

MINUTES
INFORMAL WORK SESSION
April 1, 2013 9:00 a.m.

Service Team Budget Presentations
Room 32, Courthouse

PRESENT: Kathy George, Mary P. Stern, and Allen Springer.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Brad Berry, Chris Osterhoudt, Deb Bridges, Ted Smietana, Jessica Beach, Vicki Wood, Tim Loewen, Dana Carelle, Scott Paasch, Cliff Toney, Jeff Hindley, Lisa Hanes, Jack Crabtree, Kellye Fetters, Ron Huber, and Murray Paolo.

Guests: Shelley Halleman and Angel Aguiar, Budget Committee members.

Kathy called the meeting to order at 9:05 a.m.

CRIMINAL JUSTICE TEAM

District Attorney's Office (10-18 and 10-22) - Brad Berry stated that the Yamhill County Deputy District Attorneys' Association collective bargaining agreement was settled after tense negotiations. He reported that the office has been fileless since January 1, 2013, and the courts are moving toward e-filing. He said that the investment in the new case management system continues to pay off. He stated that his office is lacking in management personnel, and he feels the strain of not having a Chief Deputy District Attorney (DDA).

He stated that the Family Support Division (FSD) has almost 1300 active files right now, and is about to get an influx of cases due to a change in the way cases are assigned by the state. He said that the restructuring of the FSD office over the last year has provided some cost savings.

He stated that the revenue situation in the 10-18 budget will be difficult, even with the savings from vacant and contract positions this year. He said that \$10,000 still needs to be transferred to his budget for a temporary contract employee approved by the Board last year, and there was also a commitment made by Mary and Kathy to transfer \$3400 to his budget for laptops.

He requested an add-back of \$103,797 for a DDA 2 position as part of the collective bargaining agreement, and \$49,515 for his receptionist position, explaining that the receptionist is the first position that gets cut to balance the budget because it has the lowest seniority. He said that staffing levels in the office haven't increased in 15 years except for a grant-funded restitution specialist, and without the receptionist, his higher-level staff members have to each give up one day a week to cover the front office duties. He said that the cost for receptionist duties is about \$10,000 higher using those employees, and giving up one day a week means that they don't have time to keep the case management system up to date, which results in a lot of wasted time. He stated that if the receptionist position is not restored, he'll have to decide which work his office will no longer do. Mary stated that the Board has agreed to pay the DDA 2 salary, but may send Brad back to discuss the receptionist position with the Criminal Justice Team before it comes to the Budget Committee.

Brad discussed a capital improvement request for the remodeling of the District Attorney's

Office, at an estimated cost of \$125,000. He noted that this is the same project that he has requested the last few years, but the estimated cost is higher now.

Mary stated that in addition to the revenue lines for the courthouse dog, Brad may also need an expense line. Brad explained that the principal expense would be personnel costs for the dog's handler, and most of what he'd anticipated as out-of-pocket expenses, such as food, supplies, and medical costs, will now be covered by local donations. He said that there would be a few miscellaneous expenses that he would track.

Community Corrections (Fund 21) - Ted Smetana stated that his budget is hard to predict at this point because it is so dependent on state dollars, but he has put together a skeleton budget based on an assumed baseline state budget of \$197 million, and has included placeholders for additional funds based on a potential state budget of \$215 million. He said that he is planning a management retreat to discuss more details of those two budget levels so he can balance the budget and not rely on reserves anymore, as he's been doing for many years now. He said that he has made staffing cuts at many levels over the last four biennia, and he doesn't anticipate being able to bring all of those positions back.

He reviewed his proposed budget and requested that 21-50 be merged into 21-45. He said that the overall budget is \$4.4 million and includes an ending balance of about \$400,000. He reported that he is getting close to being able to submit a grant application for the pre-trial services officer.

Juvenile Department (10-74) - Tim Loewen stated that juvenile referrals are up about 4% since 2012. He said that he had started a transition about a year ago to go paperless, but had to put that on hold when he lost clerical staff. He said that his staff is now trained in Effective Practices in Intensive Community Supervision (EPICS), and he would like to seek federal funding for two additional staff to be able to practice it fully with all high-risk youth and many of the medium-risk youth, and to develop a mentoring program for high-risk offenders.

Juvenile Detention (10-77) - Scott Paasch reviewed the proposed budget, noting that the new Behavioral Rehabilitation System (BRS) has really changed the infrastructure, and staff has pulled together very well. He stated that he expects the BRS revenue to cover the budgeted emergency expenses related to BRS. He discussed a reduction in the Polk County bed rental contract and stated that he is looking for another project like the Amity House to give youth an opportunity for vocational work experience. He requested the reclassification of Cliff Toney and Jeff Hindley from Range 20 to Range 24 due to increased responsibilities.

The meeting recessed at 10:37 a.m. and reconvened at 10:47 a.m. Jack handed out a list of personnel changes and a list of budget corrections.

Jail (10-41) - Jack stated that inmate medical expenses can be volatile and unpredictable. He expressed appreciation to the Board for covering additional costs for the new jail management system.

Jail Capital (40-41) - Jack said that he has submitted tentative requests for capital improvement projects in the jail. He said that to better plan for the future, he would like to add a Jail Capital Reserve line to this budget and move \$20,000 into it from 543.01 (Department Equipment). Laura stated that she would include it on the housekeeping deliberations list.

Marine Patrol (10-42) - Jack noted the addition of .43 FTE to 401.08 for a Program Manager position. Laura stated that this is just an accounting issue.

Sheriff's Patrol (10-43) - Jack stated that he would be reducing the number of detective deputies from four to three in order to balance the budget. He reviewed other adjustments to personnel, for a total of 43.1 FTE. Mary observed that there has been a significant increase in the amount budgeted for certification and education incentives since 2010-11. Kellye Fetters explained that the department has had a lot of new employees, and education incentives apply to everyone.

YCINT (10-69) - Jack stated that the beginning balance needs to be increased by \$69,000 to reflect the team's portion of a recent forfeiture. He reviewed the corresponding changes in expenditure lines, as detailed on the handout.

