

MINUTES
BUDGET COMMITTEE MEETING
May 5, 2014 9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Mary P. Stern, Allen Springer, Kathy George, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Scott Maytubby, Silas Halloran-Steiner, Craig Hinrichs, Margaret Jarmer, Krisan Pendleton, Lindsey Manfrin, Marie McDaniel-Bellisario, David Manitsas, Paul Partridge, Blanca Marquez, and Emily Piper.

Guests: Don Iler, News-Register.

Kathy George called the meeting to order at 9:00 a.m.

Election of Officers - Kathy moved to appoint Mary Stern as chair; Shelley Halleman seconded the motion. The motion passed unanimously. Shelley moved to appoint Angel Aguiar as secretary; Chris McLaran seconded the motion. The motion passed unanimously.

Adoption of Minutes - Shelley moved approval of the minutes from May 6-8, 2013; Allen Springer seconded the motion. The motion passed unanimously.

Budget Overview - Laura Tschabold said that the proposed budget is primarily status quo, with no major changes other than the upcoming merger of the Community Corrections and Juvenile departments. She stated that the Board had voted to hold discretionary allocations flat, asking departments to use reserves to balance their budgets. She said that all but two departments were able to do so: the District Attorney's Office was granted an add-back of about \$84,000; and some discretionary dollars were transferred from Juvenile Probation to Juvenile Detention to cover a deficit.

She stated that the Board had instituted a grant process for the economic development funds, and about 15 applications were received and considered at the April budget review, so she doesn't anticipate a lot of requests at the Budget Committee's public hearing.

Laura reviewed the slides in the budget binders showing an overview of the budget and trends. She stated that even with discretionary allocations not growing at a very high rate over the years, there has still been an overall increase in departments' ending balances. She said that the treasurer recently began a fairly aggressive investment plan, so it may be appropriate to adjust the budgeted interest revenue next year. She reported that only Josephine County is lower than Yamhill County in per capita expenditures.

She said that she has appreciated working with Mary and Kathy on budget issues over the years, and their perspective and grasp of the budget has been excellent.

Commissioners (10-13) - Chuck Vesper reviewed the proposed budget, noting that a part-time Office Specialist Technician position has been reclassified to Executive Office Specialist since the duties have changed and the two office employees do similar work. Laura said that the commissioners'

discretionary spending accounts have been reinstated in the amount of \$1500 each for projects that don't fit in other categories.

Administrative Services (10-10) - Laura stated that one Accounting Clerk position has been increased from .6 FTE to full-time, based on the amount that was being spent on overtime. She added that .2 FTE of Chuck's time as been moved to other departments.

Non-departmental (10-39) - Chuck stated that the discretionary allocation to this budget was increased by \$25,000 because a lot of unanticipated expenses land in this budget. He said that this budget is being watched very closely and may need to be discussed again prior to budget adoption. Laura noted that the Board had granted a \$500 increase to CASA and a \$2000 increase to Your Community Mediators.

The meeting recessed at 9:45 a.m. and reconvened at 10:02 a.m.

HEALTH & HUMAN SERVICES TEAM

General Overview- Silas Halloran-Steiner stated that with the implementation of the Affordable Care Act, many have worked hard locally to build the new coordinated care organization, which is the entity responsible for health services to publicly funded individuals. He said that there will be some shifts in revenue streams, with the intent to integrate care and achieve better health outcomes.

He said that another significant change is the formation of the Early Learning Hub to get children ready for kindergarten. He said that funds for the Early Learning Hub are rolled into the CCO contract, and the community will be taking over that service, which used to be part of the Commission on Children and Families.

He said that the state legislature has invested \$30 million into the community mental health system, available through competitive grants, and several of those are included in the proposed budget. He stated that Oregon Health Plan membership is expected to continue its steady increase, with another 1500 members added by the end of 2014-15.

He said that the budget has an overall increase of 8.06 FTE and five reclassifications. He explained that "seasonalizing" the budgeted FTE last year became too much of a chore to track and adjust, so the decision was made to discontinue that practice. He said that he has included a risk reserve line in the amount of \$750,000 for the first time.

Division Review - Silas stated that Lindsay Manfrin will now serve as the overall **Public Health** manager, and he has eliminated the Community Health manager position to avoid having to make deeper cuts in staffing. He said that Lindsay is working to make program services more useful and collaborative. He discussed the school-based health center grants and potential expansion to additional schools.

Paul Partridge stated that, due to system changes, a larger number of people are now eligible for in-home care through the **Developmental Disabilities** program, and he expects to continue seeing an upward trend.

Silas said that funding for the Assertive Community Treatment program in **Community Support Services** has increased, and he is adding a .5 FTE position to support a scattered site housing model in Newberg. He explained that this affordable housing development will include 8 to 10 client units, and mixed-use housing allows for better integration of clients within the community.

He stated that the wraparound model is being expanded in **Family & Youth**, and staff is being increased to accommodate the increased volume of services. He noted that Dave Manitsas is exploring options to increase family and peer supports in the community, and has submitted a grant application. He stated that Family & Youth will now have a pool car assigned for its use, like some of the other HHS divisions.

He stated that he expects to see the out-of-plan direct expenses stabilize over the next two years as the CCO makes decisions about which services to build up locally and which ones to purchase externally. He said that he has budgeted \$500,000 in **Central Services** for a two-phase facility expansion project, for which he recommends a design-build approach. Allen agreed with that recommendation.

Silas said that Krisan Pendleton is still managing the new regional Behavioral Support Services program as part of the **Enhanced Care Facility/Residential Treatment Facility** division, and the budget model is still in the refining process.

He stated that the increased number of individuals on the Oregon Health Plan is reducing both the grant funds to the county for indigent care and **Adult Behavioral Health's** need for drug court grant funds. He said that he needs to have a discussion with Ted Smietana about how to have a sustainable drug court program without the grant funding. He said that he is partnering with the state to build two new five-bed homes for short-term transitional treatment housing, which is an innovative intervention program focused on reducing trauma to children. Marie McDaniel-Bellisario stated that the average length of stay in the housing is six to eight months.

