

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 February 15, 2024, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Lindsay Berschauer, Kit Johnston, and Mary Starrett being present.

Also present were Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Lindsey Manfrin, HHS Director; Greg Haffner, County Engineer; and Nohely Barajas-Montalvo, Legal Assistant.

Guests: Bubba. Lee Schrepel; Nicole; and Craig Markham participated via Zoom.

*Welcome! Thank you for attending today's meeting. Public participation is encouraged. If you wish to address the Commissioners on any item not on the agenda, you may do so as part of the public comment period at the beginning of the meeting. If you desire to speak on any item, please raise your hand to be recognized after the Chair announces the agenda item. Please fill out a public comment card to indicate your intent to speak. NEW – Public participation also includes the ability to attend Formal Session via Zoom. For attendees that are attending the meeting via Zoom, the Chair will ask if any Zoom attendees wish to provide public comment in same manner as provided above. At that time, attendees will be asked to use the “raise hand” function in Zoom and staff will unmute the participant. Meetings will also continue to be available for view via a live stream on the Commissioners’ You Tube channel. Written public comments may be submitted via email at [cocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us).*

- A. CALL TO ORDER:** Commissioner Berschauer 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 commissioners’ joint schedule (if needed).  
The Commissioners reviewed the joint schedule for the week of February 12 – February 18, 2024. No other county business was discussed.
- D. PUBLIC COMMENT:** This time period is reserved for public comment on any topic other than: 1) agenda items, 2) A quasi-judicial land use matter, or 3) a topic scheduled for public hearing. The Chair may limit the length of individual comments.
- E. DEPARTMENT UPDATES:** None.

  
LB KJM MSJ  
B.O. 24-192

**F. 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 – None.

**G. CONSENT AGENDA:**

Commissioner Starrett moved approval of the consent agenda. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

Minutes

1. a. B.O. 24-36 - August 3, 2023; Formal/Informal Session;  
b. B.O. 24-37 - August 10, 2023; Formal/Informal Session;  
c. B.O. 24-38 - August 17, 2023; Formal/Informal Session; and  
d. B.O. 24-39 - August 31, 2023; Formal/Informal Session.

Personnel

2. B.O. 24-40 - Approval to authorize Leave Without Pay (LWOP) for employee #1759 retroactive to February 6, 2024, with an anticipated return to work date of March 4, 2024.

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**H. OLD BUSINESS:** None.

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

1. B.O. 24-41 - Consideration of approval of the initial Professional Services Contract #PW23006CON and Amendment #1 between Yamhill County and David Evans and Associates, Inc. for the design repairs on three bridges in the total amount of \$116,736.08.

Commissioner Johnston and Christian Boenisch clarified that the initial contract was signed but was updated to include a revised bridge plan and budget requiring Board approval. Commissioner Johnston moved approval of item I1. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

2. B.O. 24-42 - Consideration of approval of Amendment #10 to a Contract Employment Agreement between Yamhill County Health and Human Services and Jannell Werner (B.O. 13-340) to provide professional clinic services decreasing from 30 hours per week to 20 hours per week, effective February 24, 2024.

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

3. Discussion of Yamhill County Vaccine Promotion Policy. (Commissioner Starrett).

Commissioner Starrett addressed vaccine messaging on Public Health social media and ways to communicate vaccine availability information without promotion or influence. Lindsey Manfrin clarified that designated Public Health staff is tasked with creating social media messaging. Ken Huffer recommended the Board take action that would provide clarification of policy sideboards to ensure staff is being compliant with the Board's direction. Ms. Manfrin agreed with Mr. Huffer and asked the Board for a written policy on social media messaging. She



provided examples of other Public Health program messaging that may be affected without defined direction. Commissioner Starrett moved approval, as the Local Public Health Authority, limiting HHS/Public Health social media vaccine messaging to their availability only. Commissioner Berschauer asked for a detailed policy to define sideboards. After discussion, Commissioner Starrett rescinded her motion, and the consensus of the Board was to continue the discussion on February 22, 2024. There was no action taken.

4. Discussion of Budget Committee positions. (Ken Huffer)  
Ken Huffer addressed a committee resignation received by Doreen App and a reappointment of Jason Fields. He recommended opening a budget committee recruitment to receive applications through March 8<sup>th</sup>. Consideration of appointment will take place on March 14, 2024. No action was taken.

**J. PUBLIC HEARINGS:** None.

THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT: <https://www.co.yamhill.or.us/content/public-hearing-noticees>

**K. ANNOUNCEMENTS:**

- 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).
- 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 [cocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us)
- 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 11:07 a.m.

Carolina Rook  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

*Lindsay Berschauer*  
LINDSAY BERSCHAUER  
Chair

*Kit Johnston*  
KIT JOHNSTON  
Commissioner

*Mary Starrett*  
MARY STARRETT  
Commissioner