go as they finished their two years.

c. Silas Halloran-Steiner, Health & Human Services.

Mr. Halloran-Steiner stated that HHS also faces many potential system changes in next year's budget. He reviewed a handout showing a historical perspective of budget issues (see Exhibit C). Ms. Lewis stated that it would be good to have a similar analysis showing the use of fund balance, since the Board has to consider that during budget decisions. Mr. Halloran-Steiner agreed, adding that he could also show a comparison of proposed fund balance use versus actual fund balance use. Ms. Stern requested that he also show the percentage of general fund dollars included in each division's budget.

Mr. Halloran-Steiner stated that this is Chris Johnson's last official day working for the county, but he would like to keep him on contract through December at five hours per month, similar to the arrangement John Krawczyk has. He said that Mr. Johnson's experience and background knowledge make him a valuable resource.

4. **B. O. 11-124** - Consideration of amending the HHS Public Health personnel management roster to delete one full-time Senior Office Specialist position and add one full-time

Administrative Office Specialist position.

Mr. Halloran-Steiner discussed the benefits of changing Mini Suarez' former position to an Administrative Office Specialist. He stated that the position has been open for four weeks and will take another eight weeks to fill, resulting in 12 weeks of vacancy savings to the budget. Ms. George moved approval of item D(4). The motion passed, Commissioners Stern, Lewis, and George 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, four full members and three alternate members;
- b. Parks & Recreation Board, one position.

The meeting adjourned at 3:19 p.m.

Anne Britt
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair MARY P. STERN

Commissioner LESLIE LEWIS

Commissioner KATHY GEORGE



YAMHILL COUNTY EMERGENCY MANAGEMENT

414 NE Evans Street • McMinnville, OR 97128-4523
(503) 434-7340 • Fax (503) 474-4909 • TTY (800) 735-2900
www.co.yamhill.or.us

BOC Briefing Feb 28, 2011

Homeland Security Grant applications for 2010

Emergency Management – ARES: \$30,901

Emergency Management – CERT: \$5,800

Contract documents in hand to be signed and returned to OEM for counter signature,

Exercise:

Training for EOC personnel in April and May

Ops Center Training continues – adding cities.

Software is now installed on county servers and in the near future will be made available to each of the cities in the county.

CERT

Final approval of 501(c)(3) application received, Yamhill County Citizen Corps Council.

2011 SHSG

Last – cameras and A&W system

Now: Information on 6 A&W systems, develop matrix or crosswalk, provide to committee, and forward, 5 commercial and 1 Federal.

Current weather forecast:

Flooding possibilities

Plans:

Fire/Evacuation plan draft underway Initial draft of P&P is complete

Mass Fatalities Plan: OFDA, local FD, County ME,

Dr. Moore, follow-up

Exhibit A 1/1



Yamhill County Community Corrections

Trust, Service, & Community Safety

615 E. Sixth Street, McMinnville, Oregon 97128 · Phone: 503-434-7513 · Fax: 503-472-5216

YCCC Historical Budget Overview

State Grant-In-Aid Funds

2007 – 2009:

2.37% of \$225,000,000 statewide community corrections budget: \$5,200,000.

2009 – 2011:

2.14% of \$208,000,000 \$4,450,000

Plus 2.14% of \$10,000,000 M57 funds \$ 214,000

2011 – 2013 Estimates for County Budget:

(\$199,000,000 statewide community corrections budget per October Forecast)

2% of \$200,000,000 \$4,000,000

Plus 2% of \$10,000,000 M57 funds \$ 200,000

2011 – 2013 GRB:

Governor subtracted inflation increase, and for continuation of inactive local control PPS to reach

\$192,000,000 statewide community corrections budget

? % of \$192,000,000 ?

Plus ? % of \$10,000,000 M57 funds ?

Possible Pending Legislation:

Increased use of Local Control Incarceration

Deferral of offenders from prison to community supervision, with enhanced funding for supervision

Reduction of some low level felonies to misdemeanors, with enhanced funding for community supervision

Reformation of Sentencing Guidelines Grid (2012)

Continued workload reductions - 60 day local control revocation limits, inactive PPS and probation.