Courthouse Campus Security (10-86) - Jack stated that this budget is status quo for now, but may need to be changed as the team continues to meet and discuss court security issues. Laura asked him to double-check the discretionary allocation.

Dog Control (13-47) - Jack stated that the beginning balance reflects a decrease in dog licenses and renewals. He said that a change in the license compliance review has resulted in significant progress toward compliance, and the captain is also looking at alternative means to increase that revenue. He stated that he is still very interested in the possibility of partnerships for this program and ways to run it more efficiently. He said that there are a lot of issues with the current facility and he believes that Newberg's facility has enough space for a shared program, if it can be worked out.

Mary reminded the Criminal Justice Team of the need to meet and discuss solutions for funding the District Attorney's receptionist position. She said that the discretionary allocation to the team is 70% of the county's total discretionary resources, and the Board can't keep taking away from other departments to increase that percentage.

The meeting recessed at 11:22 a.m. and reconvened at 12:42 p.m. in the Commissioners' Office.

Laura reviewed a list of budget items with the group. She stated that the Parks budget is becoming more and more constrained, and recommended increasing the funding to that budget from video lottery funds and/or discretionary revenue. She also recommended doing a capital improvements study to determine if the 60:40 split of SDC funds between Fair and Parks is still equitable.

Allen expressed concern about the request for ongoing funding for the GROW Yamhill County project. He said that he can't support building another level of government right now, and the cities already have their own plans for economic development. He stated that he would like the Board to retain control of the funds and the authority to make funding decisions. Mary stated that there are some good aspects to the recommendations presented by the GROW committee, most notably the community involvement and energy. She suggested waiting to see what the full presentation looks like, since a decision doesn't need to be made immediately. She said that she is worried about needing the money for other things, such as the bypass and the Yamhelas Westsider Trail, but it will be important to finally establish some criteria for economic development funding and to have a contact person.

Mary stated that it has become evident through the Westsider Trail process that the county needs

to have a grants coordinator. She said that grants include administrative fees that would cover some of the position costs. Kathy and Laura agreed that a part-time grants coordinator would be a good asset to the office. Laura stated that Chuck believes that the county would see significant savings immediately if CityCounty Insurance Services (CIS) takes over the county's workers compensation insurance policy.

The meeting recessed at 1:22 p.m. and reconvened at 1:38 p.m. in Room 32 of the Courthouse.

PRESENT: Kathy George, Mary P. Stern, and Allen Springer.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Brian Van Bergen, Gayle Jensen, Mike Brandt, Al Westhoff, Ken Huffer, Ted Smietana, Vicki Wood, John Phelan, Russ Heath.

Guests: Shelley Halleman and Angel Aguiar, Budget Committee members; Nathalie Hardy, News-Register.

Clerk (10-15, 12-15, and 40-15) - Brian Van Bergen stated that his beginning balance has decreased from \$1 million several years ago to only \$158,000 this year. He said that it appears that recordings are on the rise after hitting bottom, and some of that increase is tied to activity in the Planning Department. He noted that the transition to e-recording will require use of the county's network infrastructure, so his office will be utilizing the Information Systems team more than it has in the past. He stated that Fund 12 hasn't been utilized very well, and he is planning to use some of those funds over the next few months to bring in extra help for tasks that don't require Jan Coleman's level of expertise. He discussed the possibility of working with the schools to develop an internship program.

He stated that he is not currently adding enough annually to the Voting Equipment Fund (40-15) to be able to replace the equipment in the near future. He said that the cost of a new scanner (\$15,000) would be less than the service contract on the current one (\$21,000), but in order to upgrade the scanner, he would also need to spend \$20,000 to upgrade to a newer software system. Mary suggested that he come up with a replacement schedule and an estimate of what should be put into the reserve fund over the next few years.

Brian stated that he would be asking for some capital improvements over the next few years to replace the front doors, windows, and security system. Laura suggested that he submit the requests this year because the Board and administrative staff like to keep an eye on future projects for prioritization purposes.

LAND USE TEAM

Planning (10-20) - Mike Brandt stated that this is a conservative, status quo budget. He reported that most of his revenues are increasing as activity is picking up, and he is already using extra help, despite being early in the building season. Allen expressed concern about the department paying rental fees on a building that was purchased with Planning funds, and recommended a review of the matter. He said that since Planning is funded solely by fees, perhaps the public is being charged more than it should be. Mike stated that building repairs currently come out of the reserve fund that he contributes to, but he

believes it would be more economical to contract out his own repairs rather than pay into the reserve fund.

Surveyor (10-21) / Corner Restoration (37-37) - Mike reviewed changes to these budgets as a result of Dan Linscheid's retirement and the restructuring of the office, which includes .1 FTE of Bill Gille's time to serve as County Surveyor. He said that he would monitor the work done by Marty Glass this year to determine if his time is allocated correctly between the two budgets. He noted the addition of a new line item in Corner Restoration called Corner Corrections, with a budgeted amount of \$5000.

CULTURE & RECREATION TEAM

Fair (20-80) / Fair Event Center (20-82) - Al Westhoff reviewed the proposed budgets and stated that he is right on schedule for this year's budget. He reviewed the entertainment for the 2013 Fair & Rodeo, and discussed the possibility of including the veterans' community covenant event as part of the fair, with free admission for veterans that day. Allen suggested that the fair budget be reimbursed for those tickets since the budget is tight. He said that Sue Frederickson is planning to discuss the logistics with the Fair Board at its next meeting.

Parks (10-81) - Ken Huffer stated that there are a lot of parks initiatives going on throughout the county right now, including the Whiteson Park, the Yamhelas Westsider Trail, and the Yamhill River Trail. He said that he will be working with the Parks Board to update the Parks and Open Space Master Plan and add detail for the individual parks. He reviewed the proposed budget, stating that he has made some cuts in materials and services to compensate for a decline in Rogers Landing fee revenue and fund balance. He stated that he has a backlog of major maintenance projects, but not enough funding in the budget to take care of them. He said that if he had more revenue, he would replace some of the derelict equipment and amenities in the parks, contract out some repairs and other professional services, and establish a capital replacement fund for items such as bridges, picnic shelters, and boarding floats.

