

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 combined session on July 8, 2021, at 10:00 a.m. in a virtual meeting via Zoom, Commissioners Mary Starrett, Lindsay Berschauer and Casey Kulla being present.

Also present were Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Todd Sadlo, Senior Assistant County Counsel; Lindsey Manfrin, HHS Director; and Jason Foose, Surveyor and Keri Hinton, BOC Staff (via Zoom)

Guests via Zoom: Paul Daquilante, News Register.

*Welcome! Due to COVID-19 and physical distancing requirements, attending the meeting is discouraged. The public can view the meeting via the YouTube link on the Yamhill County Meetings page. <https://www.co.yamhill.or.us/meetings>. See below for instructions regarding submitting general public comment or comments on agenda items.*

**A. CALL TO ORDER:** Commissioner Starrett called the meeting to order at 10:00 a.m.

**B. FLAG SALUTE**

**C. CALENDAR SESSION:** This time is reserved for the review of the commissioner’s joint schedule (if needed).

The Commissioner’s reviewed the joint schedule for the week of July 11 –17, 2021. No other county business was discussed.

**D. PUBLIC COMMENT:** *Due to COVID-19 and physical distancing requirements, anyone wishing to submit general public comment or comments related to a specific agenda item may do so in written format via email at [bocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us) or by mail at 535 NE Fifth St., McMinnville, OR 97128. Any comments received prior to the meeting will be shared with the Board of Commissioners and submitted to the record.*

Public comments were received via e-mail regarding COVID-19 vaccines, House District 23 vacancy, firework bans and the resignation of Commissioner Berschauer.

**E. 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 10:00 a.m.

1. Work Session –

a. Review/discussion of Vaccine Adverse Event Reporting System (VAERS) data to be included on the county website. *[Continued from July 1, 2021 as a work session.]*

Lindsey Manfrin, HHS Director joined the Board in discussion regarding posting VAERS vaccine data on the county website. She stressed her concerns about posting unverified causation information which could skew significant COVID-19 vaccine data risk trends. After discussion, the consensus of the Board and Ms. Manfrin was for HHS to post a VAERS user instruction link as well as data regarding FDA risk factor warnings related to the Pfizer and Moderna vaccines on the county website.

b. End of work session

**F. DEPARTMENT UPDATES:** None.

**G. CONSENT AGENDA:** Commissioner Berschauer moved approval of the consent agenda. The motion passed, Commissioners Starrett, Berschauer and Kulla voting aye.

Contracts & Grants

1. **B.O. 21-274** - Approval of an agreement between the Yamhill County Sheriff's Office and the City of Dayton for police services in the amount of \$179,443.01, retroactive to July 1, 2021 through June 30, 2022.

2. **B.O. 21-275** - Approval of an agreement between the Yamhill County Sheriff's Office and the City of Sheridan for police services in the amount of \$496,508.55, retroactive to July 1, 2021 through June 30, 2022.

3. **B.O. 21-276** - Approval of an agreement between the Yamhill County Sheriff's Office and the City of Willamina for police services in the amount of \$338,454.09, effective July 1, 2021 through June 30, 2022.

4. **B.O. 21-277** - Approval of an agreement between Yamhill County Health and Human Services and the McMinnville School District to provide behavioral health counseling services throughout the summer of 2021, not-to-exceed amount \$7,054.94, retroactive to June 21, 2021 through August 20, 2021.

5. **B.O. 21-278** - Approval of an agreement between Yamhill County Health and Human Services and the McMinnville School District to provide behavioral health counseling services for the 2021-22 school year, not-to-exceed amount \$61,142.76.

6. **B.O. 21-279** - Approval of Amendment #5 to Agreement #166061 (B.O. 21-76) between Yamhill County and the Oregon Health Authority adding Aid and Assist services in the amount of \$52,540.38, retroactive to April 1, 2021 through June 30, 2021.

7. **B.O. 21-280** - Approval of an amendment to the real estate lease (B.O. 09-617) between Yamhill County and the Housing Authority of Yamhill County effective November 1, 2021.

8. **B.O. 21-281** - Approval of an agreement between Yamhill County and Lutheran Community Services Northwest (LCSNW) for school services and parent coaching services for the Transitional Treatment Recovery Support (TTRS) program, in the amount of \$545,557.20 retroactive to July 1, 2021 through June 30, 2022 with annual auto-renewal. Subject to final review and approval by county counsel.