Ted Smietana

From: Martin Ginger [Ginger.Martin@doc.state.or.us]
Sent: Friday, February 11, 2011 2:11 PM
To: DL OACCDDIR - Directors Only; DL CCB Sheriffs - All County Sheriffs
Cc: Snider Paul; Lara Smith
Subject: Governor's Balanced Budget for Community Corrections

Colleagues:

I wanted to provide you with the details related to community corrections funding in the Governor's Balanced Budget.

October Corrections Population Forecast	\$198,219,117
Eliminate inflation	(\$5,293,903)
Continue inactive status for local control PPS	(\$1,100,000)
TOTAL FOR GRANT-IN-AID	&191,825,214

In addition to the grant-in-aid funding, the Governor has included the \$10 million in supplemental funds for drug addicted offenders that the legislature appropriated this biennium in conjunction with M-57.

For your reference, here is the section of law that defines the community corrections baseline budget, including how inflation is treated in that calculation:

423.483 Baseline funding; basis on which county can discontinue participation. (1) The baseline funding for biennia beginning after June 30, 1999, is the current service level for the expenses of providing management, support services, supervision and sanctions for offenders described in ORS 423.478 (2). At a minimum, each biennium's appropriation must be established at this baseline.

(2) If the total state community corrections appropriation is less than the baseline calculated under subsection (1) of this section, a county may discontinue participation by written notification to the director 180 days prior to implementation of the change. If a county discontinues participation, the responsibility for correctional services transferred to the county, and the portion of funding made available to the county under ORS 423.530 reverts to the Department of Corrections. In no case does responsibility for supervision and provision of correctional services to misdemeanor offenders revert to the department.

(3) As used in this section, "current service level" means the calculated cost of continuing current legislatively funded programs, phased in programs and increased caseloads minus one-time costs, decreased caseloads, phased out programs and pilot programs with the remainder adjusted for inflation as determined by the Legislative Assembly in its biennial appropriation to the Department of Corrections. [1995 c.423 §6; 1999 c.952 §1]

Please let me know if you have any questions. As usual, we will be able to run the allocation formula at the end of April. Until that time, you may want to use your county's current percentage share of the 09-11 budget and apply that percentage to the Governor's Balanced Budget total as a working number, adding in your M-57 program dollars if you have a funded program.