PUBLIC WORKS TEAM (Funds 11, 41, and 45)

Road Fund (11-60) - John Phelan stated that, due to sequestration, the county will probably have to pay back some or most of the \$169,000 it received in federal forest dollars. He said that the amount budgeted for office rent from the surveyor will have to be removed because that office is moving to the Planning Department. He said that he would be taking an aggressive stance this year in spraying for vegetation control along county roads, and has therefore budgeted \$4000 more for that than he did last year. He explained that he would be able to track labor and materials expenses for the blue sign program through the Integrated Road Information System that he uses.

He reviewed a handout of safety projects (see Exhibit A) and said that he would like to get three or four of them shovel-ready in case grant opportunities come up. He also reviewed a handout of gravel road ratings (see Exhibit B) and a draft letter to residents near Mountain Top Road regarding the paving of that gravel road. Mary stated that the county has always denied paving requests for county gravel roads, and this may open the door to many other requests. John agreed and stated that each request would have to be considered on a case-by-case basis as funding allows. He said that there is good justification for the decision to pave this road. He reviewed the 2013-14 Maintenance Improvement Projects List and said that he would like to schedule a road tour with the commissioners.

Motor Vehicle Replacement (45-29) - John stated that he would like to install an electronic entrance gate for Sheriff's Office vehicles, and he would also like to modify the wash rack, which the city has been asking the county to do for years. He said that all roof water has been redirected to discharge to the proper location.

The meeting recessed at 4:27 p.m.

April 2, 2013 9:00 a.m.

Room 32, Courthouse

PRESENT: Kathy George, Mary P. Stern, and Allen Springer.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Silas Halloran-Steiner, Paul Kushner, Margaret Jarmer, and Tonya Saunders.

Guests: Shelley Halleman and Angel Aguiar, Budget Committee members; Nathalie Hardy, News-Register.

The meeting reconvened at 9:05 a.m.

HEALTH & HUMAN SERVICES TEAM (Fund 16)

Overview of Changes for 2013-14 - Silas Halloran-Steiner said the biggest challenges will be in health care reform and the state's interpretation of that, changes in Early Learning Council services, and public safety reform. He emphasized the need to closely watch the coordinated care organization (CCO) from a fiscal standpoint. He reported that his projected ending balance for 2012-13 is \$3.28 million, which is higher than originally anticipated due to a higher number of Oregon Health Plan (OHP) members in the county, and he plans to use \$1.2 million of that fund balance as bridge funding. He stated that significant growth in OHP membership has been forecasted for 2014 as a result of the Affordable Care Act.

He stated that it has been a challenge to budget for personnel transitions, and after an analysis of staffing levels and benefit spending over the past ten years, his strategy is now to budget personnel at 98% and to "seasonalize" full-time positions, budgeting for ten months instead of twelve to compensate for vacancies during the recruitment and hiring process.

He said that the former Adult Mental Health and Chemical Dependency budgets have now been merged into the Adult Behavioral Health budget (16-74), which includes 10.6 FTE added mid-year positions to help provide integrated services. He stated that his proposed budget includes six reclassifications, as detailed in the budget binder handout.

Community Health (16-70) - Silas stated that some discretionary funds have been reallocated from the Healthy Start program to Veterans' Services. He said that \$15,000 in fund balance is being used to balance the Environmental Health budget, since there has been significant growth in licenses and inspections, but he would like to hold the fee increases to 2.5% for now rather than pass the entire increase along to local businesses. Paul explained that staffing levels were set to accommodate the

number of restaurants prior to the economy downturn, and a modest growth in the current number of restaurants would bring the program back to the level of being self-funded. Kathy agreed that the county doesn't want to lose any of its trained staff.

Community Support Services (16-73) - Silas stated that this is the second year of a structural reorganization to build a comprehensive support services model. He reported that he is seeing growth in the Adult Mental Health Initiative.

Family & Youth (16-75) - Silas reviewed efforts to develop more policy with the local school districts to protect and support families. He said that he has increased clerical support in this program to improve customer service issues.

Central Services (16-79) - Silas stated that he is getting closer to either doing an RFP for a new vendor for electronic medical records software or purchasing a new version of the current software. He said that the anticipated cost of conversion to the new software is \$.5 million. Paul stated that the department has been planning for this for a number of years and has about 80% of its records electronically already. Silas noted that Paul is working on a transition plan to retirement, starting with a reduction of hours in January.

Enhanced Care Facilities (16-172) - Silas discussed the new Behavioral Support Services program, which provides services to Polk and Marion counties with the goal of helping individuals attain a maximum level of social and emotional functioning. He said that as part of the CCO hydraulics, he is concerned about getting the appropriate rates established by the state for this community, and there will be more discussion with the CCO about the issue.

Adult Behavioral Health (16-174) - Silas discussed the status of current and potential grants, explaining that he would be using some fund balance for bridge funding. He stated that he is adding a new supervisor position to give Marie McDaniel-Bellisario more supervisory support for the 50 employees she oversees. He discussed an add-back request for the county to continue funding a full-time mental health services position in the jail, and stated that it would be a setback if the allocation were to be discontinued. Mary stated that this position saves the county money in the long run and the sheriff has been pleased with the program.

Silas stated that the Veterans' Services budget is included in 16-174, and Healthy Start general funds have been moved here along with some fund balance to support this program. He said that this is a critical service and there is more need in the community than can be met. He said that Jerry Wilson is trying to get a better estimate of the number of widows and survivors in the county, which could be as high as 11,000 being served by one veterans' services officer. He stated that there would need to be ongoing conversations about how to build and sustain the program.

Threats and Opportunities - Silas stated that the threats include the co-chair's budget, PERS reform, education funding, OHP expansion and primary care access, unknown contracts with CCOs, mental health rates and general rates, the reopener of a management services agreement in September, and the effects of sequestration on grants to the county. He said that opportunities include the expansion of the Affordable Care Act, the opportunity to provide care in a different way, transformation of care at the local level, putting behaviorists into primary care, better education outcomes, better information exchange, stabilizing people in home communities with wrap-around services for better quality of life,

and a partnership between physical, mental, and behavioral health.

