

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY (“the Board”) sat for the transaction of county business in combined session on August 17, 2023, at 10:00 a.m. in Room 32 of the Yamhill County courthouse, and in a virtual meeting via Zoom, Commissioners Lindsay Berschauer, Kit Johnston and Mary Starrett being present.

Also present were Ken Huffer, County Administrator; Justin Hogue, Deputy Administrator; Christian Boenisch, County Counsel; Colton Totland, Assistant County Counsel; Shane Hoffman, IT Director; Jaime Pozos-Reyes, IT Support; Mike Barnhart, Finance Director, and Carolina Rook BOC Staff. Nohely Barajas-Montalvo, Legal Assistant participated via Zoom.

Guest: Jenna Sanders; Jimmy Jones; Tonya Coker; Jenn Richter; Suey Linzmerer; Mike McNally; and Shannon Buckmaster. Dee and Lee Schrepel participated via Zoom.

*Welcome! Thank you for attending today’s meeting. Public participation is encouraged. If you wish to address the Commissioners on any item not on the agenda, you may do so as part of the public comment period at the beginning of the meeting. If you desire to speak on any item, please raise your hand to be recognized after the Chair announces the agenda item. Please fill out a public comment card to indicate your intent to speak. NEW – Public participation also includes the ability to attend Formal Session via Zoom. For attendees that are attending the meeting via Zoom, the Chair will ask if any Zoom attendees wish to provide public comment in same manner as provided above. At that time, attendees will be asked to use the “raise hand” function in Zoom and staff will unmute the participant. Meetings will also continue to be available for view via a live stream on the Commissioners’ You Tube channel. Written public comments may be submitted via email at [bocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us).*

**A. CALL TO ORDER:** Commissioner Berschauer called the meeting to order at 10:01 a.m.

**B. FLAG SALUTE**

**C. CALENDAR SESSION:** This time is reserved for the review of the commissioners’ joint schedule (if needed).

The Commissioners reviewed the joint schedule for the week of August 20– August 27, 2023. No other county business was discussed.

**D. PUBLIC COMMENT:** This time period is reserved for public comment on any topic other than: 1) agenda items, 2) A quasi-judicial land use matter, or 3) a topic scheduled for public hearing. The Chair may limit the length of individual comments.

There were no general public comments received.

**E. DEPARTMENT UPDATES:**

a. Information Technology – Shane Hoffman

Shane Hoffman provided an update to the Board. Some highlights included: the department is working with the Center for Internet Security (CIS) to implement a finer security patrol system by utilizing their security assessment tools and cyber security trainings; the monthly Phishing Alert report showed a decrease in click rate; staff has been busy providing Oracle Cloud Enterprise Resource Planning (ERP) and Enterprise Performance Management (EMP) support and as well as providing support with data loads from Global Entity Management Systems (GEMS) into Oracle. Lasty, Mr. Hoffman noted that the data transferring process took longer than expected which then created a need for the department to purchase three additional months of full access and one year of read-only access to GEMS.

**F. 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 10:00 a.m.

1. Work Session – None.

**G. CONSENT AGENDA:**

Commissioner Berschauer moved approval of the consent agenda. The motion passed, Commissioners Berschauer, Johnston, and Starrett voting aye.

Contracts & Grants

1. **B.O. 23-317**- Approval of an Amendment to a real estate lease between Yamhill County Health and Human Services and the Housing Authority of Yamhill County (B.O. 95-325/22-192) increasing the rent for the Bridges apartments from \$3,004 to \$3,431 per month retroactive to July 1, 2023 through June 30, 2024.

2. **B.O. 23-318** - Approval of Amendment #4 to the contract employment agreement between Yamhill County Health and Human Services and Melissa (Heuberger) Cook (B.O. 19-45) to provide professional clinic services at the rate of \$70.89, retroactive to July 9, 2023.

3. **B.O. 23-319** - Approval of Amendment #3 to the contract employment agreement between Yamhill County Health and Human Services and Delta Duff (B.O. 19-300) to provide professional clinic services at the rate of \$90.50, retroactive to July 9, 2023.

4. **B.O. 23-320** - Approval of Amendment #5 to the contract employment agreement between Yamhill County Health and Human Services and Donald Henschel (B.O. 17-156) to provide professional clinic services at the rate of \$96.35, retroactive to July 9, 2023.

5. **B.O. 23-321** - Approval of Amendment #5 to the contract employment agreement between Yamhill County Health and Human Services and Andrea Kessinger (B.O. 16-184) to provide professional clinic services at the rate of \$96.35, retroactive to July 9, 2023.

6. **B.O. 23-322** - Approval of Amendment #1 to the contract employment agreement between Yamhill County Health and Human Services and Andrew Nye-Jaimes (B.O. 22-237) to provide professional clinic services at the rate of \$84.00, retroactive to July 9, 2023.
7. **B.O. 23-323** - Approval of Amendment #1 to the contract employment agreement between Yamhill County Health and Human Services and Erica Ronquillo (B.O. 23-224) updating agreement language to provide professional clinic services.
8. **B.O. 23-324** - Approval of Amendment #9 to the contract employment agreement between Yamhill County Health and Human Services and Jannell Werner (B.O. 13-340) to provide professional clinic services at the rate of \$96.35, retroactive to July 9, 2023.

Authority

9. **B.O. 23-325** - Authorize Lindsey Manfrin, HHS Director and other designated individuals to place CMHP Director holds on persons deemed dangerous to self or others, or mentally ill persons placed on conditional release, outpatient commitment or trial release, rescinding Board Order 23-180.