Committees

9. **B.O. 21-282** - Approval of reappointing the following members to the Local Public Safety Coordinating Council (LPSCC) each to three-year terms to expire July 2024:
- a. Lindsey Manfrin, Health & Human Services Director and Public Health Administrator Director
  - b. Jessica Beach, Director of Community Justice
  - c. Debra Bridges, Victims Services Manager; and
  - d. Perrin Damon, Lay Citizen
10. **B.O. 21-283** - Approval of the following reappointments and appointments to the Employee Safety Advisory Committee:
- a. Appoint Krystal Maroney, Meagan Zollner and Steve Sims, three-year terms to expire March 18, 2024
  - b. Reappoint Elsa Pantoja, Monica Saunders and Rosa Mercado, three-year terms to expire March 18, 2024

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**H. OLD BUSINESS:**

1. **B.O. 21-284** - Consideration of the adoption of written findings and conditions in the matter of upholding the Planning Director's approval of Planning Docket #C-23-20/RN-03-20: A conditional use request for the construction of a new public road in the exclusive farm use zone, with a 50-foot right-of-way. The proposed road name is NW Jahnke Drive. Applicant: Paul & Martha Jahnke, Trustees for the Jahnke Trust, Charles & Scotty Dolence, and Cyclops Properties, LLC.; Appellant: Kathryn Jernstedt, representing Friends of Yamhill County; Tax Lot: 4501-01290 and 4501-1293; Location: 13799 NW Willis Road, McMinnville. ***[Continued from June 17, 2021].***

Mr. Sadlo noted a correction prior to adoption of the findings. Commissioner Kulla moved approval of item H1 as modified. The motion passed, Commissioners Starrett, Berschauer and Kulla voting aye.

2. Consideration of approval to submit the COVID-19 Vaccine Equity Plan to the Oregon Health Authority. ***[Continued from July 1, 2021].***

Lindsey Manfrin clarified that funds to date were being utilized to coordinate and implement vaccination efforts and noted that the first round of funds had not been expended. She also noted that although county vaccination rates remained steady, lack of childcare, transportation, and lack of weekend/evening vaccination clinics remained examples of existing barriers. After discussion, the consensus of the Board was to continue item H2 to August 19, 2021 to allow staff time to provide a budget outline of proposed outreach expenditures

addressing the highlighted barriers prior to the consideration of the equity plan or receipt of the second round of funds, as well as a budget report reflecting expenditures to date. There was no action taken.

3. **B.O. 21-285** – Consideration of approval of the Environmental Health Fee Schedule for 2021-2022.

Ms. Manfrin stated that historically for the last 10 years, this fee driven program has run at a deficit. The 5% increase would supplement the program shortage and would include mobile food units as well. The restaurant license fees would continue to be paid for through 2021 with grant funds for 2021. After discussion, Commissioner Kulla moved approval of item I3. The motion passed, Commissioners Starrett, Berschauer and Kulla voting aye.

4. **B.O. 21-286** - Consideration to authorize continuation of the Restaurant Licensing Grant Program (B.O. 21-53) for the 2021-22 Fiscal Year, with the expanded eligibility to cover all restaurant licensing.

Commissioner Starrett moved approval of item H4. The motion passed, Commissioners Starrett, Berschauer and Kulla voting aye.

The meeting was recessed at 12:20 p.m. and reconvened at 12:26 p.m.

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

1. **B.O. 21-287** - Consideration of authorizing Yamhill County Department of Community Justice to submit a Re-engagement Opportunity Grant application to the Youth Development Division for an Education Transition Specialist (ETS) to continue work with youth at risk in the Juvenile Probation Department.

Commissioner Berschauer moved approval of item I1. The motion passed, Commissioners Starrett, Berschauer and Kulla voting aye.

2. **B.O. 21-288** – Consideration of adopting a Telework Policy, effective July 22, 2021.

Ken Huffer outlined the proposed policy, noting it would provide a permanent procedure for processing future telework requests.

Commissioner Kulla moved approval of item I2. The motion passed, Commissioners Starrett, Berschauer and Kulla voting aye.

**J. PUBLIC HEARINGS:** None.

**K. ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to the county's website, <https://www.co.yamhill.or.us/content/board-commissioners-committees>, or call the Board of Commissioners' office at 503-434-7501 or 503-554-7801 (toll-free from Newberg).

2. For questions regarding accessibility or to request an accommodation contact the Board of Commissioners' office at (503)-434-7501 or (503)-554-7801 (toll-free from Newberg) or email at [bocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us)

3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.co.yamhill.or.us/meetings>

Following Commissioner announcements, the meeting adjourned at 12:53 p.m.

Carolina Rook  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

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Chair MARY STARRETT

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Commissioner LINDSAY BERSCHAUER

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Commissioner CASEY KULLA