Silas requested the reclassification of Claudia Godinez from Office Specialist 2 (Range 7) to **Veterans' Services** Office Specialist Technician (Range 12). Laura explained that Claudia's position has evolved over the last few years and has taken on more complex assignments. Silas said that the integration of Veterans' Services into HHS has worked well, and that connection helps staff provide better outcomes for some families. He noted that Oregon Department of Veterans' Affairs doesn't provide the true cost of doing business in Yamhill County, which is the case across the state.

Threats and Opportunities - Silas discussed the OHP expansion, primary care access opportunities, integration of care, the expansion of publicly funded services in Newberg, health care model development, the transition of the health record exchange to a fully paperless model, and the Early Learning Hub. He stated that his wonderful leadership team provides significant and concrete output that changes people's lives. Mary stated that HHS has seen outstanding growth as a department over the years, and the service it provides to the community is amazing. Kathy agreed, noting that the commissioners often get compliments from the public about the innovations and improved services being provided by HHS.

The following day, Silas presented a handout at Laura's request (see Exhibit A) showing the HHS dollars used for providing criminal justice health services, such as psychiatric screening and

diversion activities.

The meeting recessed at 11:59 a.m. and reconvened at 1:30 p.m.

PRESENT: Budget Committee members Mary P. Stern, Allen Springer, Kathy George, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Brett Henry, Al Westhoff, Ted Smietana, Vicki Wood, Jessica Beach, Mike Brandt, John Phelan, Bill Gille, Russ Heath, and Catherine Lindberg.

Guests: Don Iler, News-Register.

CULTURE & RECREATION TEAM

Parks (10-81) - Brett Henry stated that he has a busy spring schedule working to increase summer usage of the county's parks. He reviewed current and upcoming projects, noting that the wooden boarding floats at Rogers Landing will be replaced in September with aluminum floats, which should last at least 15 to 20 years. He said that he is working to update the Parks & Open Spaces Master Plan, and is increasing his Extra Help line by \$2500 to fund two seasonal park rangers this summer.

Fair (20-80) / Fair Event Center (20-82) - Al Westhoff stated that he has reduced the video lottery allocation from \$47,000 to \$42,000 and made adjustments in expenses. He noted that the three ambassadors have been chosen for the year. He said that the City of McMinnville is still in the formation stage for its new lodging tax, and he doesn't know if or how much revenue the Fair might be able to get from that, but he is waiting for an application form and plans to ask for 10% of the whatever the city's tax revenue is after the state is paid. Laura said that she would add \$27,000 to the 20-80 revenue and figure out expense lines in 20-82.

LAND USE TEAM

Planning (10-20) - Mike Brandt stated that this conservative budget is a slight increase over last year's budget. He said that he is adding a Building Inspector 2 position because the McMinnville Water Treatment Facility and the Riverbend Landfill Recycling Center will both take a lot of inspection time. He noted that he is not filling the GIS Analyst position that has been vacant since John Caputo retired, so the overall personnel total is only increasing from 10.7 to 10.9.

Solid Waste (17-28) - Mike stated that Mike Kemper is being reclassified from Code Enforcement Official to Management Analyst. Shelley pointed out the need to be consistent in how the interfund loan is shown in the budget along with the beginning balance. Becky agreed to look into the best way to do that and make it consistent throughout the budget.

Surveyor (10-21) / Corner Restoration (27-37) - Mike said that these are status quo budgets. He said that Marty Glass has been spending about 60% of his time the last few months determining where

the corners are for missing or damaged monuments and creating an index. He said that when that task is finished in about a month, he'll have a better idea of how much corner restoration work is left to do.

The meeting recessed at 2:25 p.m. and reconvened at 2:36 p.m.

PUBLIC WORKS TEAM (Funds 11, 41, 45, and 52)

Road Fund (11-60) - Catherine Lindberg reported that the department has gone 791 days without any loss injury, which is very good. John Phelan said that he has temporarily suspended the vegetation management program until the subcommittee is able to recommend best practices. There was some discussion of the bypass loan, interest payments, and reporting practices. Laura stated that the county is budgeting interest payments based on its current level of knowledge and is still gathering information. John said that he would like to set aside some reserve funds for future use if necessary, such as for a loan payment.

Bicycle/Footpath Fund (41-30) - John noted that \$40,000 has been budgeted for next year's projects, which are yet to be determined. He said that a portion will go to the Abbey/Kuehne/Hendricks intersection project.

Motor Vehicle Replacement (45-29) - Russ stated that two of the graders will be due for replacement this fall and the other two next year. He said that the state contract looks very good right now, and he will probably do a private sale of the graders rather than going through the buy-back program. He said that the wash rack project is budgeted for next year. John noted that the budgeted project total includes funds to change a right-of-way that comes through the yard. He agreed with an observation by Kathy that the future building reserve is not accumulating very quickly, and said that he will be able to put more toward capital improvements as he gets caught up on the paving and gravel road program.

Habitat Conservation Fund (52-62) - John stated that the county received its incidental take permit two months ago, so this program can go forward now.

The meeting recessed at 4:01 p.m. and reconvened at 4:08 p.m.

MISCELLANEOUS

Maintenance Reserve (40-83) - Becky said that the postage machine may need to be replaced in a year or so. She said that she hasn't yet done new research on the cost of replacement.

911/Dispatch Services (10-48) - Laura stated that the county's YCOM dues will be increasing by 6%, or \$37,049, so she will be asking for that amount as an add-back during deliberations. She said that the YCOM Executive Board and subcommittee have been looking at options for the dispatch center as well as a radio data district or other mechanism for funding the system. She said that there have been discussions about the possibility of merging with another dispatch center, with the county continuing to maintain responsibility for the system. She noted that the 24-48 account is being closed out since those funds now go directly to YCOM.

