

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 July 12, 2011, at 3:00 p.m. in Room 32 of the Courthouse, Commissioners Mary P. Stern, Leslie Lewis, and Kathy George being present.

Also present were Laura Tschabold, County Administrator; Chuck Vesper, Deputy County Administrator; Rick Sanai, County Counsel; Pat Anderson, Human Resources; Hannah Hoffman and Edward Stratton, News-Register; and Dennis Marks, McMinnville Police Department.

Commissioner Stern called the meeting to order at 3:00 p.m.

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. 11-410** - Consideration of the change of status of Heather Dixon to regular full-time employment in HHS Adult Mental Health, retroactive to July 9, 2011.
2. **B. O. 11-411** - Consideration of the change of status of Becky Stern Doll, county clerk, to adjust salary pursuant to action taken by the Budget Committee on June 6, 2011, retroactive to July 9, 2011.
3. **B. O. 11-412** - Consideration of modifying the HHS personnel management roster to add position authority for a .5 FTE Management Analyst in Public Health.
4. **B. O. 11-413** - Consideration of approval of a contract employee agreement between HHS Adult Mental Health and Deb Parker for Certified Peer Specialist services, \$25/hour, retroactive to July 9, 2011.

Ms. George moved approval of items B(1) through B(4). The motion passed, Commissioners Stern, Lewis, and George voting aye.

Contracts/Grants

5. Consideration of ratification of the following amendments to the 2009-11 Financial Assistance #127319 between HHS and Oregon Department of Human Services, retroactive to June 27, 2011:

- a. **B. O. 11-414** - Amendment #45;
- b. **B. O. 11-415** - Amendment #46.

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

6. **B. O. 11-416** - Consideration of approval of the 2011-13 Financial Assistance Agreement #134297 between HHS and Oregon Department of Human Services for the financing of community developmental disability services.

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

7. **B. O. 11-417** - Consideration of appointing Silas Halloran-Steiner as County Financial Assistance Administrator with the authority, on behalf of Yamhill County, to (i) process amendments to the 2011-13 Financial Assistance Agreement #134297 and the Service Element Prior Authorization (SEPA) with Oregon Department of Human Services, (ii) enable the disbursement of financial assistance under said agreement, as described in the SEPA, and (iii) authorize providers under said agreement to submit disbursement claims, retroactive to July 1, 2011, through June 30, 2013.

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

8. **B. O. 11-418** - Consideration of accepting a one-year grant from Kaiser Permanente to build an Oral Health Coalition in Yamhill County during fiscal year 2011-12, \$50,000.

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

9. **B. O. 11-419** - Consideration of authorizing HHS Public Health to apply for a \$50,000 grant from the State Public Health Division for assistance in the national accreditation process.

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

10. **B. O. 11-420** - Consideration of approval of Amendment #6 to extend an agreement between the Commission on Children & Families and Court Appointed Special Advocates (CASA), provider, \$32,098, retroactive to July 1, 2011, through June 30, 2012.

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

11. **B. O. 11-421** - Consideration of approval of Intergovernmental Agreement #YAM1113-MAC between the Commission on Children & Families and Oregon Commission on Children & Families for Healthy Start Medicaid administrative activities, retroactive to July 1, 2011, through June 30, 2013.

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

12. **B. O. 11-422** - Consideration of approval of Intergovernmental Agreement #1113YAMJD between the Juvenile Department and Oregon Commission on Children & Families for the Solution-Focused Brief Therapy and Peer Court programs, \$114,032, retroactive to July 1, 2011, through June 30, 2013.

Ms. Stern moved approval of item B(12). The motion passed, Commissioners Stern, Lewis, and George voting aye.

13. **B. O. 11-423** - Consideration of approval of the Yamhill County Juvenile Crime Prevention (JCP) Plan Update for 2011-13, \$114,032.

Ms. Stern moved approval of item B(13). The motion passed, Commissioners Stern, Lewis, and George voting aye.

14. **B. O. 11-424** - Consideration of approval of an agreement between the Juvenile Department, provider, and Polk County for juvenile detention bed rentals, \$185,055, retroactive to July 1, 2011, through June 30, 2012.

Ms. Stern moved approval of item B(14). The motion passed, Commissioners Stern, Lewis, and George voting aye.

15. **B. O. 11-425** - Consideration of approval of Amendment #1 to an agreement between the Jail and South Salem Plumbing, LLC, provider, to include additional work on the kitchen area hot water system, revised total \$26,212.

Ms. Stern moved approval of item B(15). The motion passed, Commissioners Stern, Lewis, and George voting aye.

16. **B. O. 11-426** - Consideration of approval of an agreement between Yamhill County and Marsh USA, Inc., provider, for insurance broker services, \$35,000, retroactive to July 1, 2011, through June 30, 2012.

Ms. Stern moved approval of item B(16). The motion passed, Commissioners Stern, Lewis, and George voting aye.

Budget

17. **B. O. 11-427** - Consideration of authorizing the following funds for the 2011 Fair:
- a. ATM money, \$30,000;
 - b. Change for the gate, \$4000;
 - c. Open Class premiums, \$1500;
 - d. Petty cash to include VIP expenses, \$1000.

Ms. Lewis moved approval of item B(17). The motion passed, Commissioners Stern, Lewis, and George voting aye.

Committees

18. **B. O. 11-428** - Consideration of the following changes to the Local Investment Advisory Committee:
- a. Reappoint Kathy Tri for a three-year term to expire July 15, 2014;
 - b. Reduce the number of voting members from seven to six;
 - c. List the voting members by position rather than by name, as follows: Liaison Commissioner, County Administrator, County Treasurer, County Finance Manager, Citizen with public investment knowledge (2).

