

INFORMAL SESSION MINUTES

March 4, 2013

2:00 p.m.

Commissioners' Office Conference Room

PRESENT: Commissioners Kathy George, Mary P. Stern, and Allen Springer.

Staff: Laura Tschabold, Rick Sanai, Pat Anderson, Tim Loewen, Brian Van Bergen, and Gayle Jensen.

Guests: Nathalie Hardy, News-Register.

* indicates item forwarded to formal agenda

Kathy called the meeting to order at 2:02 p.m.

Department Updates

Juvenile Department: Tim Loewen reviewed personnel changes. He stated that Judge Easterday has been working with McMinnville School District and McMinnville Police Department on truancy issues and looking at other models. He said that there is very little that the courts can do other than ordering sanctions. He noted that McMinnville High School has made great efforts, but not all schools have those kinds of resources. He said that Judge Easterday recognizes that when truancy is an issue, other risk factors rise, and she is looking for ways to do more. Allen stated that Brad Avakian, State Commissioner of Labor and Industries, recently talked about how implementing vocational programs in schools has significantly improved the dropout rate.

Public Works: Allen stated that Public Works is working on some things regarding the bypass for his upcoming Mid-Willamette Valley Area Commission on Transportation meeting. He said that the county needs to move forward and do the best it can so it doesn't have to redo the environmental studies.

* Clerk's Office - Authorize the Clerk's Office to open an draw-down account for McMinnville Water & Light.

Brian Van Bergen stated that he would like to open a draw-down account for document filing fees so that McMinnville Water & Light doesn't have to carry cash to the office. Gayle Jensen explained that the same kind of account is done for title companies, and the system can be set to notify staff when the account balance gets down to a certain amount.

* Authorize the Clerk's Office to keep voluntary overpayments of up to \$10 for remote transactions.

Gayle stated that the office has historically issued refund checks for overpayments, even though most are only for a few dollars, and it takes a lot of staff time. She said that undeposited

refund checks create even more work for staff. She stated that lately the office has been rejecting overpayments and asking customers to redo the check, but documents often need to be processed quickly. She estimated that overpayments total \$250 per year or less. Brian noted that this would be less of an issue when his office implements e-filing.

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

* Contracts/Grants - See agenda for details.

* Vehicles - Authorize the purchase of the following vehicles for the Sheriff's Office: four new Dodge Chargers from Wilsonville Dodge for \$21,353 each and three new Ford Fusions from Landmark Ford for \$18,256 each; and declare Units P-222, P-229, P-231, P-240, P-244, P-075, and P-076 as surplus county property to be sold.

Allen stated that when a local dealer can come within a couple hundred dollars of an outside dealer's quote, the county's policy should allow the purchase to be made locally. Mary stated that Russ Heath always tries to go with local dealers if possible, although they sometimes don't bid. Laura agreed to get more information from Russ for Allen.

The meeting recessed at 2:56 p.m. and reconvened at 2:57 p.m.

* Committees - Approve the following changes to the Local Investment Advisory Committee:

- a. Reduce the number of voting members from six to five;
- b. County Treasurer shall serve as Chair;
- c. Voting members shall be the County Treasurer, Liaison Commissioner, and three citizen members;
- d. Ex officio members are the remaining two commissioners, County Administrator, and Deputy County Treasurer.

Laura explained that these changes were included in the draft investment policy that the Board had previously authorized Mike Green to submit to the state for review. She stated that Mike would like the Board to take separate action to approve the committee changes before he talks to current members and proceeds with recruiting new members.

Minutes - Mary moved approval of the following minutes. The motion passed unanimously.

B.O. 13-124 - January 7, 2013, informal session.

Following commissioner updates, the meeting adjourned at 3:40 p.m.

Anne Britt
Secretary