The meeting recessed at 4:07 p.m. and reconvened at 6:31 p.m.

PRESENT: Budget Committee members Mary P. Stern, Allen Springer, Kathy George, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Sue Lamb, and Debra Bridges.

Guests: Don Iler, News-Register; Wendy Hackman, 1366 Cramner St, Lafayette; Marlana Bertram, 621 SE Rummel St, McMinnville; Sue Carter and Tim Borman, PO Box 5110, Salem; Kevin Potter, 23885 NE Home Acres, Newberg; Dawn Witt, PO Box 8; Debbie Russ, 1008 SW 7th St, Dundee.

PUBLIC HEARING

Wendy Hackman presented a request from the **Community Emergency Response Team (CERT)** for \$1500. She discussed the role of CERT and said that the biggest community event that CERT participates in is the county fair. Allen expressed appreciation for the friendly attitude that CERT volunteers have at the gates. Chuck added that CERT has been on standby over the winter for severe weather events.

Kevin Potter presented a request from Yamhill County's **Amateur Radio Emergency Services (ARES)**, also known as YCARES, for funds to purchase equipment (see Exhibit B). He said that he is hoping to get \$2010 to purchase three radios and three power supplies. Sue Lamb explained that grant funds have provided an antenna and coaxial cable to each city, but the jurisdictions are responsible for providing other equipment. She agreed with the need for a backup power supply.

Dawn Witt presented a request in the amount of \$5000 on behalf the **Cat Coalition for Homeward Bound** pet shelter to operate a spay and neuter clinic. She said that there are a lot of worthy causes in the community, but if the cat problem isn't dealt with, they will be spreading disease and getting run over. She stated that the program spent \$34,000 in 2013, and she doesn't want to lose that momentum. She noted that the Cat Coalition has received donations of \$400 from Dundee, \$200 from Amity, and \$200 from Sheridan, with five more city meetings to go. Debbie Russ stated that spaying and neutering is the only humane way to deal with the problem, and the Cat Coalition is looking for the county to help the cities come up with money.

Marlena Bertram presented a request for \$26,397 from **Your Community Mediators (YCM)**, stating that she appreciates the \$12,000 that the Board has already agreed to contribute and hopes that if there is any excess funding available, that amount could be increased even more. She said that YCM has high-quality mediators and would like them to be able to focus on mediation rather than on fundraising. She said that YCM is getting \$5400 from the courts and nothing from the schools. She discussed past grants from United Way and said that YCM's most recent collaborative grant application to United Way was turned down because there were basic needs agencies with higher priority. Sue Carter and Tim Borman shared their experiences providing mediation through YCM.

The public hearing was closed and the meeting recessed at 7:30 p.m.

May 6, 2014 9:00 a.m.

Room 32, Courthouse

PRESENT: Budget Committee members Mary P. Stern, Allen Springer, Kathy George, Chris McLaran, and Shelley Halleman, with Angel Aguiar joining the meeting in progress.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Ted Smietana, Vicki Wood, Brian Rucker, Jessica Beach, Chris Osterhoudt, Debra Bridges, Tim Loewen, Lisa Hanes, Scott Paasch, Cliff Toney, Jack Crabtree, Kellye Fetters, Tim Svenson, Jason Mosiman, Tonya Saunders, Bridget Lavin, and Silas Halloran-Steiner.

Guests: Don Iler, News-Register.

The meeting reconvened at 9:02 a.m.

CRIMINAL JUSTICE TEAM

District Attorney's Office (10-18 and 10-22) - Chris Osterhoudt stated that he is expecting an increase of about 300 support enforcement cases, as the state will be turning over cases in which the payee was formerly on state assistance. He said that 75% to 80% of those obligors are actively paying support, so the workload will just be to monitor those cases while focusing on the others. He said that current staff should be able to absorb the increase. He explained that caseload numbers have dipped over the years, and this increase will bring the numbers back to where they were. He stated that line items have been designated in 10-18 to track private donations and expenses for the courthouse dog.

Community Corrections (Fund 21) - Ted Smietana said that the state corrections budget is not back to where it was yet, but Yamhill County is getting an increase this biennium of about \$500,000. He stated that the beginning balance reflects a bulk payment from the state for the new Justice Reinvestment Initiative program that covers the whole biennium. He said that he has added one full-time employee in the Jail budget (21-41), and has made adjustments in the State Enhancement budget (21-45) to prepare for the future merger of the Community Corrections and Juvenile departments. He explained that \$73,848 is being transferred from the Juvenile Department's budget to help cover increased staffing costs, but the total FTE remains the same.

Juvenile Department (10-74) - Tim Loewen stated that changes in 2011 to the legal system fines and assessments have reduced the revenue to his budget. He said that the state is expanding its use of the Title IV-E program, which prevents youth from being placed into foster care, and that has raised the county's grant capacity. He reviewed staffing changes due to the upcoming merger, and noted that he has moved \$52,000 general fund allocation from 10-74 to 10-77 to balance that budget.

Juvenile Detention (10-77) - Scott Paasch stated that the Behavioral Rehabilitation Services program and STAIRS program have been discontinued, and the Polk County bed rental contract has been reduced by about \$56,000. He discussed plans to improve the wood site in Whiteson in order to start generating revenue through that program. Mary said that she would forward information about the program to Wendy Buck to see if PGE might be able to help out in some way. She suggested that Scott bring any potential projects like the Amity House to the Board for consideration if he finds them, since

he wasn't able to include funds in his budget for that.

Laura and the commissioners expressed their respect for Tim and their appreciation for the work he and his team have done over the years. Mary added that the partnerships he has created in the county and throughout the state have been great. Tim said that it has been a pleasure working for the county.

The meeting recessed at 10:16 a.m. and reconvened at 10:32 a.m.

Sheriff's Office - Jack Crabtree stated that he has no add-back requests this year.