Exhibit B 2/2

GF analysis revised

Use of GF in ADOPTED budgets		PH FTE		DD GF		DD FTE		AMH GF		AMH FTE		ABACUS GF		ABACUS FTE		F&Y GF no P145		F&Y FTE no P145		CD GF no EOP		CD FTE no EOP		CD GF EOP		CD FTE EOP		ADMIN GF		ADMIN FTE		ECF GF		ECF FTE		TOTAL GF		TOTAL FTE	
2011-2012	629,866	27.64	31,958	12.28	83,702	34.66	-	7.64	5,390	27.31	179,922	2.90	187,508	16.89	204,408	4.97	49,925	0.68	-	19.31	1,372,679	154.28																	
% of total	54%	3%	7%	0%	0%	0%	0%	0%	15%	16%	16%	16%	16%	16%	16%	16%	4%	0%	0%	18.82	1,348,342	153.59																	
2010-2011	628,049	26.35	27,976	13.41	98,368	28.08	-	6.85	5,267	27.00	177,758	2.87	119,397	20.26	204,000	5.17	87,527	4.78	-	18.77	1,315,540	146.76																	
% of total	55%	2%	9%	0%	0%	0%	0%	0%	16%	10%	10%	10%	10%	10%	10%	10%	8%	0%	0%	18.77	1,315,540	146.76																	
2009-2010	636,607	25.06	-	12.46	47,906	26.21	-	7.22	17,509	23.57	179,516	3.06	165,648	21.39	200,000	5.40	68,534	3.62	-	19.13	1,186,748	139.06																	
% of total	57%	0%	4%	0%	0%	0%	0%	0%	2%	4%	18%	18%	13%	4%	4%	4%	6%	0%	0%	19.13	1,186,748	139.06																	
2008-2009	570,094	25.10	-	10.16	86,025	25.10	21,280	8.31	42,158	17.58	190,660	3.18	137,171	21.89	100,000	5.60	39,360	3.01	-	19.69	1,047,477	129.93																	
% of total	52%	0%	8%	0%	0%	0%	0%	0%	3%	19%	15%	15%	15%	7%	7%	7%	4%	0%	0%	19.69	1,047,477	129.93																	
2007-2008	501,694	23.09	-	8.90	80,791	21.46	-	6.77	36,188	16.58	203,826	3.38	154,387	21.45	-	0%	70,591	2.96	-	17.72	1,130,029	120.07																	
% of total	48%	1%	8%	0%	0%	0%	0%	0%	3%	2%	22%	22%	20%	4%	4%	4%	7%	0%	0%	17.72	1,130,029	120.07																	
2006-2007	541,056	21.92	15,667	7.76	53,126	21.87	1,823	6.76	72,169	15.06	239,159	4.13	180,014	20.35	-	45,179	3.54	-	16.46	1,052,880	119.06																		
% of total	48%	1%	5%	0%	0%	0%	0%	0%	7%	7%	23%	23%	17%	4%	4%	4%	3.50	-	16.60	1,011,400	117.00																		
2005-2006	445,743	23.13	15,667	7.76	53,126	21.87	1,823	6.76	72,169	15.06	239,159	4.13	180,014	20.35	-	45,179	3.54	-	16.46	1,052,880	119.06																		
% of total	42%	2%	8%	0%	0%	0%	0%	0%	8%	8%	23%	23%	18%	0%	0%	0%	3.50	-	16.60	1,011,400	117.00																		
2004-2005	428,244	23.65	17,156	7.49	79,514	21.42	-	6.33	79,045	12.93	229,961	4.54	177,480	20.54	-	-	-	-	6.40	992,599	116.61																		
% of total	42%	2%	8%	0%	0%	0%	0%	0%	8%	7%	23%	23%	18%	0%	0%	0%	3.50	-	16.60	1,011,400	117.00																		
2003-2004	411,112	21.51	7,542	7.09	96,651	16.37	3,109	6.08	73,678	10.06	229,935	4.69	183,913	19.29	-	5,460	3.42	-	7.58	1,011,400	95.79																		
% of total	41%	1%	10%	0%	0%	0%	0%	0%	7%	7%	23%	23%	18%	0%	0%	0%	3.42	-	7.58	1,011,400	95.79																		
2002-2003	405,110	22.17	14,546	8.16	72,562	20.97	-	7.26	89,612	14.70	230,090	4.45	180,679	27.73	-	-	4.77	-	6.40	992,599	116.61																		
% of total	41%	1%	7%	0%	0%	0%	0%	0%	9%	9%	23%	23%	18%	0%	0%	0%	4.77	-	6.40	992,599	116.61																		
2001-2002	396,946	24.50	14,386	9.47	27,123	18.55	-	7.71	136,650	12.89	226,261	4.31	171,623	28.14	-	-	4.41	-	6.21	972,989	116.19																		
% of total	41%	1%	3%	0%	0%	0%	0%	0%	14%	14%	23%	23%	18%	0%	0%	0%	4.41	-	6.21	972,989	116.19																		
2000-2001	404,994	16.00	13,500	8.43	21,558	18.13	-	7.69	99,649	13.03	212,332	4.93	161,056	25.95	-	-	4.05	-	6.24	913,089	104.45																		
% of total	44%	1%	2%	0%	0%	0%	0%	0%	11%	11%	23%	23%	18%	0%	0%	0%	4.05	-	6.24	913,089	104.45																		
1999-2000	334,733	19.72	25,162	8.29	34,124	16.21	-	7.75	99,607	11.30	-	-	62,347	29.41	-	-	2.42	-	5.97	601,973	101.07																		
% of total	56%	4%	6%	0%	0%	0%	0%	0%	17%	17%	0%	0%	10%	8%	8%	8%	2.42	-	5.97	601,973	101.07																		

