

INFORMAL WORK SESSION MINUTES
February 12, 2019 1:30 p.m.

Room 32, Courthouse
535 NE Fifth St.

Present: Commissioners Richard L. “Rick” Olson, Mary Starrett and Casey Kulla

Staff: Ken Huffer, Justin Hogue, Christian Boenisch, Brian Van Bergen, Mike Barnhart, Tim Svenson, Brian Young, Brad Berry, Kate Lynch, Carrie Martin and Mikalie Frei

Guests: Nicole Montesano, News Register; and Dave Adams – KLYC.

Commissioner Olson called the meeting to order at 1:30 p.m.

PRESENTATION: Swearing-in of Mike Barnhart as a Deputy County Accountant – Brian Van Bergen

A. WORK SESSION: This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session –

a. Voter tally system – Brian Van Bergen [*Continued from January 15, 2019*].

Mr. Van Bergen addressed the Board regarding the consideration of a proposal for a voter tally system from Clear Ballot through a rental agreement. Currently the county uses the Hart system which Mr. Van Bergen states is similar in cost to Clear Ballot and the only significant difference would be a rental versus a purchase agreement. Mr. Van Bergen stated the county agreement with Clear Ballot allows the county to give a thirty-day notice without cause. He verified that the Fujitsu scanners the Clerk’s Office currently use have been federally preapproved and do not have to be replaced but will not work with the Hart system. He noted the county has the options to either sell the old system, keep it in possession or sell to other counties if Yamhill County selects Hart. It will cost \$24,000 annually for Hart system support which would include scanner maintenance. Clear Ballot would be similar in cost but does not include scanner maintenance. Mr. Van Bergen and Mr. Boenisch will research options and return a Hart proposal to present to the Board.

b. Work Session scheduling – Ken Huffer [*Continued from February 5, 2019*].

Mr. Huffer addressed the Board regarding organizing the Work Session schedule. He would like to return March 19th to present a statement of work regarding the space needs analysis.

He suggested March 12th for a SEDCOR work session to discuss a grant program. He noted the longevity of the meetings will depend on the subject and whether or not there are guest speakers involved. He asked the Board to forward work session topics to his attention in the future so that he can manage the work session schedule.

B. INFORMAL SESSION: This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department Updates

a. District Attorney's Office – Brad Berry

Mr. Berry addressed the Board regarding the DA office budgeting. The child support enforcement office is fully staffed after a long vacancy period to wait until state training was updated and staff could be trained on new procedures. He noted difficulties managing the child support office from a different floor and will work with his liaison, Commissioner Olson, regarding space analysis. He reviewed the JRI supplemental grant funding which is being used for pretrial processes and juvenile detention. Mr. Berry addressed caseloads between 2013-2018, noting the increase in misdemeanors and the decrease of felonies. He readdressed the lack of space and recalled the city denial of a CIP request for a space remodel due to a fire corridor space egress.

b. Sheriff's Office/Emergency Management – Tim Svenson / Brian Young

Sheriff Svenson and Brian Young addressed funding for Emergency Management. Mr. Young noted localized flooding due to current weather. He discussed grant opportunities which would provide position specific training to Region 1 area counties as well as funding for pre-positioning (staging) of non-perishable materials in schools and community facilities to store emergency supplies in the event of a citywide emergency. Mr. Young stated he has been certified an ICS300/400 instructor. The county participated in two school shooting trainings in Amity and Sheridan School Districts for school staff to learn procedures. School emergency operation plans are being updated inhouse to reduce the policy/procedure document size. Emergency Management will be moving to the Lafayette Road Public Works building. He stated bids are out for a generator installation and floor plan bids will be due in the next couple of weeks. Emergency Management will participate in a three-day exercise coming in April to simulate a terrorist event. The island map will be finalized soon which is a planning tool for a post-Cascadia event. Mr. Young noted information on the Everbridge communication system can be found on the Yamhill County Emergency Management Facebook page and the Yamhill County website.

2. Thursday Formal Session Agenda Review

a. Consent Agenda Review (keep or move to non-consent) – None.

b. Non-Consent Agenda Review (add to consent or leave off)

The consensus of the Board was to move forward item D1 to Thursday.

3. Executive Session: None

4. Commissioner Updates/Announcements/Discussion:

Following commissioner updates the meeting adjourned at 3:02 p.m.

Carolina Rook

Secretary