Jail (10-41) - Jack stated that the federal government eliminates SCAAP funding from the budget every year, so he just has to have faith that it will be restored. He noted that he anticipates reduced expenses next year for that program, and has also seen a major drop in revenue for housing of DUII offenders, which is an unpredictable revenue source. He said that drugs and medical treatment are two expense lines that fluctuate greatly every year. He recommended increasing the beginning balance by \$200,000 and line 512.01 (Drugs) by \$20,000, based on a five-year average.

Jail Capital (40-41) - Jack reviewed planned capital improvement projects, explaining that he has established a future reserve line for future facility needs in the event that the Benton County bed rental contract goes away.

Marine Patrol (10-42) - Jack stated that he anticipates using current marine-certified patrol deputies to compensate for the loss of seasonal employees, although that will mean increased costs.

Patrol (10-43) - Jack said that he anticipates a fourfold increase in the number of sheriff's sales due to backlog at the law firms. He said that the flat processing fee doesn't cover the 3.5 hours of staff time that it takes for each one, so he would recommend that the Board consider passing an ordinance allowing that fee to be increased, as Washington County recently did. He explained that this is a service to the banks, not to the public. He discussed the need to replace approximately 25 mobile data terminals in patrol vehicles over the next year, in part to accommodate required security changes.

Dog Control (13-47) - Jack said that he will continue to communicate with the commissioners about different options for the program's future viability, and Tim Svenson has been tasked to take the lead on this project. Mary noted that the City of Newberg is going to stop collecting for licenses and performing animal control. She suggested that this budget be increased to accommodate potential increases in revenue and expenses to run the program. Laura requested that the adjustments be emailed to her.

The meeting recessed at 10:26 a.m. and reconvened at 10:41 a.m.

COMMUNITY SERVICES TEAM

Economic Development (26-34) - Laura handed out a list of the small grant requests and amounts approved by the Board at the April budget meeting (see Exhibit C), adding that the Board subsequently decided to allocate \$60,000 to SEDCOR from the Landfill License Reserve. She noted that she had inadvertently left out the Oregon Crusaders allocation in the amount of \$1000, so that needs to be added to line 700.27 (Grants Awarded), with 699.01 (Other Expense) to be reduced by the same amount. She reviewed a new request from the City of Dundee in the amount of \$2500 for landscaping and signage.

After brief discussion, she agreed to ask Rob Daykin about the appropriate timing for the landscaping work, given the bypass work to be done in that area.

The commissioners explained the philosophy and criteria for the new small grant process to the lay committee members. Allen provided an explanation of the funding request from Oregon Lithoprint. He also discussed the reduced allocation to the Fair budget, along with efforts to increase accountability, ensure that the funds are being spent in the best possible way for the county, and maintain flexibility as other funding needs arise, such as the bypass.

Transit (10-33) - Tonya stated that the budget includes a one-time supplemental STF grant in the amount of \$114,000, which will be used as match funds for bus purchases. She said that she is hoping to be able to sell about \$500,000 in energy tax credits. Laura stated that when Tonya has more information about the credits to present to the Board, it would be good to develop a strategy for marketing them and move forward before the credits expire. Tonya stated that the fare revenue collected by First Transit is now reflected in the budget and the provider payments are increased accordingly, although the money doesn't physically come to the county. Becky explained that this budgeting practice will better reflect the true costs of the transit program.

Law Library (14-26) - Bridget Lavin stated that the most notable change in the law library is the space reduction. Chuck noted that line 780.01 (Building Reserve) will go down after the space is remeasured. Bridget said that she anticipates a reduction in 513.03 (Publications & Dues) as well, because she has decreased some of the print subscriptions and will be working with county counsel about the possibility of group subscription rates.

The meeting recessed at 11:26 a.m. and reconvened at 1:00 p.m.

PRESENT: Budget Committee members Mary P. Stern, Allen Springer, Kathy George, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Brian Van Bergen, Gayle Jensen, Mike Green, Christian Boenisch, Sue Lamb, Scott Maytubby, Murray Paolo, Joe Moore, and Jessica Johnson.

Guests: Don Iler, News-Register.

GENERAL GOVERNMENT TEAM

Assessor (10-12) - Scott Maytubby stated that this will be the last year that Yamhill County will receive ORMAP grant funds for a few years until more counties finish their line work and the funding is opened up for other cartography projects. He said that his budget includes the reclassification of two Office Specialist 2 positions to Senior Office Specialist and one Senior Office Specialist position to Office Specialist Technician, all of which were hired as underfills. He said that has already given up an Appraiser position in exchange for a Data Analyst position, and that is paying off big dividends. He said that he isn't sure when he'll fill a vacant Cartographer position.

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Clerk (10-15, 12-15, and 40-15) - Brian Van Bergen distributed revised budget numbers, noting that his beginning balance for 10-15 is now projected at \$177,894 instead of \$352,879. He said that he is dangerously close to running out of money and would need assistance if anything unforeseen were to happen, such as a potential change by the Secretary of State resulting in the auto-registering of thousands of new voters. Mary requested that the deliberation list including the possible addition of general fund dollars to this budget.

Brian reviewed short-term and long-term capital improvement requests for his office and noted that retirement of staff is also an issue to prepare for in the next five to ten years. He said he won't have funds to hire a summer intern this year, but the office would benefit from having one and would appreciate any extra funds that could be allocated. He reported that staff is making significant progress on the Commissioners' Journal backlog and has gotten all other documents up to date. He said that he is working with Public Works to repaint the ballot boxes around the county and make them more readable.

Treasurer (10-23) - Mike Green stated that there are no changes to his budget. Mary reported that the Local Investment Advisory Committee had a very good meeting recently, and good movement is being made. Shelley asked for clarification on the methodology for budgeting interest income, explaining that she has noticed some inconsistencies among departments. Mike explained that he isn't sure of the disbursement formula, but the allocation is done by fund per budget law. Becky stated that the allocation is based on cash balances. Mike noted that the actual interest income is probably higher than what most departments have budgeted, so there will likely be some mid-year adjustments. He reported that the county has about \$3 million invested currently, which should be increasing, and his goal is to triple the county's investment revenue.

