

INFORMAL MINUTES

January 24, 2011 2:00 p.m.

Oval Office

PRESENT: Commissioners Mary P. Stern, Leslie Lewis, and Kathy George.

Staff: Laura Tschabold, Rick Sanai, Chuck Vesper, John Phelan, Silas Halloran-Steiner, Ken Huffer, and Ted Smietana.

Guests: Hannah Hoffman, News-Register.

* indicates item forwarded to formal agenda

Kathy called the meeting to order.

* Personnel - Approve the change of status of Michael Samerdyke to Deputy Sheriff in the Sheriff's Office Patrol, regular full-time, Range 12, Step 1, effective February 9, 2011.

* Minutes - Approve corrected minutes for the November 22, 2010, formal session.

The meeting recessed to executive session at 2:09 p.m. pursuant to ORS 192.660(2)(h) for the purpose of discussing current or potential litigation. The meeting reconvened at 2:45 p.m. with no final decisions made and the sense of the Board conveyed to county counsel.

Department Updates

HHS: Silas provided an update on the HHS budget process (see Exhibit A). He stated that he is waiting on the Governor's Recommended Budget, which will come out over the next few months, and what the legislature will do with that. He said that, aside from that, there are potentially some budget issues to mitigate in Chemical Dependency and Public Health. He also discussed two grant applications (see agenda for details).

Community Corrections: Ted reviewed the agenda for the next day's meeting with the local Evidence-Based Decision Making Initiative team and Mimi Carter, National Institute of Corrections representative. He also distributed copies of the meeting and mapping session schedule for Mimi's site visit over the next two days.

He discussed the budget, stating that the preliminary figure for the 2011-13 state Community Corrections budget is \$199.5 million, of which he expects Yamhill County to get a 2% share, compared to 2.15% of \$214 million for the 2009-11 biennium, although that was later reduced to \$208 million. He reported that there have been no negative effects from the workload reductions, which affirms the evidence-based decision making principles.

* Fees - Approve the implementation of a \$40 community service intake fee in Community Corrections, effective on or about March 1, 2011.

Ken stated that he has been working on a new database to streamline the community service and work crew referral process. He said that part of that project is the restructuring of the intake process and implementing a \$40 intake fee. Ted explained that he is investing more of the department's resources into the program now and the fee will help him recover some of those costs. He stated that the project will promote accountability and help staff create a much better program. He noted that he was able to get a great deal on the software.

* Contracts - See agenda for details.

Jobs Council - Mary provided an update on the Mid-Willamette Jobs Council meeting held earlier in the day. She stated that Greg Wolf, formerly of Oregon Solutions and the governor's new Intergovernmental Affairs Director, is setting up regional solutions centers around the state, based around colleges and universities so students can be used for specific projects when possible.

The meeting adjourned at 3:30 p.m.

Anne Britt
Secretary

Timeline	Category	Item	Jarmer	Div Migr	Silas	Paul	Done?
Building the base budget:							
	Roll the NOW Budget						
2-3 wks prior to County Budget Instr for 112 budget: 12/20/10 - 1/7/11		Annualizing seasonalized staff positions	X				
		Remove discontinued temp positions	X				
		Annualizing seasonalized contract revenue	X	X			
		Removing one time revenue	X	X			
		Annualizing seasonalized grant expenses	X	X			
		Remove discontinued grant expense	X				
		Remove discretionary use of fund balance	X				
	Apply County budget instructions						
1st wk after County Budget Instr issued (for 112 budget: 1/11/11 - 1/14/11)		COLA and Step assumptions	X				
		Changes to unemployment/workers comp	X				
		Benefit changes: PERS rates/Medical/misc	X				
		Facilities	X				
		IS/Legal/Accounting/Admin/BOC assessments	X				
		Discretionary revenue base amount	X				
	Revenue						
for 112 budget: 1/18/11 - 1/28/11		Apply trending to OHP (modify BCN projection?)	X		X	X	
		Use variable revenue analysis to increase/decrease	X	X	X	X	
	Expenses						
for 112 budget: 1/18/11 - 1/28/11		Apply projections to M&S based on past usage and cola	X				
		Meet with managers	X	X	X	X	
		insider knowledge of staff changes (e.g. retirements) modifications to grants; anticipated new grants business practice changes that would impact variable revenue					
	Capital improvement projects						
	Prognosticate changes to state grants			X	X		

101 Building Budget List

EX. A 213

Timeline	Category	Building the base budget:	Item	Jarmer	Div Mgr	Silas	Paul	Done?
1st wk after GRB announced (for 112 budget: 2/1/11 - 2/2/11)		New Biennium: Use GRB: Sitting Governor 12/1 year prior to first year of biennium; Newly elected Governor 2/1 of first year of Biennium		X	X	X	X	X
		Mid-Biennium: Use most current IGA		X				
		Exceptions to GRB as information allows (BOC must accept rationale)		X		X	X	X
		Balancing the proposed budget						
		Excess Revenue:						
		Review staffing requirements (regulatory) tied to revenue increase; determine classification, FTE, benefits, etc. with manager			X			
		Consider special grant expenses with manager			X			
		County discretionary revenue cola allocation				X		
		Supplement with variable revenue? Fund balance?				X		
		Revenue deficit:						
for 112 budget: 2/3/11 - 2/8/11		Move discretionary revenue?				X		
		Invest fund balance?		X		X	X	X
		Review opportunity for business practice change to add variable revenue			X	X	X	X
		Grant opportunities			X	X		
		Approach BOC for special allocation			X	X		
		Grant expense reductions			X	X		
		Consider need for New State Program amount				X		
		Staffing reductions - see layoff document from CJ		X	X	X	X	X
		Balances						
for 112 budget: 2/8/11 & 2/9/11		Review planned use of fund balance in last budget; adjust to reality		X				X
		Note any one-time additions to fund balance		X				X
		Project AR		X				X
for 112 budget: 2/10/11		Budget into format for submission to Jill		X				
2/11/2011		Review budget for accuracy		X				

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Ex. A 3/3

Timeline	Category	Item	Jarmer	DIV Mgr	Silas	Paul	Done?
		Building the base budget:					
		Present (COMM) to county admin			X	X	
		Modify COMM per county admin instruction	X		X		
first wk of April		Present COMM to BOC and modify if requested		X	X	X	
		Roll COMM to PROP and load for Public Budget Committee	X				
first wk of May		Present PROP to Budget Committee		X	X	X	
		Modify per Budget Committee instructions	X				
		Prepare PROP for June ADOPT	X				
		Include any staffing changes since COMM		X	X		
		Update any revenue /expense projections since COMM		X	X	X	
3rd wk of June		Load Adopt	X				
1st wk of July		Publish ADOPT for accounting and admin access	X				
		Start the July version of NOW	X				