

15 FEB 12 P4:06



Brian Van Bergen
Yamhill County Clerk

414 NE Evans St, McMinnville, OR 97128-4607 • Ph. 503.434.7518 • Fax 503.434.7520 • clerk@co.yamhill.or.us

Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

Memorandum

To: Yamhill County Board of Commissioners
From: Brian Van Bergen, Yamhill County Clerk
CC: Laura Tschabold, Lucy Flores Mendez, Keri Hinton
Date: January 22, 2015
RE: Clerk's Office Summer Intern - 2014 (Round 4)

Please consider authorizing the Clerk's office to extend the temporary full-time status to our "2014 Summer Intern", Mesa Confer. The extension would begin February 7, 2015 and continue until June 30, 2015.

Last year we lost a member of our team to the private sector. Her last day in our office was September 19th, 2014. Since General Elections take up a considerable amount of staff time and attention, we intentionally delayed the search for a new team member until after the holidays.

The Clerk's office has been working with an intern, Mesa Confer, who has become an invaluable asset to our team. She started working in our office on June 16th, 2014 for a 2-month period.

She exceeded our expectations and her tenure was extended. Her original term was to be from 6/16/14 to 8/15/14. The Board of Commissioners approved her extension through November 7th, 2014 (just past the 2014 November General Election). The Board then approved her additional extension through February 6, 2015 (to help us through the end of the year).

For this 3rd extension of her time with us (the period beginning on February 7, 2015 through June 30, 2015), I propose keeping her compensation at her current rate.

Extending Mesa Confer's time with us through June serves several purposes.

1. The added time will help us wrap up loose ends caused by the Redistricting of 2011
2. She will help us cleanse more addresses in our Voter Database caused by the recent voter registration drives & the new auto-registration law
3. Mesa will be able to help our team stay current with their tasks while we search for a new permanent team-member (a position for which Mesa is considering applying)

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Van Bergen".

Brian Van Bergen
Yamhill County Clerk

Accepted by Yamhill County
Board of Commissioners on

1.29.15 by Board Order
15-18