County Counsel (10-25) - Christian Boenisch stated that he has no significant budget changes. He said that Carol White plans to retire during the coming year, and he will work with Laura to determine whether or not that position should be restructured.

Facilities Maintenance (40-16) - Joe Moore reviewed personnel changes to his budget and noted that the beginning balance has increased from last year. He said that he has budgeted \$30,000 to purchase a van for hauling carpet cleaning equipment between county buildings. Chuck noted that .1 FTE of his time is now included in this budget.

Emergency Management (10-40) - Sue Lamb stated that she took over this program on November 1 after Doug McGillivray's retirement and hired Ken Nygren in January as a permanent part-time assistant. She said that she is working with the cities to facilitate the update of the Multi-jurisdictional Natural Hazards Mitigation Plan, with the exception of McMinnville, which doesn't have enough staff to do it now, but will hopefully use this one as a springboard to do its own plan in the future. She discussed the benefits of the AmeriCorps position shared with Public Health to do community outreach/training and develop long-term programs. She said that Emergency Management has enjoyed a comfortable budget in the past, but this is now a no-fluff budget. Laura stated that, based on her discussion with Murray Paolo, she would like to increase the Homeland Security Grant revenue and expense lines (331.16 and 699.13) from \$125,000 to \$185,000.

In response to a question from Allen about the ARES and CERT grant requests, Sue said that she has no comment on the CERT request. She said that she likes ARES' concept of deploying radios and power supplies to all of the cities, but believes the cities should provide their own base stations. She said

that the county's Emergency Operations Center (EOC) does need backup power supplies, however, and its two jump kits are not really portable. Mary suggested that the county fund three backup power supplies for the EOC and have Sue work with the cities to identify gaps and make further recommendations to the Board. Sue said that would be a good strategy. Murray Paolo said that he could be available to consult with Sue on the equipment.

Information Services (10-17) / Telecom (48-14) - Murray Paolo reviewed his proposed budgets, past and upcoming projects, and IS- and Telecom-related statistics (see Exhibit D). He said that he is moving .2 FTE of his time and David Bousquet's time into the Telecom budget in preparation for the phone switch replacement project. He said that he has incredible staff who are committed to serving internal and external partners and county citizens.

The meeting recessed at 2:41 p.m.

May 7, 2014 10:30 a.m. Room 32, Courthouse

PRESENT: Budget Committee members Mary P. Stern, Allen Springer, Kathy George, Chris McLaran, Shelley Halleman, and Angel Aguiar.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, and Brian Van Bergen.

Guests: Don Iler, News-Register.

The meeting reconvened at 10:37 a.m.

DELIBERATIONS

Compensation Committee Recommendations

Angel presented the following recommendations from the Compensation Committee:

- Increase the assessor's salary by 3%, or \$76,548;
- Increase the clerk's salary to \$68,500;
- Decrease the sheriff's salary to \$85,928, effective at the swearing-in of the new elected sheriff in January, provided it meets statutory requirements;
- Keep the commissioners, treasurer, and district attorney at their current rate.

Commissioners - Allen moved to keep the commissioners' salaries the same, as recommended by the Compensation Committee. The motion passed unanimously.

Assessor - Angel moved to increase the assessor's salary by 5%; Mary seconded the motion. Mary said that the level of professionalism in the Assessor's Office has increased tremendously as a result of Scott's oversight, and the workload has been very heavy. She said that the Budget Committee needs to recognize the position and Scott's performance, and a 3% increase in six years isn't enough for what he's done. Allen stated that if the committee were to grant a 5% increase to the assessor, it should in all fairness do the same for the commissioners, but he is not in favor of that. He said that 3% is a good gesture of encouragement and leaves room for increases in future years. The motion failed with Mary and Angel voting aye and Allen, Kathy, Chris, and Shelley voting no.

Shelley moved to increase the assessor's salary by 3%; Allen seconded the motion. The motion passed with Allen, Kathy, Angel, Chris, and Shelley voting aye and Mary voting no.

Treasurer - Allen moved to keep the treasurer's salary the same, as recommended by the Compensation Committee; Angel seconded the motion. The motion passed unanimously.

Clerk - Angel moved to increase the clerk's salary to \$68,500, as recommended by the Compensation Committee; Allen seconded the motion. Kathy said that the committee should consider a bigger increase, such as 3%, because the benchmarks were somewhat arbitrary when the salary was reduced a few years ago and so much has improved in the office due to Brian's management and hard work. She said that the current salary is well below what it would have been if it had been brought up normally. Laura noted that a 3% increase would be \$69,920.

Mary said that the committee will need to consider adding general fund dollars to the clerk's budget. She suggested the possibility of a base salary and an incentive stipend. Allen said that he would support 3% because it is consistent with the increase approved for the assessor, and both elected officials have cleaned up messes for the county. He said that an incentive would have to be a policy decision rather than tied to one elected official's position. Angel agreed that the Board would have to take the lead on such a discussion since it would take more time than what the committee has available at this meeting. Laura stated that she believes the clerk's position to be undercompensated, and changing the base salary would be more appropriate and easier to administer from year to year than an incentive.

Angel withdrew his motion. Kathy moved to increase the clerk's salary by 3%; Allen seconded the motion. The motion passed unanimously.

Sheriff - Angel moved approval of the Compensation Committee's recommendation to decrease the sheriff's salary to \$85,928, effective at the swearing-in of the new elected sheriff in January, provided it meets statutory requirements; Chris seconded the motion. Becky stated that Tim Svenson's salary in January would be \$85,643. Mary added that no other employees in the Sheriff's Office would be bumping up against that salary level. The motion passed unanimously.

District Attorney - Allen moved to keep the district attorney's salary the same, as recommended by the Compensation Committee; Chris seconded the motion. The motion passed unanimously. Mary suggested checking to see if Brad's salary from the state has been increased due to population increases in Yamhill County. Laura said she would have Ken Huffer check with Chris Osterhoudt, and the stipend amount could be revisited later during deliberations if needed.