Silas discussed his fund balance in detail, explaining that the majority of it is restricted funds to be used for facilities expansion/improvement, capital and infrastructure investments, bridge funding, and grant matches. He said that the unrestricted portion, which is estimated at \$54,000 for the end of 2012-13, includes funds for the school-based health center transition, a Veterans' Services project, the Evans Street complex, and the Blanco House purchase.

The meeting recessed at 10:52 a.m. and reconvened at 11:04 a.m.

Administrative Services (10-10) - Laura stated that this budget is slightly downsized from the current year. She said that when the treasurer's budget was absorbed a couple of years ago, it included a balance of about \$12,000, half of which has now been transferred to the new treasurer.

Commissioners (10-13) - Laura stated that the wages are budgeted at the level approved by the Compensation Committee, which is more than what the commissioners are currently taking. She said that this gives the commissioners some flexible funds to use during the year.

Capital Improvement (40-27) - Chuck stated that there are quite a number of projects coming up this spring, and he is unsure at this point which ones will carry over into the next fiscal year. He said that he would submit a Capital Improvement Projects List for the Board's consideration later in the year. Laura stated that the current ending balance puts this budget in a healthy position, and she would recommend this as a potential source of funds to meet other needs. She said that Chuck will have some suggestions on how to allocate internal charges to free up some discretionary dollars while keeping this fund and Facilities Maintenance healthy.

COMMUNITY SERVICES TEAM

Transit (10-33) - Tonya Saunders stated that the Transit budget includes the Connect Oregon IV grant for the new transit center, and First Transit will start paying rent to the county once it occupies office space at the new transit center. She said that there may be some additional changes to the budget, as she is still trying to figure out the actual beginning balance.

She reported that advertising revenue will probably be down a little next year, as a couple of colleges have pulled their full-wrap advertisements from the buses, but Lamar Advertising will hopefully have new advertisers for those blank buses soon. Allen suggested that the county might be able to market more aggressively if it takes on some of the advertising responsibility itself. Tonya stated that the county's cut of advertising revenue is currently 25% to 30%, and has increased each year that the county has been with Lamar Advertising. Laura said that the Board might consider issuing an RFP when the current contract is up to see if it can get a more competitive proposal.

Law Library (14-26) - Chuck stated that the library has recently moved from the Stark Building to the county-owned Spence Building, so it no longer has to pay rent. Mary explained that every county is required to have a law library, and some revenue comes from the state through court fees. Laura said that the county has had discussions with the presiding judge about ways to downsize the library and make more of it available online, with perhaps a kiosk located in the courthouse. She said that ideally the law library will all be online at some point, but neither the judge nor the law librarian believes that is feasible.

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INTERNAL SERVICES TEAM

Non-departmental (10-39) - Kathy suggested discussing whether or not to continue spending money for the bypass lobbyist. Allen recommended postponing that discussion until Dave Haugeberg is back. He said that he hopes the expenses can be reduced even if they aren't eliminated. Mary pointed out that there is still work to be done toward Phases 2 and 3, and this would be a good conversation for the Parkway Committee to have.

911/Dispatch Services (10-48) - Laura said that she is requesting \$33,087 in additional discretionary dollars to cover an anticipated increase in YCOM dues. She said that if the dues increase ends up being less once the YCOM budget is prepared, this budget can be adjusted in May.

Mediation Services (10-59) - Mary questioned why there are no administrative overhead fees being charged to this budget. Laura agreed to take a look at that.

Air Support (10-165) - Laura stated that all assets have been dissolved and this budget is ready to be closed, so the Board needs to have a discussion about what to do with the remaining \$208,000.

Systems Development Charges (Fund 29) - Laura suggested that an analysis be conducted in the fall to see if the current 60:40 split between Fair and Parks is still accurate. She said that she is not recommending any changes for 2013-14.

The meeting recessed at 12:00 p.m. and reconvened at 12:14 p.m. in the Commissioners' Office Conference Room for a lunch meeting. Following discussion of court security issues and the appraisal for the Yamhelas Westsider Trail project, the meeting recessed at 12:58 p.m.

PRESENT: Kathy George, Mary P. Stern, and Allen Springer.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Sue Lamb, Murray Paolo, Mike Green, Scott Maytubby, Brian Dunn, and Rick Sanai.

Guests: Shelley Halleman and Angel Aguiar, Budget Committee members; Nathalie Hardy, News-Register.

The meeting reconvened at 1:21 p.m.

GENERAL GOVERNMENT TEAM

Assessor (10-12) - Scott Maytubby stated that this will be the last year for the ORMAP grant, after which the county will be finished with all of its line work. He said that the state will then designate other projects for the ORMAP funds, so Yamhill County will hopefully continue to receive some grant funds. He stated that there will be some Assessment & Taxation grant revenue that will go to County

Counsel, Accounting, Information Systems, and Geographic Information Systems (now part of Planning). Mary noted that he would need to provide the dollar amount to Mike Brandt so he can include that in his budget.

Scott stated that he has included a 5% salary increase for himself in the budget, as the last adjustment to his salary was in 2008. He said that two of his staff are being reclassified from Office Specialist 2 to Senior Office Specialist, two others are being reclassified from Appraiser 1 to Appraiser 2, and Christina Malae's position will become permanent instead of temporary, replacing a position that was previously laid off. He reviewed other staffing adjustments, explaining that he wants to move more of the responsibility up to the front office and develop a more team-oriented approach that involves more cross-training so employees can cover for each other when they are gone. He added that once the new software goes live, he will start the process of re-appraising the county, which will take six to eight years, and he will need to plan for additional staff to accomplish that project.

He discussed plans to spend about \$20,000 in the next year to contract out some imaging work in order to create digital files from archived films and get them into the system so everybody has access to them. Kathy suggested the possibility of using some of the dedicated funds from the Clerk's Records Fund (12-15), since this is an archival project. Laura said that the Board would have to discuss it with Brian Van Bergen.

Treasurer (10-23) - Mike Green stated that he has been doing research to find out what is expected of this position by the county and by statute, as the job has been minimally defined to include banking, cash management, and investing. He said that he has been spending 12 to 15 hours per week on the job without doing any investing, and thinks the hours will expand quite a bit as that component is included, so he would recommend that the budgeted hours be increased from 10 to 24 and that retirement and part-time benefits be included, which would require \$34,400 additional discretionary allocation. He said that 10 hours is sufficient for how the job was initially defined, but not for how it should be defined. He also requested that all interest earned on county funds be tracked through this budget as a way to clearly measure his performance as an investment officer.

