



*This is a fillable form. Save the form to your computer, complete the form, print, sign, scan and send electronically.*

A county must complete and submit this form along with the required documents listed below to the Oregon Department of Veterans' Affairs **no later than September 7, 2018** in order to receive state funds for the county's veteran services office. Please submit the documents to: [CVSO-NSOFunding@ODVA.state.or.us](mailto:CVSO-NSOFunding@ODVA.state.or.us).

**SUBMIT TO:** [CVSO-NSOFunding@ODVA.state.or.us](mailto:CVSO-NSOFunding@ODVA.state.or.us)

FISCAL YEAR  
July 1, 2018 to June 30, 2019

**CONTACT INFORMATION**

Oregon Department of Veterans' Affairs Statewide Veteran Services  
700 Summer St NE Salem, OR 97301-1285  
For questions, please call: (503) 373-2090

COUNTY  
Yamhill County

**Budgeted Revenue for July 1, 2018 to June 30, 2019**

ITEM	AMOUNT
County Funds	\$ 211,241
Carry forward of unspent budgeted funds from previous fiscal year <i>(if applicable)*</i>	\$ 44,545
ODVA Funds for 2018-19 (see enclosed chart)	\$ 130,135
Other Funds <i>(Identify source)</i>	\$
<b>TOTAL REVENUE</b>	<b>\$ 385,921</b>

**Budgeted Expenditures for July 1, 2018 to June 30, 2019**

**TOTAL BUDGETED EXPENDITURES \$ 341,376**

(NOTE: Budgeted expenditures should match budgeted revenue)

**Required Documents**

- A copy of the approved budget for county veterans services office for the fiscal year 2019.
- A copy of the actual revenue and expenditures for the prior fiscal year, **if changed since submission with fourth quarter report.**
- \*A description of the planned use of the carry-forward funds from FY 2018, if applicable.
- If the county contracts for the provision of veteran services, attach a signed copy of the contract.

**CERTIFICATION**

By my signature below, I hereby certify the following: the county is applying for funds for the county veterans' service office from the Oregon Department of Veterans' Affairs; the county will use these funds only as provided in ORS 406.310 and ORS 406.450 – 406.460; the county will comply with the Oregon Administrative Rules in Chapter 275, Division 030 that govern these funds; and the county will submit quarterly reports of activities and expenditures to the Oregon Department of Veterans' Affairs no later than the 30<sup>th</sup> day of the month following the end of each quarter.

Printed Name of County Commissioner/Judge

Mary Starrett

11/1/18

Signature of County Commissioner/Judge

Date Signed

Title of Signer

Chair, Board of Commissioners

Email Address

starrettm@co.yamhill.or.us

Telephone Number

503-434-7501

ODVA APPROVED FOR FUNDING

Authorized Signature

Date

Accepted by Yamhill County  
Board of Commissioners on  
11/1/18 by Board Order  
# 18-391