Departmental Requests

Laura distributed copies of the deliberation list (see Exhibit E), along with information about the Clerk's Office current budget, changes in the Dog Control budget to reflect licensing revenue from the City of Newberg, and materials describing IS projects that were omitted from the binders.

[Approved] Juvenile Detention wood barn electrical improvements, \$9250 - Mary stated that this has been a great work program. She said that if this request is granted and the county is able to work out a deal with PGE, the money won't have to be spent, although the Juvenile budget is pretty tight this

year. Laura suggested that the money come from a one-time source. Allen said that the program would hopefully bring in additional revenue to offset the new electrical costs. Mary moved to fund the request from the O&C Reserve, with the funds not to be expended until the county hears from PGE; Chris seconded the motion. The motion passed unanimously.

[Approved] Dispatch dues increase, \$37,049 - Mary moved to fund the request with discretionary dollars; Angel seconded the motion. The motion passed unanimously.

[Approved] Adult Behavioral Health reclassification - Laura stated that the reclassification of this Veterans' Services position from Office Specialist 2 to Office Specialist Technician does not include a request for any additional funds. Kathy moved approval of the reclassification; Chris seconded the motion. The motion passed unanimously.

[Approved] Clerk's discretionary allocation, \$20,000 - After some discussion about the amount needed to cover Brian's salary increase and roll-ups, restorations to election help, and a summer intern, Kathy moved to add \$20,000 of discretionary funding to the Clerk's Office budget; Shelley seconded the motion. The motion passed unanimously.

Brian thanked the committee for its support and stated that his office has received excellent service from IS, particularly from Adam Greene, and would appreciate any gesture of thanks that the Board could extend to him. He also acknowledged the phenomenal help that his office has received from Maintenance.

Housekeeping and Other Items

Laura reviewed the details of the housekeeping items and discussed the other items. Allen moved approval of the changes as listed; Kathy seconded the motion. The motion passed unanimously.

Agency Requests

[Partially/conditionally approved] Homeward Bound, \$5000 - Laura stated that the county has no history of contributing funds to this organization, other than the discretionary funds donated by the commissioners that were allocated for a salary increase. Mary stated that part of the issue is that the county used to include cats in its animal control program, but had to stop because the dog licensing revenue wouldn't support it. Kathy said that feral cats are a public health issue, and Homeward Bound's spay and neuter program helps to address that in a fairly inexpensive way. Mary stated that the feral cat issues are mostly within the cities, but these groups have done amazing work scraping together grants, and a contribution from the county could help them get matches from the cities.

Chris proposed approving a specific match grant for city contributions. Allen supported the idea for 2015-16, but pointed out that the group has already pitched its request to some of the cities for 2014-15. After further discussion, Mary moved approval of up to \$5000 from the Landfill License Reserve, with \$2500 to be paid outright and up to \$2500 in match funds for cities' contributions during the 2014-15 fiscal year; Kathy seconded the motion. The motion passed with unanimous meows.

[Approved] CERT, training supplies, \$2000 - Allen moved to fund the request from the O&C Reserve; Angel seconded the motion. The motion passed unanimously.

[Partially Approved] ARES, radio supplies, \$7180 - Mary said that the group had discussed funding three backup power supplies within the county's EOC and having Sue work with ARES to come up with a plan to address shortcomings around the county. She said that a large exercise is planned for May 14 that may be useful in determining what those needs are. Shelley suggested offering matching funds to the cities so that they would share in the costs. Allen stated that he would like to get some more information about the needs and the costs before addressing that issue. He moved approval of a \$480 allocation from the O&C Reserve for the three power supplies; Angel seconded the motion. The motion passed unanimously.

[Denied] Your Community Mediators, additional \$14,397 - Allen said that he was surprised at this request because the county has been steadily increasing its support over the years and has already increased its contribution from \$10,000 to \$12,000 for 2014-15. He said that he isn't interested in meeting the additional request. Kathy said that she is happy with the \$12,000 allocation as well. Mary said that she would support an increase because YCM does incredible work and the county refers a lot of people for mediation. The consensus was to leave the budgeted amount at \$12,000.

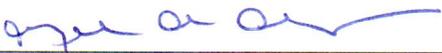
[Approved] City of Dundee, landscaping & signage, \$2500 - Mary stated that Rob Daykin had clarified that this project would be in the area already improved with new sidewalks. Allen said that Dundee's downtown area will be disrupted in the next few years due to bypass construction, and although he doesn't think it fits the Board's economic development criteria in the long run, it may help with job creation/retention, and he would be willing to approve the request as a gesture of support and encouragement. Chris agreed, but suggested taking the funds from another source in order to preserve the integrity of the county's new direction with the Economic Development Fund. Laura said that would also avoid setting a precedent for future requests from other cities. Allen moved to fund the request from the Landfill License Reserve, with a letter to be sent explaining that the request did not meet the economic development grant criteria; Chris seconded the motion. The motion passed unanimously.

Approval of budget and tax rate - Angel moved to approve the budget as amended and set the tax rate at \$2.5775 per thousand dollars assessed value; Kathy seconded the motion. The motion passed unanimously.

