

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 23, 2012, at 10:00 a.m. in Room 32 of the Courthouse, Commissioners Leslie Lewis and Kathy George being present and Commissioner Mary P. Stern being excused for county business in Denver.

Also present were Laura Tschabold, County Administrator; Rick Sanai, County Counsel; Pat Anderson, Human Resources; Megan Ramos, Housing Authority of Yamhill County; Denise Bacon, candidate for commissioner; Scott Cinatl, Linfield student; Ossie Bladine, News-Register; and Ronald Strasser.

Commissioner Lewis called the meeting to order at 10:00 a.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. 12-95** - Consideration of the change of status of Christopher Schlegel to regular full-time employment in the Jail, Range 12, Step 5, effective March 9, 2012.
2. **B. O. 12-96** - Consideration of the change of status of Jonathan Summers to Patrol Deputy in the Sheriff’s Office, effective March 9, 2012.
3. **B. O. 12-97** - Consideration of the change of status of Duane Terry to extend temporary part-time employment in Community Corrections, effective March 9, 2012, through September 9, 2012.
4. **B. O. 12-98** - Consideration of the employment of Jennifer Johnson as Management Analyst in HHS Public Health, temporary full-time, Range 20, Step 1, effective February 24, 2012, through June 30, 2012.

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

Policies

5. **B. O. 12-99** - Consideration of approval of a policy on verification of employment eligibility.

Pat Anderson explained that the policy outlines how the county will use the E-Verify program, which ties into the U.S. immigration system and verifies that a person is eligible to accept employment. She said that it would also help the county track expiration of work visas. Ms. George moved approval of item B(5). The motion passed, Commissioners Lewis and George voting aye.

Contracts

6. **B. O. 12-100** - Consideration of accepting the low quote from Rice Furniture & Appliance for carpet replacement in the Annex Building, \$23,759.

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

Surplus Property

7. **B. O. 12-101** - Consideration of declaring an inventory of aviation equipment as surplus county property to be transferred to Sacramento Police Department.

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

Committees

8. **B. O. 12-102** - Consideration of acknowledging the resignation of Jeannie Kinman from the Mental Health Advisory Board and appointing Robert Porath for a one-year term to expire May 30, 2013.

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

9. **B. O. 12-103** - Consideration of appointing James Culbert to the Parks & Recreation Board for a four-year term to expire February 23, 2016.

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

C. **OLD BUSINESS:** None.

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

1. **B. O. 12-104** - Consideration of approval of a Certificate of Substantial Completion and a Certificate of Final Completion for the courthouse HVAC controls remodel project.

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

George voting aye. Laura Tschabold expressed appreciation for the efforts of Brian Dunn and Chuck Vesper on this project. She said that it was a good partnership with the state and the county can look forward to energy savings into the future as a result.

2. **B. O. 12-105** - Consideration of approval of a quit claim deed to release interest in a property adjacent to the Green Bridge in Sheridan to Richard Mathis.

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

E. **PUBLIC HEARINGS:**

1. Grant close-out hearing for the Housing Resource Center, Project HC #911, covering calendar years 2010 and 2011.

Megan Ramos stated that the Housing Authority will no longer need to hold these grant hearings because funding sources have changed and there is a more streamlined process now that doesn't require the grant funding to go through the county. She reviewed the accomplishments of the Housing Resource Center over the last two years, noting that a total of 3037 individuals were served during that time. She thanked the county for its support. Ms. Lewis said that the Board would still enjoy hearing an update from time to time in the future.

Ms. Lewis opened the public hearing. There being no public comment, the hearing was closed.

F. **ANNOUNCEMENTS:**

1. The following positions are open to the public. Contact the Commissioners' Office for applications.
  - a. Local Investment Advisory Committee, one position;
  - b. Parks & Recreation Board, two positions;
  - c. Road Improvement Advisory Committee, two positions;
  - d. Special Transportation Advisory Commission (STF), two positions;
  - e. Yamhill County Transit Area (YCTA) Advisory Committee, one position.

The meeting adjourned at 10:22 a.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