He stated that the treasurer's compensation is terribly understated compared to its peers, and although he is not asking for a salary adjustment now, it should be brought up gradually over the years for others who want to run for the office. He said that an effective investment strategy should generate at least double the amount of interest earnings that is currently budgeted, and would more than make up for any increase in compensation. Mary pointed out that other county treasurers perform additional roles such as tax collector and finance manager.

County Counsel (10-25) - Chuck noted a correction to the budgeted amount for 362.99 (Miscellaneous Revenue). Rick Sanai stated that his proposed budget is unchanged from the current year, and the vast majority of his budgeted expenses (86%) is for personnel. He said that he would continue to shift to less expensive sources of information, such as online publications.

Facilities Maintenance (40-16) - Brian Dunn stated that there are no personnel changes and only minor changes in materials and services. He reviewed upcoming capital improvement projects. Kathy noted that there may be some funds available from the state for camera-related items in the courthouse. Laura stated that the county has many different camera systems right now, so staff needs to discuss the issue and come up with some recommendations to bring to the Board. Chuck stated that Brian continues

to do a great job for the county with limited personnel.

Emergency Management (10-40) - Sue Lamb stated that Doug McGillivray has been an exceptional steward of funds, and in just two fiscal years has saved enough money in the budget to grow the beginning balance to \$130,000. She said that the budget does not reflect a potential 5% reduction in EMPG funding due to sequestration. She requested that her position, which could easily be a full-time position, be increased by .1 FTE. She said that having additional personnel has allowed the county to spend more time with the cities and to reach out to community and service organizations. Chuck stated that Doug is tentatively planning to switch positions with Sue in October, then continue half-time through December before fully retiring. Sue added that a replacement for the position would be hired in 2014 after Doug fully retires.

Sue stated that last year's county-wide preparedness fair was very successful, and she is planning another one for this fall. She said that she will continue to seek in-kind donations from community organizations for the event, but needs to budget for the expenses. She said that the proposed budget is reasonable and she doesn't foresee significant increases in subsequent years, although there may be additional conditions and reporting required in the future in order to receive funds through the Urban Areas Security Initiative. She said that Emergency Management could really use a larger office space in the future, if possible, to better accommodate staff and equipment.

Information Systems (10-17) / Computer Replacement (40-17) / Software Reserve (40-117) / Telecommunications (48-14) - Murray Paolo provided an overview of his budgets (see Exhibit C). He stated that he is making an effort to update job titles and descriptions for his office, which are outdated. He reviewed capital expenditures budgeted for 2013-14 and initiatives for his team. He said that he and his staff recognize their responsibility and take it very seriously.

He noted that the replacement charge for laptops has been increased from \$350 to \$375 because they have a shorter life span and require more support. He stated that planning for future replacement of the county's GEMS system is another one of his initiatives. He said that he has had a number of discussions with the county's vendor about recent software issues with GEMS, and hopes to get some answers to those questions in the coming year.

INTERNAL SERVICES TEAM (continued)

Federal Funds (30-52) - Laura explained that the county used to put Title III funds directly into the Sheriff's Office budget to fund forest patrol and Search & Rescue operations, but now they can only be used to reimburse for actual emergency responses, so they will be held in this budget until the Sheriff's Office submits invoices for reimbursement.

Medical Insurance Reserve (80-139) - Laura stated that \$128,774 in federal rebate money has to be expended by December 2014 and must be used to help with the cost of medical insurance premiums.

The meeting recessed at 3:29 p.m. and reconvened at 3:45 p.m.

DELIBERATIONS

Laura distributed copies of the deliberations list (see Exhibit D), noting that staff would take care

of the “housekeeping” items. She distributed a list of suggested funding sources for one-time expenses and discretionary allocations the following morning (see Exhibit E)

[Approved] District Attorney (10-18), DDA 2 position, \$103,797 - The Board agreed to fund the position with one-time funding for 2013-14 and discuss the issue again the following year.

[Tabled] District Attorney (10-18), OS 2 position, \$49,515 - Mary reported that she had instructed the Criminal Justice Team to meet together and try to come up with funding for the position, so this item can be taken off the list.

[Denied] District Attorney (10-18), transfer for contractor, \$10,000 - Mary stated that Brad had asked for this funding years ago to cover expenses for some temporary help, and continues to ask for it even though he ended up not needing the extra money by the end of that fiscal year. She said that the Board has given the District Attorney’s Office more money every year because Brad needs it to cover personnel costs, so she would recommend taking this request off the table.

[Approved] District Attorney (10-18), laptops, \$3400 - Laura stated that the commissioners had all previously agreed to fund the laptops, and the money can be found in the budget.

[Approved] Dispatch (10-48), possible dues increase, \$33,087 - Laura recommended funding this from the Capital Improvement Fund (40-16). She said that she would know more about the dues amount in the next two weeks.

[Approved] Juvenile Detention (10-77), two reclassification requests - Mary stated that these two employees have done a phenomenal job and the reclassification is probably overdue. Laura stated that the money is already in the budget to cover the reclassifications.

[Tabled] Court Security (10-86), additional discretionary - Laura stated that when the discretionary allocations were reset in December, this was one of two departments that fell behind. She said that Kellye Fetters has stated that additional money is needed to make this budget whole, but she doesn’t believe that is needed, given the beginning balance. She recommended holding off since the Board may be making changes with the staffing anyway. Mary said that the Board would have to add discretionary resources to this budget if it makes staffing changes, and agreed that it doesn’t make sense to do so now.

[Approved] Parks (10-81), additional discretionary to replace video lottery funds, \$25,000 - Mary stated that since the Board is trying to wean departments off dependence on video lottery funds and has scrimped on the Parks budget for years, she would recommend approval of this change going forward. The Board agreed to move \$25,000 of discretionary allocation from Emergency Management to Parks. Kathy said that video lottery could be a possible funding source for future one-time parks projects. Mary agreed and suggested that those requests go through the established economic development grant process.

