

WORK SESSION MINUTES

September 12, 2017

1:00p.m.

Commissioners' Office Conference Room

PRESENT: Commissioners Stan Primozich, Mary Starrett and Richard L. "Rick" Olson.

STAFF: Laura Tschabold, Ken Huffer, Christian Boenisch, and Mikalie Frei.

Guests: Nicole Montesano, News Register.

TOPIC: Board of Commissioners Meeting Schedule

Commissioner Primozich opened the meeting at 1:00 p.m.

Commissioner Olson passed out a handout with meeting change discussion points (Exhibit A). He presented points that he feels would provide additional time to concentrate on major projects, minimize the addition of last minute add on items, and provide adequate time to notify and publish agendas for citizens and media. The commissioners discussed the start time for the Tuesday meeting, scheduling set work sessions in advance, and ways they could receive public input prior to placing an item on the consent agenda. Discussion continued regarding consent agenda items and the process of pulling items for further discussion. Commissioner Starrett said she would like to have the opportunity to hear from the public before they vote on agenda items. Commissioner Primozich responded that there is nothing in their ordinance that doesn't allow for citizens to give input if they have issues they want to give voice to. He said that they have an obligation to review the information, look at the facts, and make decisions based on that. Commissioner Olson said he feels a lot of the problem stems from citizens feeling that they don't have the opportunity to convey their concerns prior to the board voting. Commissioner Primozich said if a commissioner has a concern or wants more time to discuss an item after hearing public comment they can request to have the item removed for further consideration or hold the discussion during formal session.

Conversation continued regarding the Board's procedures for the conduct of board meetings and the transaction of county business, Ordinance 900. Commissioner Olson brought up questions he had in Section 2.04 and Section 3.04. Mr. Boenisch addressed that the board can choose to add language to the ordinance to include work sessions. The commissioners discussed the numerous topics of business within the county that would benefit from having specific work sessions that are not covered by the department head updates.

Ms. Tschabold summarized the discussion, recapping that the consensus of the Board was to look at adjusting the deadline for the following week agenda and the materials posted to the county website by Friday. She said staff could post an introductory memo of submitted topics available to the public the Friday before informal, highlighting the discussion points for Tuesday's meeting. The Board would like to consider adding a work session to the beginning of each informal session and Ms. Tschabold said that adding the work session to the beginning of informal would help to eliminate the scheduling issues they have trying to accommodate the

commissioner's varying schedules. She said that this way the commissioners are keeping the agenda setting part of their meeting but accommodating the need for more special work sessions. Ms. Tschabold went over the suggestion to change the time of Tuesday's meeting. She also specified that there is nothing preventing the Board from putting fewer items on the consent agenda. Ms. Tschabold recommended that they could decide to keep low level administrative items on the consent agenda and put the additional or more complex items under the Other Business section of the agenda. This would hopefully convey to the citizens that the Board wants individual attention to these subjects. Ms. Tschabold also mentioned that in the past work sessions where large attendance was expected, such as the Dog Control Work Session, they have accommodated the public by moving session to Room 32 of the Courthouse.

Mr. Boenisch said that historically public comment was not meant to be an exchange between citizens and the Board, but if they chose to have a back and forth dialogue staff could look into how that could be incorporated into Thursday's formal session. Ms. Tschabold discussed the process she has seen at the city where citizens have been allowed to respectfully request to have an item removed from the consent agenda for further public comment. At that time, it would be at the discretion of a commissioner to remove the item and put it under Other Business. She said then when the commissioners got to the individual item they could invite the citizen up for further comment and possible dialogue before voting. Ms. Tschabold said she will take the suggestions to staff and bring back a more formal recommendation of process for the Board to consider.

There being no other business, the meeting convened at 2:00 p.m.

Accepted by Yamhill County
Board of Commissioners on
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 SP MS RO 20



Meeting Change Discussion Points:

Over the past several months I have discussed with several County Commissioners from other counties such as Columbia, Clatsop, Benton, Curry, Tillamook, etc. the procedures for Commissioner Meetings, work sessions, etc. and based on those conversations and discussions would like to propose several changes for BOC meetings. I believe that these changes would better serve the citizens while allowing the BOC to concentrate on major issues that impact the citizens of Yamhill County and Yamhill County Management staff.

The items listed below are changes that in my opinion would:

- Provide additional time for concentration on major projects and initiatives through the use of pre identify and schedule OC Work sessions allowing citizens and media a prior notification of identified work sessions while allowing staff and the BOC to better prepare for the work session topics.
- Allow County Administrator, Deputy Administrator, and Legal Counsel the ability to place items on consent agenda.
- Minimize the addition of last minute add items to the formal BOC Meeting agenda.
- Provide for adequate time to notify and publish agenda for citizens and media.

Although final details would need to be worked out, the above would allow for better utilization of staff and BOC time by implementing the following procedural and meeting changes:

1. Change Tuesday meetings to start at 1:30 and last until 3:00 PM.
2. Tuesday meetings would strictly be BOC/staff work sessions for special projects such as economic development, transit, legislative updates, etc.
3. Tuesday informal BOC meetings would be eliminated with all formal BOC activity and agenda items reserved for Thursday BOC meeting.
4. All work sessions would be scheduled 60 days in advance with 1 monthly work session left unscheduled for special work sessions, etc.



5. Consent agenda would be set by staff with the BOC retaining the authority to remove any specific item from the Formal meeting for further discussion. Consent agenda would include minutes, contracts for mandated services such as HHS, etc. Treasurers Report, etc. Items to be included on Consent agenda would be based on delegated authority of Department head and County Administrator and/or Deputy Administrator, prior budget authorization, etc.
6. Only emergency action items would be able to be added under the 'Add Items' section of the formal agenda. This would require additional up front planning by the department heads and Administration and minimize the changing of agendas once it is published for citizens and media.
7. Deadlines for placing items on agenda would be 4PM on previous Friday. Agenda for Thursday BOC meeting would be finalized on Monday and made available to media and public by 4 PM on Monday providing adequate time for notification.