

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 June 16, 2022, at 10:00 a.m. in Room 32 of the courthouse and a virtual meeting via Zoom. Commissioners Casey Kulla and Mary Starrett participated in person; Lindsay Berschauer was present via Zoom.

Also present were Ken Huffer, County Administrator; Christian Boenisch, County Counsel; Carolina Rook, BOC Staff.

Guests: Helle Ruddenklau

***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 [bocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us).*

**A. CALL TO ORDER:** Commissioner Berschauer called the meeting to order at 10:02 a.m.

**B. FLAG SALUTE**

**C. CALENDAR SESSION:** This time is reserved for the review of the commissioner’s joint schedule (if needed).

The Commissioner’s reviewed the joint schedule for the week of June 20 – June 26, 2022. 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.

Public comment was received via email regarding the term limits discussion.

**E. DEPARTMENT UPDATES:**

- a. Clerk's Office – Brian Van Bergen

Ken Huffer explained that Mr. Van Bergen would be unable to provide an update today due to a recount he is participating in in Marion County. A department update was rescheduled for Thursday June 23, 2022.

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

Minutes

1. **B.O. 22-175** - April 7, 2022; Formal/Informal Session;  
**B.O. 22-176** - April 14, 2022; Formal/Informal Session;  
**B.O. 22-177** - April 21, 2022; Formal/Informal Session; and  
**B.O. 22-178** - April 28, 2022; Formal/Informal Session.

Contracts & Grants

2. **B.O. 22-179** - Approval of Amendment #1 to an agreement between Yamhill County and Brown & Brown of Oregon, LLC. (B.O. 17-091) extending the agreement until terminated and increasing broker service fees by 3% annually effective July 1, 2022.

Committees

3. **B.O. 22-180** - Approval to reappoint Megan Ramos, Tim Svenson, Patrice Qualman and Robert Porath to the Mental Health and Developmental Disabilities Advisory Committee, each to three-year terms to expire May, 2025.

Refunds

4. **B.O. 22-181** - Approval of a blanket refund order authorizing the tax collector to issue lawful refunds to taxpayers, effective July 1, 2022 through June 30, 2023.

Financial

5. **B.O. 22-182** - Approval of the transfer of appropriation authority from budget 010-002 (Discretionary) to 010-039 (non-departmental) in the amount of \$60,000 for expenditures related to operational costs, increased provider costs and higher than average volumes of service.

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**H. OLD BUSINESS:** None.

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

1. **B.O. 22-183** - Consideration of approval of the quote and purchase of 18 Lenovo Think Pad L14s' and 12 M70q desktops from Lenovo in the amount of \$30,690.

Commissioner Starrett moved approval of item I1. The motion passed, Commissioners Berschauer, Kulla and Starrett voting aye.

2. **B.O. 22-184** - Consideration of approval of an agreement between Yamhill County Health and Human Services and the Dayton School District to provide behavioral health counseling for the 2022-23 school year, not to exceed 64,199.88, effective September 2022 through May 2023.

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

3. **B.O. 22-185** - Consideration of approval of a contract between Yamhill County and The Cambridge Consulting Group, LLC. for the update of the Yamhill County Ambulance Service Area (ASA) Plan in the amount of \$37,900 effective upon approval.

Commissioner Kulla moved approval of item I3. The motion passed, Commissioners Berschauer, Kulla and Starrett voting aye.

4. **B.O. 22-186** – Consideration of appointment of Keri Hinton as the County Clerk effective July 1, 2022, through January 3, 2023.

Christian Boenisch started the conversation by discussing the dates in which the vacancy will open and that anyone who chooses to run for the open position may do so by August 19<sup>th</sup>. The Board is not obliged to fill the vacancy until January, but the chief deputy clerk may perform all duties in the interim. Commissioner Berschauer discussed the possibility of appointing the chief deputy clerk to the clerk's position until the vacancy can be filled in January. She expressed her gratitude with the work the chief deputy clerk has been doing. Ken Huffer clarified that although Keri Hinton has been performing some duties as the clerk, it is all done with Clerk Brian Van Bergen's approval since he is still the clerk until the end of the month. He also reminded the Board that as the Chief Deputy Clerk, Ms. Hinton does have authorization to perform some executive tasks.

Commissioner Starrett discussed Keri Hinton's work while Mr. Van Bergen has been working in Marion County before his exit with Yamhill County and would be in favor of appointing Ms. Hinton to the clerk's position for the remainder of the year. Commissioner Kulla discussed his desire to open the appointment process to more of the public who may want to be appointed to the clerk's position. He would feel more comfortable keeping her in the role she is currently in. Commissioner Berschauer expressed that she would prefer to appoint Ms. Hinton as the Clerk for the remainder of the year given her experience and knowledge of that office.

Commissioner Berschauer moved appointment of Keri Hinton as the Yamhill County Clerk effective July 1, 2022, through January 3, 2023. The motion passed, Commissioners Berschauer, Kulla and Starrett voting aye.

**J. PUBLIC HEARINGS:**

1. Receipt of public comment on the 2022-23 county budget.

Commissioner Berschauer opened the hearing at 11:22 a.m.

Public Comment was received by Helle Ruddenklau of the Yamhill County Extension Budget Committee regarding a position, Federal Research Assistant to assist Nicole Anderson, that has been eliminated from their department due to budget cuts and is asking the Board to fund \$5,000 for the Research Assistant position. She described the role and its positive impact on the county. She discussed Ms. Anderson's new position with OSU and that it will take her out of Yamhill County so her budget for travel has been dropped as well. Ms. Ruddenklau requested funding of \$10,000 to include travel costs in addition to the position. She clarified that the Research Assistant would be based in Yamhill County to carry out the research that Ms. Anderson has been working on and that the funding will determine the extent of the research. Commissioner Kulla summarized the Board's option to potentially award the OSU Extension Service with a one-time economic development fund. Ken Huffer explained the multiple options the Board could choose from to help fund this position. Commissioner Starrett suggested the possibility of the funds being in the form of a grant. After a brief debate regarding how this position could be funded through the county, it was the consensus of the Board to have Nicole Anderson appear before the Board with a presentation on how these funds are spent to support the Research Assistant position before taking action.

Commissioner Berschauer closed the hearing at 11:42 a.m.

Discussion/Deliberation

Ken Huffer summarized what steps have been taken to complete the 2022-23 budget thus far and what to expect in the coming weeks to finalize the budget. He highlighted the potential adjustments that could come forward prior to the adoption. No final decisions were made.

2. **B.O. 22-187** – Consideration to approve the 2022-23 budget changes as presented. Commissioner Kulla moved approval of the changes of the approved budget as presented. The motion passed, Commissioner Berschauer, Kulla, and Starrett voting aye.

**K. ANNOUNCEMENTS:**

1. 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).

2. 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 [bocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us)

3. 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 12:02 p.m.

Megan Marasco  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

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Chair LINDSAY BERSCHAUER

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Commissioner CASEY KULLA

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Commissioner MARY STARRETT