**Yamhill County  
Health and Human Services**

F

**APPROVED VETERANS BUDGET**  
FISCAL YEAR 2018-2019

ACCOUNT NUMBER	DESCRIPTION	BUDGET	FTE	BUDGET	DESCRIPTION	BUDGET
016-071-334.09-P115	STATE HEALTH GRANT - Base	119,844				
016-071-334.09-P115	STATE HEALTH GRANT	10,291				
	County General Funds - FY 2018-19	211,241				
	<b>TOTAL REVENUE</b>	<b>341,376</b>				
<b>PERSONNEL</b>						
016-071-401.16-P115	ASSIST DIRECTOR	366	0.004		CENTRAL SUPPLIES	788
016-071-401.25-P115	PROGRAM SUPERVISOR	591	0.010		MISC OP SUPPLIES	534
016-071-401.30-P115	SR MANAGEMENT ANALYST	130	0.002		PUBLICATIONS & DUES	880
016-071-401.32-P115	MANAGEMENT ANALYST	264	0.010		DEPT. EQUIPMENT	200
016-071-401.33-P115	HHS DIRECTOR	1,076	0.010		DATA PROCESSING SUPPLIES	334
016-071-401.35-P115	PROGRAM MANAGER 3	8,320	0.100		PROFESSIONAL SERVICES	500
016-071-401.48-P115	DATA ANALYST	682	0.010		INTERPRETER SERVICES	150
016-071-401.55-P115	PROGRAM MANAGER 4	499	0.007		AUDIT	280
016-071-402.02-P115	OFFICE SPECIALIST 2	8,338	0.290		CONTRACT SERVICES	566
016-071-402.04-P115	ACCOUNTING CLERK 2	546	0.015		CONTRACT SERVICES	61
016-071-402.14-P115	SENIOR ACCT CLERK	334	0.008		SCHOOLS AND CONFERENCES	1,088
016-071-402.15-P115	ACCOUNTING TECH	187	0.004		TELEPHONE	2,135
016-071-403.20-P115	VETERANS CLAIM REP	63,671	1.000		POSTAGE	133
016-071-406.20-P115	HS ASSOCIATE	59,159	1.400		TRAVEL EXPENSES	1,502
016-071-406.22-P115	HS SPECIALIST I	38,711	0.750		ADVERTISING	133
016-071-475.00-P115	LONGEVITY PAY	427			EQUIPMENT LEASE	21
016-071-482.00-P115	EXTRA HELP	906			BUILDING RENT	8,602
016-071-485.00-P115	CERTIFICATION/EDUCATION	931			HEAT/WATER/LIGHT	1,145
016-071-486.00-P115	INCENTIVE PAY	99			COPY MACHINES/MAINT	600
016-071-490.00-P115	MEDICARE TAX	2,651			DEPT EQUIP MAINTENANCE	1,347
016-071-491.00-P115	SOCIAL SECURITY	11,337			WRAP SERVICES	750
016-071-492.00-P115	RETIREMENT	24,363			BUILDING RESERVE	13,497
016-071-493.10-P115	MEDICAL INSURANCE	52,706			INTERNAL PROPERTY INSURANCE	287
016-071-493.12-P115	EMPLOYEE ASSISTANCE PROGRAM	82			ADMIN OVERHEAD	5,235
016-071-493.15-P115	VEBA	3,770			TELECOMMUNICATIONS	1,833
016-071-493.20-P115	DENTAL INSURANCE	4,842			EQUIPMENT REPLACEMENT	1,631
016-071-493.25-P115	VISION INSURANCE	487			MANUAL CHECK CHARGE	20
016-071-493.31-P115	SHORT TERM DISABILITY	1,759			COMPUTER NETWORK CHARGE	1,518
016-071-493.40-P115	LIFE INSURANCE	97			INTERNAL POSTAGE	36
016-071-494.00-P115	ACCIDENT INSURANCE	337			INTERNAL LIABILITY	949
016-071-494.80-P115	TIME LOSS RESERVE	366			CO INT NETWORK CHARGES	3,173
016-071-495.00-P115	UNEMPLOYMENT	183			TELECOMM PER CALL	391
016-071-496.00-P115	WORKERS COMP ASSESSMENT	160			INT LEGAL SERVICES	329
016-071-499.00-P115	FET/VACATION/SICK (SELLBACK)	867			<b>SUBTOTAL FOR MATERIALS &amp; SERVICES</b>	<b>50,648</b>
016-071-499.98-P115	COMP TIME LIABILITY ADJUSTMENT	67			DEPT EQUIPMENT	243
016-071-499.99-P115	VACATION LIABILITY ADJUSTMENT	1,174			<b>SUBTOTAL FOR CAPITAL</b>	<b>3.62</b>
	<b>SUBTOTAL FOR PERSONNEL</b>	<b>3.62</b>	<b>3.62</b>	<b>290,485</b>	<b>TOTAL EXPENDITURES</b>	<b>341,376</b>

B.O. 18-391  
Exhibit "A"  
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**Yamhill County**  
**Health and Human Services**

	OS II	Associate		
FTE	1.00	0.40		
Salary	27,251	16,455		
Benefits	25,676	1,448		
<b>SUBTOTAL</b>	<b>52,927</b>	<b>17,903</b>	<b>35,024</b>	<b>Difference</b>
Cost of adding OS II	35,024			
Add'l outreach/advertising	9,521			
<b>TOTAL</b>	<b>44,545</b>			
<b>17-18 Carryover Plan</b>	<b>\$44,545</b>			

Plan to hire a full-time Office Specialist II to assist with phones, scheduling, and other needs within the Veterans Services Office. In future years, this position will be built into the adopted veterans services budget. For 18-19, the position was not within our current plan and is, therefore, a good use of our carryover funds.

Additionally, we will have increased travel, advertising, and miscellaneous supply costs associated with enhanced outreach and fellowship engagements planned by our Peer Support Specialist.