[Approved] Parks (10-81), Marine Board grant match, \$25,000 - The Board agreed to fund the grant match from the Landfill License Reserve Fund (see later discussion on the funding source).

[Approved] HHS (Fund 16), Jail mental health, \$96,996 - Mary stated that this position stemmed

from an initiative sponsored by the Board, and HHS has already been given the additional responsibility to oversee Veterans' Services, so the position needs to be funded with discretionary resources. Silas stated that HHS used some of its unrestricted fund balance to cover a partial position two years ago at the request of the Board, and was then given discretionary funding to increase it to full-time. He said that if the Board wants to sustain the position long-term, it makes sense to fund it with discretionary resources, as he only has a small amount of unrestricted reserve and would prefer to use that for grant matches or bridge funding rather than ongoing operations. Allen stated that at some point, the county won't be able to add any new positions because of the rising costs of benefits, but he thinks this is a viable and valuable position and hopes it ends up being revenue-neutral to the county overall. The Board agreed to transfer funds from Discretionary Reserve and Facilities Maintenance to fund the position.

[Approved] HHS (Fund 16), reclassifications - The Board agreed to approve the budgeted reclassifications. Allen stated that Silas has done a great job shuffling personnel to meet his needs. Kathy said that she is pleased with his ability to make these programs work to the benefit of the county.

[Approved] Admin Services (10-10), Grant/Project Coordinator, \$38,448 - Laura stated that it is very difficult these days to bring in enough administrative funds through grants to pay for such a position, but it is an added benefit to the organization. Mary stated that it has always been an added burden on county staff when the county sponsors grants for other organizations in order to benefit the county and its communities. Allen stated that he could support a .5 FTE position, which could later be increased to full-time if the person does a great job and if there is a need. He said that he would like to see the position be self-supporting, with the expenses being offset by grant funds brought in. The Board agreed to transfer funds from Discretionary Reserve to fund the .5 FTE position.

[Approved] Assessor (10-12), temporary position to become permanent - Mary stated that Scott has cut positions in the past and now needs to add one permanent Senior Office Specialist position back. She said that enough time has gone by since the position was cut to make the restoration legitimate. Laura said that Scott has the funds to support the position and the temporary employee is currently performing the duties of a Senior Office Specialist. Chuck added that the temporary employee has been working for almost a year, which is the limit per the union's collective bargaining agreement. The Board agreed to approve the position.

[Tabled] Treasurer (10-23), additional discretionary to cover 24 hours/week and benefits, \$34,400 - After some discussion about the previous reduction to this position and the reasons for settling on the current salary level, Mary suggested that the Board increase the funding a little bit without getting to the level of benefits, and see what Mike is able to do with the additional time. Allen stated that he would not be opposed to increasing the funding at some point, but this request is premature. He said that he would be willing to consider it in a year. Kathy added that Mike knew this was a non-benefitted position when he ran for office. Laura stated that she believes Mike's request to report interest earnings in his budget would be in violation of local budget law, which requires the funds to be disbursed from the department that owns the resources. Mary pointed out that Mike could still keep track of interest earnings separately. The Board agreed to have Mike provide more information about buying down the county's bonds.

[Approved] Information Systems (10-17), reclassification - The Board agreed to approve the reclassification of Adam Greene to Senior Desktop Support Specialist.

The meeting recessed at 4:33 p.m.

April 3, 2013 9:00 a.m.

Room 32, Courthouse

PRESENT: Kathy George, Mary P. Stern, and Allen Springer.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Mike Green.

Guests: Nathalie Hardy, News-Register; Jody Christensen and Amy Jauron, McMinnville Economic Development Partnership; Karen Litvin, Project Masters; Doug Montgomery, Sherl Hill, Geoffrey Hamilton, Robert Napora, Deolinda Coelho, Ann Lewis, and Frank Sheridan, GROW Yamhill County work group.

The meeting reconvened at 9:04 a.m.

GROW Yamhill County Presentation

Jody Christensen introduced members of the GROW Yamhill County work group in attendance. She reviewed the deliverables of the GROW Yamhill County project and provided an overview of the three one-year phases of the proposed Economic Development Plan, with Phase 1 to begin July 1, 2013, at a cost of \$55,700 with a minimum 100% community match (see Exhibit F). She stated that the plan was designed for Yamhill County by members of the community, and the group is excited to get it into the implementation phase. Bob Napora, Deolinda Coelho, and Ann Lewis shared their support of the plan and the good experience they have had with the work group. Jody provided 18 letters of support from work group members and said that they would be continuing with the project. She added that there have been donations of space and resources for the project as well.

Allen stated that he would like a chance to review the new material submitted this morning. He said that he appreciates the volunteerism, but would like to see financial commitments as well from each of the communities involved. Karen Litvin stated that an in-kind match always has a financial value because an employer is paying for that value-added input. She said that community donations can provide cost savings to the budget, and the proposed budget to get the program off the ground is only half the amount that the county invested initially to develop the plan.

Sherl Hill discussed the benefits to businesses in the community from implementing the plan. She explained that the education system is necessary to provide training and access for employees, and infrastructure is necessary to get supplies in and products out. She said that this is the first time in a long time that community and business members have come together to share energy and experience with each other, and this plan has the potential to create some real growth.

Allen stated that many businesses are suffering because of the difficult economy, and a key part of the plan should be giving the county exposure to the nation to let other companies know the benefits of locating in Yamhill County. He expressed concern that being so heavily weighted toward manufacturing might not allow room to support retail businesses. Jody assured him that that is not the case. Karen explained that when the primary sector (manufacturing) jobs are strong, the secondary sector (retail) will

also be strong because of the trickle-down effect, so strengthening manufacturing jobs should be the first priority. She added that the proposed plan has robust marketing strategies, including a business development team that can host potential businesses and let people know about the available resources in Yamhill County.

Kathy stated that the work done by the GROW team has exceeded her expectations. She said that there will still be questions and discussion, but this work gives the Board a foundation for that discussion and moving forward.

The meeting recessed at 10:15 a.m. and reconvened at 10:24 a.m.

