

**MINUTES
INFORMAL SESSION**

April 13, 2004 10:00 a.m.

Room 108, Courthouse

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

Staff: John M. Gray, Jr., John Krawczyk, Steve Mikami, Dyke Mace, Mike Brandt, Laura Tschabold, Ed Rosario, Tim Loewen, Cindy Hamilton, Richard Sly, Ron Huber, and Brad Berry.

Guests: Ellen Stevens and Brittney Buxton, Newberg High School.

* indicates item forwarded to formal agenda

Kathy called the meeting to order. She immediately recessed to executive session under ORS 192.660(1)(e) to discuss real property.

Kathy reconvened the informal session at 10:15 with no formal decisions made and the sense of the Board conveyed to staff.

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

* Contracts - See agenda for details.

Solid Waste Reserve Fund - Dyke Mace provided a background of the Solid Waste reserve fund. He stated that the Solid Waste Advisory Committee (SWAC) wants to make a stronger statement than what is in the Post-Closure Maintenance Cost Analysis regarding their commitment to retain 3.5 million of the reserve fund. John K stated that a clause needs to be added to retain the ability to make interfund loans from this fund. John G will prepare a resolution and bring it to the Board for adoption.

High School Senior Project - Ed Rosario introduced Brittney Buxton, a high school senior interested in forensic studies. For her senior project, Brittney made a Power point presentation about the need for a Crime Scene Technician (CST) in Yamhill County. She outlined the benefits of having a CST, listed the duties and qualifications, and suggested potential improvements to the county's evidence room. She said there are grants available for personnel as well as for forensics equipment, and other counties in the area are willing to provide assistance. John K said Laura could look into possible grants and suggested Brittney do research into which programs could be coordinated between counties to reduce costs.

Economic Development Opportunity Grants - Laura presented a draft of a letter inviting cities to apply to the county for economic development grant money. John K suggested changing the language to include other groups such as chambers and special districts. Leslie recommended researching other counties for next year as to how economic development leadership is handled for smaller communities.

Budget Committee Schedule - Budget Committee deliberations were moved from Wednesday afternoon, May 5, 2004 to Thursday, May 6, 2004 at 9:00 a.m.

Potential Juvenile Department Reclassification - Tim Loewen stated that the request for reclassification was brought to his attention in mid-March, but he did not bring the request to the Board during Service Team presentations because he was still conducting a work review at the request of Steve Mikami. John K stated it wouldn't make sense to reach a decision while the study is still in progress, and the study might lead to more appropriate individual reclassification actions based on duties being performed. The Board consensus was to delay consideration until the study is completed.

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Community Corrections Budget - Richard Sly stated that after reviewing his preliminary offer over the phone to give up a PPO position, which is actually a jail position, he felt it would be better to preserve the position and instead make a cash contribution of \$25,000. It was pointed out that the actual value of the position, including benefits, was \$46,000 and any contribution would have to be an annual one. Tim offered the following contributions: \$3000 from a recent \$2/bed rental increase, \$3000 from Rain costs that are no longer incurred, and \$3000 from a reduction in step of one of his supervisors. He mentioned that Joan's salary cut might not be available permanently because an in-house replacement would need a higher salary. John K instructed Richard and Tim to prepare revised budgets to reflect \$26,000 from Community Corrections and \$6000 from Juvenile toward the Jail budget.

Ron Huber stated that the bed-rental program has generated over \$6,000,000 for the county and the trauma from current cuts should be the responsibility of the entire county, not just the Sheriff's Office. Mary pointed out that everyone who was asked to give money has been cooperative. John K stated the county has an obligation to solve the problem together and everyone, including the Sheriff's Office, has to be willing to make cuts. He emphasized the need to focus on renting as many beds as possible to provide funding for upcoming capital improvements and repairs.

Recess at 11:58; reconvene at 12:06.

* Assessment and Taxation Grant Program - Approve a resolution authorizing participation in the Assessment and Taxation Grant Program administered by the Oregon Department of Revenue. John K pointed out this resolution promises to continue to fund the Assessor's budget and portions of other departments at their current level in exchange for receiving the grants. He said the Assessor's budget is at the low end of the spectrum, so it wouldn't be fair to make cuts anyway.

Other Budget Requests - John K presented budget requests from other departments. He said Mike Brandt requested an increase in Juanita's position to full-time to cover her .25 FTE cut from the Treasurer's Office and he recommended approval. He said David requested reclassification of Brian Hansberry from Cartographer to Senior Cartographer and he recommended having Steve examine the position, consult with Murray, and review his findings for the budget committee. He stated Bill Gille requested a reclassification from Medium Equipment Operator to Heavy Equipment Operator, but he needs to find out if that should be a promotion or a reclassification.

* Bylaws - Approve a modification to the bylaws of the Commission on Children and Families to reflect youth members.

* Capital Improvements - Rescind Board Order 04-196, an amendment to the Yamhill County Fairgrounds Capital Improvement Plan.

* Committee - Approve the re-constitution of the Food Service Advisory Committee.

Respite Care Proclamation - John G stated it would be acceptable to authorize signature of the proclamation on April 22, 2004 and actually sign it on April 26, 2004 at the Calamity Jane's fundraiser.

The meeting adjourned at 12:21 p.m.

Anne Britt
Secretary