Committees

10. **B.O. 23-326** - Approval to appoint Aaron Ecker to the Employee Safety Advisory Committee to complete the remaining term vacated by Tabitha Allbetter, effective through March 18, 2024.

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**H. OLD BUSINESS:**

1. Consideration of approval of a Grant Agreement between Yamhill County and Mid-Willamette Valley Community Action Agency to implement investment strategies approved by the Yamhill County Board of Commissioners to add 30 new early care and education workers to the workforce and add 146-240 new childcare slots in the amount of \$2,130,000, effective upon full execution and shall expire 12 months from that date. *[Continued from August 3, 2023].*

Commissioner Starrett requested to postpone action, pending further information from staff. Commissioner Starrett requested a breakdown on the childcare slots. Commissioner Berschauer requested a breakdown on the early childcare learning startup costs. Jenna Sanders, Child Program Director Child Care Resource and Referral Program of Willamette Valley Community Action, shared that the cost could be as much as \$699,000.00 due to the cost of renovations, equipment, and financial assistance with rent or mortgage. She also noted that there are 97 licensed childcare programs. Tonya Coker, Executive Director of Willamette Education Service District Early Learning Program, shared that the Child Care Resource and Referral (CCR&R) program supports 2,884 licensed childcare slots. Suey Linzmeier, Head Start Executive Director, provided to the Board that Chemeketa Community College is in the process of adding additional childcare classes, but in the interim, it is important to inform our high schools and middle schools that childcare is a viable career. After discussion there was consensus to continue the discussion to August 31, 2023. There was no action taken.

**I. OTHER BUSINESS (Add-ons and non-consent items):**

1. **B.O. 23-327** - Consideration of approval of Amendment #4 to a Contract Employee Agreement between Yamhill County and Christian Boenisch, County Counsel (B.O. 18-383 & B.O. 20-432), retroactive to July 1, 2023.

Commissioner Berschauer moved approval of item I1. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

2. **B.O. 23-328** - Consideration of approval of the ratification of the Collective Bargaining Agreement between Yamhill County and the Yamhill County Juvenile Detention Workers Association (YCJDWA), retroactive to July 1, 2023 through June 30, 2026.

Commissioner Berschauer moved approval of item I2. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

3. **B.O. 23-329** - Consideration of approval of extending provisions of the 2023-2026 Collective Bargaining Agreement with YCJDWA to associated non-bargaining employees.

Commissioner Berschauer moved approval of item I3. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

4. **B.O. 23-330** - Consideration of approval of a range wage adjustment for irregular Part Time/On-Call Relief Staff Juvenile Corrections Specialists.

Commissioner Berschauer moved approval of item I4. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

5. **B.O. 23-331** - Consideration of approval of a lease agreement between Yamhill County and the Cove Orchard Sewer Service District for Wrex Cruse Park, retroactive to January 1, 2022, and subject to final approval by County Counsel.

Commissioner Berschauer moved approval of item I5. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

6. **B.O. 23-332** - Consideration of approval in the matter of Resolution 23-08-17-1 proclaiming Yamhill County's call for the repeal of the provisions enacted pursuant to Oregon Ballot Measure 110 (2020). (Commissioner Starrett)

Commissioner Starrett moved approval of item I6. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

7. **B.O. 23-333** - Consideration of approval of Change Order #1 to an agreement between Yamhill County and Graviton Consulting, Inc. (B.O. 21-360) for additional Oracle consultation and support services in the amount of \$206,400.

Ken Huffer, County Administrator provided to the Board that Oracle and GEMS are working in parallel ensuring that all data is streamed lined. He also noted there was a delay in the Oracle Human Resource module because of turnover, contract negotiations, and the implementation of some new programs. Lastly, he noted Fund 40 would support costs. Commissioner Berschauer moved approval of item I7. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

8. **B.O. 23-334** -Consideration of approval of the ratification of the Collective Bargaining Agreement between Yamhill County and the Yamhill County Deputy District Attorneys Association (YCDDAA), retroactive to July 1, 2023 through June 30, 2026.

Commissioner Berschauer moved approval of item I8. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

9. **B.O. 23-335** - Consideration of approval of extending provisions of the 2023-2026 Collective Bargaining Agreement with YCDDAA to associated non-bargaining employees.

Commissioner Starrett moved approval of item I9. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

10. **B.O. 23-336** -Consideration of approval of an application for funding from the Oregon Department of Veterans Services in the amount of \$139,866 for the 2023-2024 fiscal year.

Commissioner Starrett moved approval of item I10. The motion passed, Commissioners Berschauer, Johnston and Starrett voting aye.

**J. PUBLIC HEARINGS:** None.

THE RECORDS FOR PUBLIC HEARINGS CAN BE FOUND AT: <https://www.co.yamhill.or.us/content/public-hearing-notices>

**K. ANNOUNCEMENTS:**

1. For information on county advisory committee vacancies, please refer to the county's website, <https://www.co.yamhill.or.us/content/board-commissioners-committees>, or call the Board of Commissioners' office at 503-434-7501 or 503-554-7801 (toll-free from Newberg).

2. For questions regarding accessibility or to request an accommodation contact the Board of Commissioners' office at (503)-434-7501 or (503)-554-7801 (toll-free from Newberg) or email at [bocinfo@co.yamhill.or.us](mailto:bocinfo@co.yamhill.or.us)

3. Electronic versions of all meeting agendas and meeting information packets can be found at the county's website: <https://www.co.yamhill.or.us/meetings>

Following Commissioner announcements, the meeting adjourned at 11:33 a.m.

Nicole Necas  
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

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Chair LINDSAY BERSCHAUER

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Commissioner KIT JOHNSTON

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Commissioner MARY STARRETT