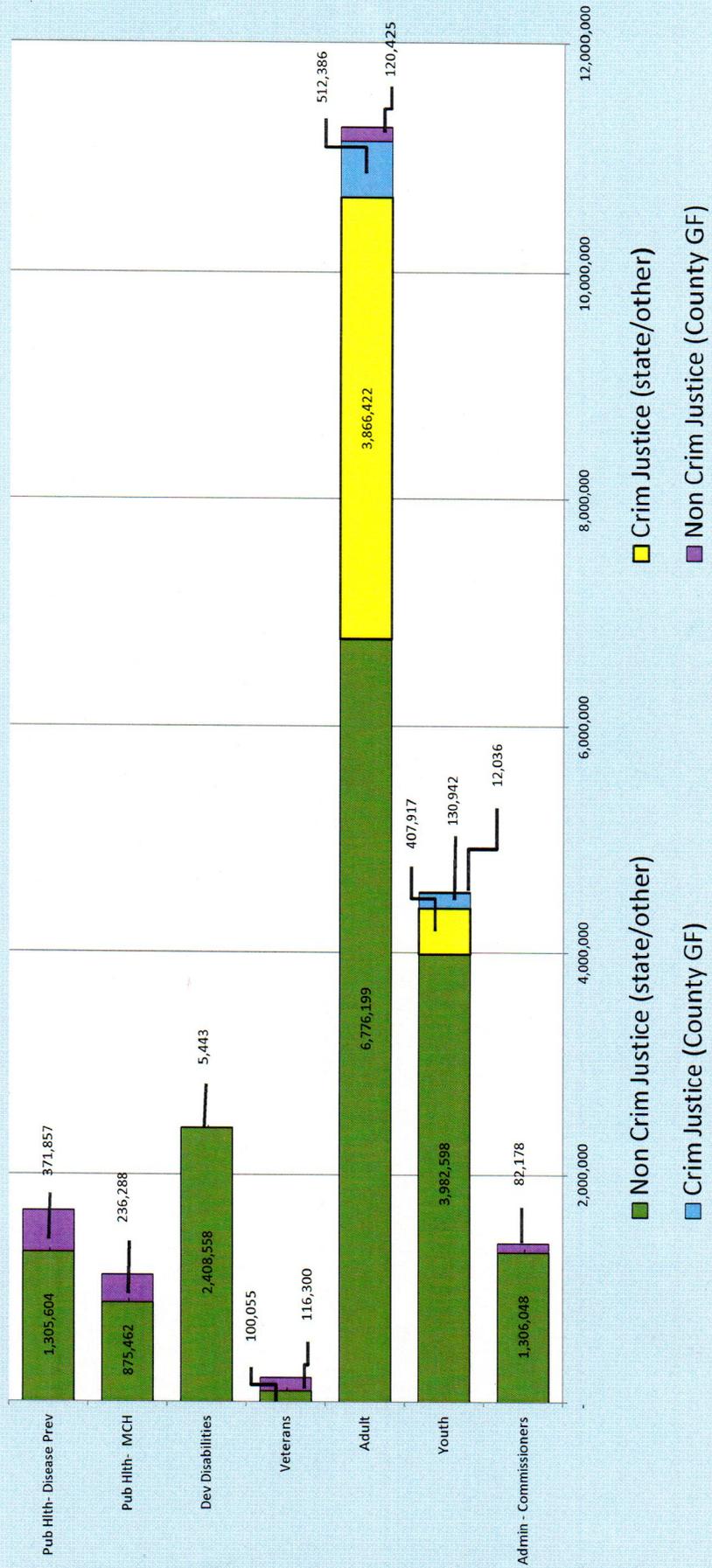
The meeting adjourned at 12:22 p.m.

Prepared by Anne Britt

YAMHILL COUNTY BUDGET COMMITTEE


Secretary

Criminal Justice Dollars by HHS Program Area



Yamhill County Amateur Radio Service aka **YCARES** would like for the County budget committee to consider funds for the following equipment:

ICOM Model IC-2820H Dual band radio Quantity: 10 or a portion thereof. These are the recommended radios to be used by the Oregon Office of Emergency Management. The current pricing of these radios is \$510.00 each. (Please see 2nd page of this packet for radio specifications.)

These radios will be used at individual city sites throughout the county. The city sites in Yamhill county have either installed or are in the process of installing antennas & cables for emergency amateur radio communication with the Yamhill county Emergency Manager's Emergency Operations Center (EOC).

SAMLEX Model 1235M Power Supply Quantity: 10 or a matching portion to the above request. The current pricing on these power supplies is \$160.00 each. (Please see 3rd page of this packet for power supply specifications.)

These power supplies are used in conjunction with the ICOM Model IC-2820H Dual band radios to provide proper voltage to the radios.

In addition:

YCARES would like to request 3 additional **SAMLEX Model 1235M Power Supplies** for use at the EOC. The current pricing on these power supplies is \$160.00 each. (Please see 3rd page of this packet for power supply specifications.)

Presently, the EOC has 3 power supplies to power nine radios. If one power supply was to fail, three radios could be unusable until a replacement is found.

The addition of three power supplies would allow YCARES to distribute power equally &, if one power supply were to fail, the radios affected could be reconnected to the remaining power supplies.

Thank you for your consideration,

Kevin Potter
YCARES Volunteer Emergency Coordinator



Exhibit B 1/1

Economic Development Fund Requests

	<u>Current Funding</u>	<u>14-15 Request</u>	<u>Approved</u>
Newberg Downtown Association	5,000	10,000	5,000
Dayton Downtown Association	2,500	3,500	2,500
McMinnville Downtown Association	5,000	5,000	5,000
Hopewell Store		10,000	0
MEDP	10,250	10,000	10,000
Carlton Business Development Program		5,000	3,000
City of Sheridan Indust. Recruiting Proj.		2,660	2,660
Travel Yamhill Valley Communication Cam.		10,000	0
Oregon Lithoprint		10,000	10,000
Race the Reaper		10,000	0
Mac Chamber - Project S		10,000	0
City of Amity - YC Magazine Participation		5,000	0
City of Dundee		10,000/5,000	0
Oregon Crusaders		10,000	1,000
My Legacy		10,000	0
Fair & Event Center	47,000	47,000	42,000
E.D. Requests Total:	69,750	158,160	81,160

SEDCOR 0 60,000 60,000 (Landfill L)

Budget Committee's Budget Overview - IS and Telecomm

FY 2014-15

Information Systems, 010-017 (page 132-133):