Exhibit C 1/3

HHS Total GF Allocation: Overview Narrative for Excel File

601,973 in 1999-2000 to 1,372,680 in 2011-2012

Population growth & Inflation & COLAs

2000-2001 change with the Juvenile Department, increase in GF allocation

2007-2008 change, decrease due to criminal justice team needs for Jail and Steel Mill property tax issue

2008-2009 100k increase for EOP, and then to 200K in 2009-2010

Public Health

1999-2000 56% GF allocation; 2000-2001 was the year that Family Planning was dropped. When restored in 2008-2009, GF allocation was increased to cover the additional costs associated with Family Planning Program. Unlike the other programs, Public Health requires a significant match to more fully meet our statutory requirements. It also allows us to safeguard the health and safety of all county residents due to population health model.

DD

State has not always had enough money to fully fund community programs. As a consequence the State allows local entities to claim the unclaimed Federal match. We have used local match since 1999-2000. In 2007-2008, the State redid their model budget and they fully funded us until 2010-2011. Due to State budget shortfalls in 2010-2011, they went back to an 85% funding model. We expect this to be continued in 2011-2012. Wednesday night social program was funded with GF in 2010-2011. Kim identified a need for some flexible funding GF to help keep families intact (\$1500). The remainder is the match that allows us to leverage federal dollars.

AMH

Between 2002-2004 HHS saw cuts in MH benefit package. In 2006-2007, as OHP decreases enrollment from 125K to 25K, there was a corresponding increase in GF allocation. Most GF dollars are designed to meet needs of individuals who don't meet traditional eligibility criteria. GF is also used for individuals who are criminal justice system involved who might be have a stable residence or be engaged with services long enough to obtain OHP benefits.

Abacus

Abacus can't fully meet their mission on state funding alone. In 2008-2009 we used some GF (21K) and then we used fund balance in 2009-2010 and again in our Commissioners budget for 2011-2012 in order to balance.

Family and Youth

In 1999-2000, Chris was still the Juvenile Director and the Levy funds were part of the entire HHS team budget. You can see an increase in GF allocation and the corresponding allocation to F&Y P145 to maintain these funds. Overtime, HHS has made some reductions due to changes in

GF allocation and increase in numbers of insured kids with Healthy Kids plus more funds for high mental health and addiction treatment in the community. In 2007-2008, Steel Mill did a property tax appeal (several hundred thousand dollars), and HHS had a reduction in GF (instead of COLA), and gave some funds to Criminal Justice team. GF dropped from 246K to 203K. Some of this went to AMH due to cuts in Standard mentioned above.

CD

In 1999-2000 GF allocation goes from 62K to 161K in 2000-2011. In 2000-2001, HHS wrote a proposal to increase capacity for addiction services and got a "county add back" of 86K for local residents; this was after Multnomah County pulled funding for Redirections Program at the jail. Redirections closed in 2003-2004 and the GF was re-allocated to general outpatient. Current FTE is 21 and still nowhere near our historical staffing levels of 27 - 29 FTE in 1999-2003 due to state and federal funding decreases. Attorney General is looking at the recent history of reductions in treatment and prevention funding; says he wants to address it, but it will take time.

ECF/RTF

No history of GF allocation because the State fully funds residential programs. Every so often they do a rate study; at first we tend to under spend and make up some savings immediately following the rate study and then we end up using some fund balance, because the legislature doesn't always apply COLAs. We are set for a rate study in 2011-2012 and have budgeted use of fund balance to continue service levels to residents.

ADMIN

We used to fund Administration based on our interest savings on DD Residential dollars as we held them from the beginning of the month and made payments at the end of the month. Now we have less money in the bank due to a fiscal intermediary (Express) and interest rates are much lower. That reduced our funding for administration. In the same year there was a cut due to Steel Mill taxes being cut. The county made a decision that non-county GF departments would contribute for BOC and Barbara Stanley. However, our federal funds require us not to spend dollars on elected officials. GF costs were increased to cover.