

**INFORMAL WORK SESSION MINUTES**  
**September 17, 2019 1:30 p.m.**

**Room 32, Courthouse**  
**535 NE Fifth St.**

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**Present:** Commissioners Richard L. "Rick" Olson and Casey Kulla. Commissioner Mary Starrett was excused.

**Staff:** Ken Huffer, Justin Hogue, Shane Hoffman, Christian Boenisch and Keri Hinton

**Guests:** Nicole Montesano, News Register and others as listed on the sign-in sheet

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Commissioner Olson called the meeting to order at 1:30 p.m.

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

The Commissioners reviewed joint schedules for September 16 – September 30, 2019. No other county business was discussed.

**B. 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 1:30 p.m.

1. Work Session – None.

**C. INFORMAL SESSION:** This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department Updates

a. Information Technology – Shane Hoffman

Mr. Hoffman presented the IT quarterly update. He reviewed current projects and the completion of 2018-19 projects. In his update, Mr. Hoffman noted the city to Shortel project is estimated to be completed this fall. He also addressed the implementation of a Telmate usage reporting server which interfaces with Shortel to report monthly usage for each department.

2. Thursday Formal Session Agenda Review

a. Consent Agenda Review (keep or move to non-consent)

The consensus of the Board was to leave item D1 on Thursday's consent agenda.

b. Non-consent Agenda Review (add to consent or leave off)

The consensus of the Board was to move items F1 – F3 to Thursday’s consent agenda. Item F4 will remain on non-consent.

3. Executive Session - None

4. Commissioner Updates/Announcements/Discussion:

Following commissioner updates the meeting adjourned at 2:06 p.m.

Carolina Rook  
Secretary

Accepted by Yamhill County  
Board of Commissioners on  
10/24/19 by Board Order  
# 19-431