

INFORMAL MINUTES

February 25, 2008

1:30 p.m.

Oval Office

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

Staff: Rick Sanai, John Krawczyk, Steve Mikami, Jack Crabtree, Kellye Fetters, Ron Huber, Tim Loewen, Bill Gille, Ken Huffer, Jane Beals, Murray Paolo, Eileen Slater, Dave Lawson, Scott Maytubby, Chris Johnson, and Brad Berry.

Guests: David Bates, News-Register; Mark Kinslow and Jim Bucholz, Oregon Department of Revenue; David Devine, 17685 SE Wallace Road, Dayton; and Frank Butler, Carlton Police Chief.

* indicates item forwarded to formal agenda

Mary called the meeting to order.

A&T Audit - Mark Kinslow discussed the results of a review done by the Department of Revenue (DOR) of the county’s Assessment & Taxation program. He stated that county staff is doing a good job putting permanent value on the tax roll, but reappraisals are not happening adequately, especially in the areas of commercial/industrial accounts and manufactured homes, as a result of inadequate staffing levels. He explained that although these areas don’t give as much return on the resources invested, uniformity in the tax system is required by the constitution.

He reviewed the staffing requirements established by DOR in order for the county to be eligible for the upcoming County Assessment Function Funding Assistance (CAFFA) Grant. After further discussion, he stated that two appraisal positions would be sufficient, even if the total FTE is less than two. Jim Bucholz added that the county doesn’t necessarily need to start the hiring process for a Chief Appraiser before July 1, 2008, but there needs to be a good faith effort and there may be other things that can be done in the meantime, such as contract work. Dave Lawson stated that since attracting a Chief Appraiser may take a long time, it would be prudent to start advertising soon to build a pool of applicants.

* Personnel - Steve presented personnel requests from various departments. See agenda for details.

* Contracts/Grants - See agenda for details.

* Policy - Approve a policy regarding modifications to employee payroll information.

* Committees - See agenda for details.

* Fire Protection District - Approve an amended order withdrawing Tax Lot 3230-1400 from the Dundee Rural Fire Protection District, amending B.O. 08-77.

* Loan - Approve a \$300,000 interfund loan from Community Corrections Fund 21 to Capital Improvement Fund 40 for the courthouse chiller.

* Use of Force - Adopt the Yamhill County Officer Use of Deadly Force Investigation Guidelines pursuant to Senate Bill 111, as prepared by the Planning Authority. Brad Berry reviewed the history and highlights of the plan. Sheriff Crabtree stated that it will ensure consistency within the boundaries of Yamhill County.

* Patrol & Jail Staffing - Approve the modification of the Sheriff's Office Position Management Roster to add position authority for two deputies in the Patrol Division and two deputies in the Jail, effective February 27, 2008. Jack stated that this would bring each patrol team to four deputies plus a sergeant and each Jail team to five deputies. Leslie requested that the Board include in the budget document its intention to add funding for one of the patrol deputies in 2008-09 and the other patrol deputy in 2009-10. John K requested that Jack prepare a memo to be included in the Budget Committee packets.

* Biennial Plan - Approve the 2009-2011 Mental Health & Addiction Services Biennial Implementation Plan.

* Juvenile Reclassifications - Approve the change of status of Lisa Hanes to Accounting Technician in the Juvenile Department, Range 14, Step 6, retroactive to February 24, 2008, as recommended by the Classification Committee. Tim Loewen reviewed Lisa's duties, including the development of an invoicing system and spreadsheets to track items not handled by the accounting system.

He stated that he had denied a request from Barbara Madden for reclassification from Senior Office Specialist (Range 10) to Legal Assistant (Range 14), but the District Attorney's Office has received a reimbursable grant from the Department of Human Services to enhance services, and by utilizing lesser-paid staff for some organization and legal drafting, Debra Markham's time could be directed more towards delinquency. He said that the Legal Assistant description better fits the duties of this position than Senior Office Specialist. Mary and John K agreed that it would be better to start out by paying out-of-class for the percentage of time spent doing this more specialized work.

Tim mentioned a request from Dana Carrelle, PO Supervisor, for reclassification from Range 20 to Range 24, based on a salary study showing that her salary is approximately 12% below average. Steve pointed out that this could affect non-bargaining positions in other departments that have been equated with this position due to lack of comparable data. He added that there were also some department head positions that were off by more than 7% in the 2005 salary study and nothing has been done about those yet. John K suggested looking for additional comparable salary data, even if it means looking at non-comparable counties.

Local Improvement District - Bill Gille reviewed the City of Newberg's plans to form an LID for street improvements on N. Main Street. He stated that of the two properties located outside city limits, one had returned the survey and indicated her opposition to being included in the district. Leslie stated that the other property owner may not speak English. She said that she is not comfortable with these

two property owners being forced to pay the substantial costs of being in the district. The Board discussed other options, such as using some of the county's Bicycle/Footpath Fund or having the city put a lien on the properties so the bills can be paid when they are either sold or annexed into the city. They agreed to have Bill talk with city representatives to see what they can do.

Road Maintenance Policy - Bill presented a draft version of the proposed Road Maintenance/Reconstruction Prioritization Policy. The Board made suggestions for minor changes and Bill agreed to make the changes and circulate an updated version for the Board's review.

* Parks - Approve the 2008 Update of the Parks Capital Improvement Project List.

Unemployment Refund - John K stated that the county has a surplus of \$300,000 in its Worksource Oregon unemployment account and can request a refund. He recommended taking a refund of \$100,000 to \$150,000.

Fenton House - The Board agreed to officially identify the Commissioners' Office (434 NE Evans Street) as the Fenton House, in accordance with its identification on the National Register of Historic Places.

Committees - Mary requested that the deadline for LNG Advisory Committee applications be extended for a week because there are some interested citizens who haven't gotten their applications in yet.

The meeting adjourned at 4:34 p.m.

Anne Britt
Secretary