- Revenue: Network charges calculated at 2.5% increase. City of McMinnville revenue is projected to increase by 2.5%. No increase in General Fund revenue per the budget instructions.
- Personnel:
 - Replacement for Sharon Schuur, Diane VanDyke, started last month as a full-time Office Coordinator/Helpdesk staff member.
 - Nancy Keim has retired and continues to work 3 days a week currently as a contract employee. We intend to replace her with a .6 FTE position soon as she would like to fully retire in the coming months.
 - Re-class of David Bousquet to a Sr. Network Administrator due to additional responsibilities. 13 years with the County.
 - Shift of myself and my Network Administrator to a .8 FTE in 10-17 and .2 FTE in the Telecomm budget, 48-14 in preparation for the telephone switch replacement project this coming year.
 - Current year actual expenses are not yet completely aligned with the job title changes that were enacted in this year's budget. We will continue to work with Finance to get those accurately reflected.
- Concern: Move of PT to full-time for Desktop Support position, plus delayed implementation of A&T system means keeping part-time staff for an additional year. Added personnel costs with no GF increase in allocation to pay for it.
- Expenses: No substantial changes overall.
- Capital: Additional page attached with expanded descriptions of the capital items. Storage Area Network system replacement, virtual server hardware replacement, Backup system replacement, Spam filter license expansion for compliance purposes.
- Initiatives: Continuity of operations, increased security and update of server hardware and software, expansion of virtual machine technology, supporting the EBDML initiative within public safety, Assessor's Thomson-Reuters software acquisition, new Jail Management system replacement now in a maintenance mode, Electronic Medical Records project in H&HS, consumerization of IS (mobile device computing), and the continued digital imaging and information flow management within the organization, network items related to the new phone system.

Telecomm, 048-014 (page 134-135):

- Revenue: A 2.5% increase in phone charges.
- Personnel: Move 20% of my time and 20% of David's time into Telecomm for the new phone project.
- Expenses: No significant changes.
- Capital: New phone system. Amount from current and next fiscal year still to be determined. Likely will adjust between now and final budget adoption. Contract negotiations still underway.
- Initiatives: New technology, (Voice over IP system). Successful RFP process. Structured Communications proposing a Shoretel system. Contract negotiations beginning now.

Computer Replacement, 040-017 (page 136):

- Revenue generated by an assessment of \$350 per P/C, \$375 per laptop or similar device.
- 558 PCs and laptop devices in total.
- Used for targeted 3 – 5 year roll out of Desktop Platforms.
- This is a tremendous program, and has resulted in a substantial reduction in the need for support of aging equipment. Windows XP issue.

Questions?

Review of some of the past year projects:

- Began the implementation of a major upgrade to the Raintree Electronic Medical Records system in H&HS. Substantial project, about 50% completed as of now.
- We have developed a fantastic partnership with the Clerk's Office. We have combined servers, networks, augmented disaster recovery capabilities, and a number of other things. It has become a great business relationship.
- Successfully completed a Criminal Justice Information Systems, (CJIS) audit performed on our network and systems by the State Department of Justice on behalf of the FBI.

- Provided substantial support to the Fair as they worked through the changes that were implemented this past fall.
- Successfully overhauled and went live with a brand new County web site.
- Began the conversion of legacy assessment and taxation data into the new Thomson-Reuters GRM and Proval systems. Provided key input into the contract negotiations for the modification of the software agreement.
- Worked closely with the State Radio project on co-locating with us on two of our communications tower sites.
- Worked with the vendor and provided support for the implementation of the new TV system in the jail.
- Working closely with Jail administration and staff, we successfully implemented a new Jail Management System, (ATIMS) – on time and on budget.
- Upgraded all desktop and laptop computer systems away from Windows XP to Windows 7, fully implemented before Microsoft pulled the plug on support for XP on April 8th, 2014.
- Fully developed and released a detailed RFP for a new phone system.
- Provided a substantial amount of data and statistical information for the EBDMI project in support of the criminal justice team.
- Successfully implemented some major improvements to the Courthouse electronic security system. One button lockdown.

In the coming year, some major mission critical projects on our agenda:

- Support for the data conversion and implementation of the new Assessment and Taxation system from Thomsen-Reuters. Will be closely monitoring the software development effort at T-R.
- Implementation of a completely new phone system, and accompanying voice-mail, for the entire County and part of the City.
- We plan to implement a major upgrade to the video security system for the Courthouse.
- We plan to implement major upgrades to the data network system in preparation for the new phone system project.
- We are in the early stages of a major project to upgrade the microwave system for all Public Safety communications in the entire County.
- We plan to implement a minor upgrade to the GEMS financial system, and, (with Finance and Administration), develop plans for the longer term with reference to what direction we will take.
- Finally, we look to complete the remainder of the Raintree Electronic Medical Records project with H&HS.

Conclusion:

- A couple of statistics of interest for you.
- Information Systems performs mission critical tasks daily. Most of them go unnoticed:
- Electronic transactions into and out of the County:
 - o On March 31st, 669,315 transactions.
 - o Of those, 3,937 were e-mail transactions.
 - o Average inbound/outbound e-mail traffic is about 5,000 per day.
- Phone calls:
 - o In the month of March, we processed 73,843 inbound and outbound phone calls.
 - o On March 31st, we processed 3,803 inbound and outbound phone calls.
- County web-site traffic.
 - o During the month of April, 58,225 pages viewed by 20,930 different visitors.
 - o Top five inquiries onto our website were: Employment listings, assessor/property taxes, jail inmate roster, Sheriff's page(most wanted), and the Fair.
 - o Traffic to our web site from all 50 states in the country.
 - o 41.8% of the traffic was from returning visitors.
- In addition to the 558 Desktop and laptop devices on our network, there are some 300 additional network connected devices – bringing the total to well over 850 network devices.
- I am honored to have an incredible staff that supports this activity and the equipment that makes this all happen successfully every day.
- We are committed to serving not just our internal departments, but our external partners – and most importantly, our citizens.

Thank you for your continued support!