Jody provided an update on the first GROW pilot project, Construction Equipment Company, reporting that the company now has over 17 full-time employees and expects to be at 50 within the next two years. She presented two additional proposed pilot projects: Climax Portable Machine Internship Expansion (\$11,400) and Online Northwest Expansion Project (\$10,000). She said that there is some urgency with the Climax project because it is a summer intern program, but the Online Northwest project is not time-sensitive.

DELIBERATIONS (continued)

[Approved] Yamhelas Westsider Trail grant match, \$164,320, and Marine Board grant match, \$2500 - Mary stated that she would like the entire amount of both grant matches to come out of the Landfill License Reserve Fund because they are one-time expenses and because of the positive, county-wide impact that the projects could have on the quality of life. She said that some people have argued that the landfill detracts from the quality of life, and this is a good offset that makes sense. She added that she believes there are other economic development-related uses for the video lottery money, and the Landfill License Reserve Fund will be getting additional money over the next few years that will keep it healthy.

Kathy said that she likes Mary's suggestion because it would show the public how the landfill funds can be a positive community benefit. She said that it still leaves almost half a million dollars in the Landfill License Reserve Fund for the Whiteson Park project, and she would like to keep as much in the Economic Development Fund as possible.

Allen stated that the popularity of the Westsider Trail may be narrower than Mary and Kathy think, and he doesn't think this action would buy overwhelming public favor. He said that the public needs a fuller explanation of the project and its funding in order to understand it. He said that he would like to see economic development grants go to smaller communities like Dayton for shovel-ready projects, and suggested that the commissioners connect directly with city councils and mayors rather than having the cities go through the grant process developed by the GROW team.

The consensus of the Board was to use the Landfill License Reserve Fund for both grant matches. Kathy said that she would like the City of Carlton to see itself as a partner in the trail project and commit some funding, even if just a small amount.

[Approved] Revolving Loan Fund addition, \$10,000 - The Board agreed to transfer \$10,000 from the O&C Reserve Fund to the Revolving Loan Fund.

[Tabled] GROW Phase 1 implementation, \$55,700 - The Board agreed to postpone this decision to allow further review.

[Approved] GROW pilot project: Climax Portable Machine Internship, \$11,400 - The Board agreed to approve the project, with funding to come from the 2012-13 Economic Development Fund.

[Tabled] GROW pilot project: Online Northwest Expansion, \$10,000 - The consensus was to have Jody approach the City of Carlton to see what it can contribute to the project before the Board makes a decision on how much to allocate.

Mary moved approval of the funding chart on Exhibit E with the changes as described above, of seeking input from the City of Carlton on the Online Northwest proposal, and of allowing the Board to evaluate and fund grants to the cities from the Economic Development Fund if deemed appropriate. The motion passed with Kathy, Mary, and Allen voting aye.

[Approved] Juvenile (10-74), reclassification of Senior Office Specialist to Administrative Office Specialist - Mary moved approval of the request. The motion passed with Kathy, Mary, and Allen voting aye.

The meeting adjourned at 11:49 a.m.

Anne Britt
Secretary

Roadway traffic count/1000 (also see alt. Where traffic/10 is used)										
Accidents reported at the project site/2										
Accidents reported with fatalities at the project site x 3										
Accidents reported with injuries x 2										
Accidents reported with property damage only										
	Miles	Traffic	Traffic Pts	Accidents	Fatalities	Injuries	PDO	Accident Pts	Priority Pts	Traf/10 Pts
Gopher Valley Road	5.9	275.5	0.3	1	0	2	0	4.5	4.8	32.1
Moore's Valley Road	5.3	42	0.0	4	0	14	0	30	30.0	34.2
Mountain Top Road (West)	3.1	149.5	0.1	6	1	8	0	22	22.1	37.0
Mountain Top Road (East)	1.9	248	0.2	2	0	4	0	9	9.2	33.8
Red Hills Road	1.1	213	0.2	1	0	0	0	0.5	0.7	21.8
Fulquartz Landing Road	2.3	57	0.1	0	0	0	0	0	0.1	5.7
Worden Hill Road	2.01	148	0.1	4	0	4	0	10	10.1	24.8
Panther Creek Road	1.5	40	0.0	2	0	0	0	1	1.0	5.0
Old Moore's Valley Road	2.1	120	0.1	2	0	1	0	3	3.1	15.0
Fairdale Road (East)	1.6	92.5	0.1	1	0	3	0	6.5	6.6	15.8
Fairdale Road (West)	2.4	106.5	0.1	2	0	2	0	5	5.1	15.7
Peavine Road	4.6	97	0.1	0	0	0	0	0	0.1	9.7

Exhibit B 1/1

Commissioner's Budget Overview
IS and Telecomm Departments
FY 2013/14

Information Systems, 010-017(page 110):

- **Revenue:** Network charges held the same. City of McMinnville revenue is projected to increase by 2.5%.
- **Personnel:**
- Nancy Keim has retired and continues to work 2 - 3 days a week currently as a contract employee. Her replacement, Sharon Schuur, works three days per week. This has resulted in a good transition and the two of them can back each other up in the event of an absence.
- Re-class of Adam Greene to a Sr. Desktop Support Specialist due to additional responsibilities.
- New job titles and accompanying descriptions. Network Administrator, Programmer/Analyst-DBA, Office Coordinator/Helpdesk. No budget impacts.
- Additional page in your materials with a description of the old and new positions.
- **Expenses:** No substantial changes, reduction in Professional Services.
- **Capital:** Securemail replacement, Server software license upgrades, Exchange e-mail license upgrade, Security upgrades, Archive system replacement, backup server expansion, and link load balancer. Additional page attached with expanded descriptions of each item.
- **Initiatives:** Continuity of operations, increased security and update of server hardware and software, expansion of virtual machine technology, supporting the EBDM initiative within public safety, Assessor's Manatron software acquisition, Jail Management system replacement, Electronic Medical Records project in H&HS, consumerization of IS (mobile device computing), and the continued digital imaging and information flow management within the organization.

Computer Replacement, 040-017(page 112):

- \$350 per P/C, \$375 per laptop or similar device.
- 535 PCs and devices in total.
- Used for targeted 3 – 5 year roll out of Desktop Platforms.
- This is a tremendous program, and has resulted in a substantial reduction in the need for support of aging equipment.

