

## Nicole Necas

---

**From:** Lindsey Manfrin  
**Sent:** Friday, June 16, 2023 9:03 AM  
**To:** Ken Huffer; Mary Starrett  
**Cc:** Terry Malay; Layne Pendleton-Baker; Jason Henness; Justin Hogue; Carolina Rook; Nicole Necas  
**Subject:** Board Consideration: Add Petty Cash Account at Eagle Point

Hi Mary and Ken,

I would like to request the Board's consideration in approving the addition of a \$100 petty cash account at Eagle Point Apartments, our new housing complex in Sheridan. This is in account 216-0000000-11301-0000. Several regular expenses have been identified that can be paid with a petty cash account. At this point in time, there are no other petty cash accounts located near Eagle Point, so there is not a way for staff to access this resource unless they travel from Sheridan to McMinnville. Adding this account will allow our staff to assist our clients more efficiently and effectively by reducing administrative burden and the need for travel.

Please let me know if you have any questions.

Carolina/Nicole, please place these on the Board agenda for next week's meeting. Suggested Board Agenda language:

"Add \$100 petty cash account (216-0000000-11301-0000) to Eagle Point Apartments."

Thanks,

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

Yamhill County Health and Human Services | 638 NE Davis St McMinnville, OR 97128  
Phone: 503-434-7525 | Cell: 971-312-2421 | Ext. 4719  
Fax: 503-474-4907 | [manfrinl@co.yamhill.or.us](mailto:manfrinl@co.yamhill.or.us)  
Yamhill County Crisis Line (1-844-842-8200)

Accepted by Yamhill County  
Board of Commissioners on  
6.22.23, by Board Order  
# B.O. 23-231



\*\*\*\*\*OREGON PUBLIC RECORD\*\*\*\*\*

Messages to and from this email address may be subject to Oregon Public Records Law.

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

This electronic mail may contain confidential information that is being transmitted to and only for the use of the recipients named above. Reading, disclosure, discussion, dissemination, distribution or copying this information by anyone other than the intended recipients or his or her employees or agents is strictly prohibited. If you have received the electronic mail in error, please immediately destroy it and contact me at 503-434-7575.

\*\*\*\*\*