

**Nicole Necas**

**From:** Lindsey Manfrin  
**Sent:** Friday, January 6, 2023 7:50 AM  
**To:** Ken Huffer; Mary Starrett  
**Cc:** Terry Malay; Layne Pendleton-Baker; Christian Boenisch; Justin Hogue; Carolina Rook; Nicole Necas  
**Subject:** Board Consideration: SEPA 59207127  
**Attachments:** SEPA BOC APPROVAL 59207127 SE57.pdf

Hi Mary and Ken,

Service Element Prior Authorization (SEPA) #59207127 increases the funding allocation to our Intergovernmental Agreement with the Department of Human Services for our Developmental Disabilities program. The funding is in response to our application for ARPA Infrastructure funding and the amount awarded is \$159,941. Permission to apply was approved under BO 22-234. While this funding is not included in our Health and Human Services 2022-2023 Adopted budget, we have sufficient expense authority.

\* As you may recall, the funding is intended for 1.0 FTE (full-time equivalent) of an HHS Specialist I for adult foster care outreach, engagement, education and training. I would like to request Board Consideration to change the current position management authority within our HHS Developmental Disabilities program to add 1.0 fulltime equivalent (FTE) HS Specialist I (406.22).

I recommend the Board approve this SEPA and request. Please let me know if you have any questions.

Nicole/Carolina, please place this item on the next Board Agenda for approval. Suggested Board Agenda language:

“Approval of Service Element Prior Authorization (SEPA) #59207127 for \$159,941 under the agreement between Yamhill County Health and Human Services and the Department of Human Services for the financing of our Community Developmental Disabilities Program.”

“Add 1.0 fulltime equivalent (FTE) HS Specialist I (406.22) in the Health and Human Services position management roster.”

Thank you,

**Lindsey Manfrin, DNP, RN**  
 Health and Human Services Director  
 Public Health Administrator  
*Pronouns: she/her/hers*

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\*\*\*\*\*CONFIDENTIALITY NOTICE\*\*\*\*\*

Accepted by Yamhill County  
 Board of Commissioners on  
1.12.23 by Board Order  
# B.O. 23-12