Telecomm, 048-014(page 113):

- **Revenue:** No change in phone charges.
- **Personnel:** No changes.
- **Expenses:** No significant changes.
- **Capital:** Anticipation of a major purchase in the coming fiscal year.
- **Initiatives:** New technology, (Voice over IP system). Actively setting up meetings with departments and preparing the requirements for the RFP.

Software Reserve, 040-117(page 119):

- Contains \$349,568 for the H&HS software acquisition of the Electronic Medical Records components.
- Also contains \$100,000 for undesignated software acquisition.

Exhibit c 1/1

Deliberation List

			Cash Request
10-18	District Attorney	DDA II	103,797
10-18		OSII	49,515
10-18		Txfr for Contractor	10,000
10-18		Laptops	3,400
10-48	Dispatch	Possible Dues Increase	33,087
10-77	Juvenile Detention	Reclassification Requests - 2 Supervisors	
10-86	Court Security	Additional Discretionary	33,388
10-81	Parks	Additional Discretionary/Video Lottery	25,000
Fund 16	HHS	Marine Board Grant Match	25,000
	HHS	Jail Mental Health	96,996
		Various Reclassification Requests	
10-10	Admin	Grant/Project Coordinator (0.5 - 1.0 FTE)	38,448 - 76,891
10-12	Assessor	New position - Temp to Sr. Office Specialist	
10-23	Treasurer	Increased Allocation (24 Hrs per week + benefits)	34,400
10-17	Information Systems	Reclass Request for Sr. Desktop Support Specialist	
Fund 26	Economic Development	Westsider Trail Match	164,320
		Revolving Loan Addition	10,000
		Grow Yamhill County	

<u>Housekeeping</u>				
10-18	Dog Handler Incentive Payment		Add Line	
21-50	Victims Panel		Move to 21-45 (State Enhancement)	
40-41	Jail Capital		Add Jail Capital Reserve	
10-42	Marine		Reduce Dept Equipment	
			FTE Change - see handout	
10-43	Sheriff		FTE Change - see handout	
13-47	Dog		FTE Change - see handout	
10-21	Surveyor		Changes from Mike	
27-37	Corner Restoration		Changes from Mike	
20-80	Fair		Add new revenue & expense	
11-55	Engineering		New personnel #s for Bill's time	
11-60	Road		line out rent from Surveyor/Adj EB	
			blue sign expense change	
10-12	Assessor		FTE Changes	
			Discuss A&T Payment to Treasurer	
			Footnotes	
10-15	Clerk		Change Salary	
10-17	Information Systems		Move "Extra Help" into actual positions	
10-23	Treasurer		Bond Issues - Discuss	
10-25	County Counsel		Fix Errors	
50-52	Federal Funds		Update numbers	



Yamhill County Economic Development Plan Presentation Handout April 3, 2013

Vision

The Yamhill County Economic Development Plan will contribute to the development of thriving, vibrant communities where people live, learn, work, shop and play; and will foster sustainability of a dynamic environment in which business and industry prosper.

Mission

Implementation of the Yamhill County Economic Development Plan will direct and prioritize the actions and resource allocations necessary to realize business growth, job retention and creation, and enhanced well-being for all individuals and communities.

Strategy 1: Create Communities Ready to Receive Business

Outcomes:

1. Yamhill County is a leader in creating education and training opportunities that support local business needs.
2. Yamhill County's community assets and resources are packaged and marketed in a way that is business friendly.
3. Yamhill County communities are collaboratively solving infrastructure issues.
4. There is a county-wide economic development partnership that acts as a one-stop for existing and potential business.

Strategy 2: Retain, Expand and Recruit Business

Outcomes:

1. Small businesses and entrepreneurs know where to go for assistance and programs are in place to help them.
2. The business community is nurtured, mentored and recognized.
3. Available space is occupied and existing businesses are retained or expanded.
4. Business start-ups in traded sector companies are on the rise.

Strategy 3: Identify and Commit Resources that Will Invest in Yamhill County Economic Development

Outcomes:

1. There is a detailed, up-to-date inventory of resources readily accessible.
2. One hundred percent of communities invest in economic development.
3. Communities are supported, mentored and know how to access resource information.
4. Strong partner relationships are developed and sustained.

Strategy 4: Develop and Support Vibrant Communities

Outcomes:

1. Yamhill County is a known destination for visitors and business relocation.
2. Yamhill County demographic statistics show positive growth.
3. Communities achieve sufficient infrastructure and land supply to support planned growth.
4. There is collaborative problem solving and leveraging of economic development resources.

Implementation Phase I Budget Needs

Amount: \$55,700 (with minimum 100% community match)

- Web Hosting Services and Maintenance Fees
- Website technical and content updates
- Printing
- Community Development and Outreach
- Meeting Expenses
- Fiscal Management and Oversight of Contract
- Contracted Project Manager to execute work plan elements

Implementation Phase I Work Plan Elements

TEAMS AND COMMITTEES

- Establish and Convene Executive Committee
- Develop and Convene County-wide Business Development Team
- Convene GROW Workgroup Semi-annually
- Identify stakeholders, partners, and groups for Regional Strategy Committees

MAINTAIN GROW WEBSITE

- Field technical assistance issues
- Make required content changes
- Update and post information

PROJECT WORK FROM ACTION PLAN

- Research of best practices
- Identify characteristics of primary business sectors and strong secondary service sectors and who is serving sectors within county
- Research and inventory infrastructure demands and current community projects/needs from cities, regional solutions teams, Council of Governments

COMMUNITY DEVELOPMENT

- Educate communities about YCEDP, Business Development Team, GROW
- Publish information to stakeholders
- Outreach for development of regional strategy committees and begin to inventory potential investors in YCEDP for following years
- Educate Communities on resources for economic development issues, opportunities and challenges
- Grow support for YCEDP

GRANT PROGRAM DEVELOPMENT

- Develop all grant application and evaluation documents
- Develop training materials for Executive Committee and Regional Strategy Committees
- Develop marketing/outreach materials regarding grant program