Ms. Stern moved approval of item B(18). The motion passed, Commissioners Stern, Lewis, and George voting aye.

19. **B. O. 11-429** - Consideration of the reappointment of Michael Green to the Budget Committee for a three-year term to expire June 30, 2014.

Ms. Stern moved approval of item B(19). The motion passed, Commissioners Stern, Lewis, and George voting aye.

Fees

20. Consideration of an amendment to Ordinance 580 to adjust the mass gathering permit fee. *[No action taken at this time; County Counsel to do additional research.]*

Rick Sanai presented Mike Brandt's concern that the recent increase in planning fees had unintentionally increased the mass gathering fee, which is directly tied to the conditional use permit fee. He said that there are two recurring annual events in the county that require a mass gathering permit: the Memorial Weekend Boat Races and the Chamber Trilogy Event, and it was not Mr. Brandt's intention to double that fee. He said that the Board has not always imposed the full fee for mass gathering permits.

He stated that the applications typically received by the county are for well-organized, professional events, but other kinds of applications could be more time-consuming, so it would be good to retain the authority to impose the full fee. He explained that the county requires mass gathering permits for events with projected attendance of 1000 or more, but has the statutory authority to require a permit for anything over 300. Ms. George pointed out that with the new laws passed by the legislature regarding events in rural areas, that could happen more often. Ms.

Lewis suggested setting up staggered permit requirements for events of 300 and 1000 attendees. Mr. Sanai agreed to look into what other counties are doing.

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

D. **OLD BUSINESS:**

1. **B. O. 11-430** - Consideration of authorizing the chair or vice-chair to sign a memorandum of agreement between Yamhill County and the City of McMinnville regarding the city's use of Edward Byrne 2011 Formula JAG Grant funds, \$10,116, contingent on agreement by the sheriff.

Ms. Stern reviewed the request and read an explanatory statement from Chief Ron Noble (see Exhibit A). She said that Chief Noble does not believe the grant would cause a negative impact on the county, but Sheriff Crabtree feels that the application doesn't focus on the priority areas and is missing the opportunity to do something that would provide a greater county-wide benefit. Ms. George stated that she thinks the proposed project would be a good use of the grant money. Ms. Stern moved approval of item D(1) and said that she would talk to the sheriff. 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 3:55 p.m.

Anne Britt
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair MARY P. STERN

Commissioner LESLIE LEWIS

Commissioner KATHY GEORGE



McMinnville

Police Department

Ron Noble, Chief of Police • 121 SW Adams St. • McMinnville, Oregon 97128-4997 • (503)434-7307 • Fax (503)434-2335

MOU Explanatory Letter July 12th, 2011

The City of McMinnville is the designated recipient of \$10,116.00 in the Edward Byrne 2011 Formula JAG Grant. Based on the grant requirements, a Memorandum of Understanding is required between Yamhill County and the City of McMinnville to verify agreement about the proposed division or plans related to this funding.

The City of McMinnville proposed that the formula grant funds be used for a strategic planning process for the McMinnville Police Department. This proposal was rejected by Yamhill County Officials despite strong city support for the value of investing in this strategic planning process.

One of the key arguments by the Sheriff for seeking another funding target for this \$10,116.00 grant was that the radio transition process would be a better choice as that lends itself directly to interoperability. However, this grant specifies that any interoperability related funding needs to comply with "FY 2011 SAFECOMM guidance on emergency communication grants." This secondary grant requirement states that any money spent on radio system planning is for designing systems for use in the 700Mhz frequencies or that any equipment purchases be P25 compliant. Both of these options are not fiscally acceptable alternatives for any radio system transitions in Yamhill County at this point. Since our trunked and simulcast systems fit neither of these guidelines, this funding plan is unavailable as a grant funding option.

City Manager Kent Taylor commented that he would expect that Yamhill County would see some benefit in having the largest police department in the county review its procedures, vision, and goals. Taking steps to plan for future developments would have a positive indirect impact on the activities and functions of the Sheriff's Office and Yamhill County.

Chief Ron Noble provided the following explanation to Sheriff Crabtree:

"I understand you have some questions regarding the BJA allocation grant we are applying for. As you know, there have been several allocation grants the past couple of years. The first year, if my memory serves me right, I believe both Yamhill County and McMinnville were awarded funds. Last year, similar to this year, McMinnville was allocated some funds, but Yamhill County was not. I don't know how the funds are allocated, but because of the disparity in us being allocated funding and not the County, BJA requires us to enter into an MOU with the County to ensure that we are not using the funding in a way that would create an increase in workload for the Sheriff's Office, Jail, District Attorney's Office, Juvenile Department, etc. An example of this might be a special enforcement team that would increase the number of individuals arrested, thereby increasing demands on the Jail, DA, Courts, etc.

Last year, we used the funds for the purchase of tactical equipment to better equip our officers. The addition of this equipment did not produce an impact to the County criminal justice programs, and therefore the MOU was signed as the grant requires. This year, we intend to use the grant to help fund a strategic planning and staffing allocation study. This planning process will have no impact on County criminal justice departments or programs. This process is critical to establishing a strategic plan to help determine community needs and service levels over the next five years. As we don't expect the economy to fully recover and funding to significantly increase over the next five plus years, the development of this strategic plan is even more critical to ensure we are able to meet the expectations of the community.

Sorry I'm not there to discuss this in person, but I hope this clarifies any questions you have regarding the use of these funds."

The City of McMinnville has selected the strategic planning option as the best potential use of these limited funds and asks that the Board of Commissioners sign this MOU in support of our planning to complete this process. The City of McMinnville has been a regular participant in the EBDM related process that should help the county criminal justice system to initiate some strategic planning and we hope that both the commissioners and the Sheriff can support this request for strategic planning for the police department.