

MINUTES
BUDGET COMMITTEE
June 6, 2011 8:30 a.m.

Oval Office, Fenton House

PRESENT: Budget Committee members Mary P. Stern, Leslie Lewis, Kathy George, Michael Green, Chris McLaran, and Shelley Halleman.

Staff: Laura Tschabold, Chuck Vesper, Rick Sanai, Becky Weaver, and Becky Stern Doll.

Guests: Hannah Hoffman, News-Register.

Mary called the meeting to order at 10:20 a.m.

1. Executive Session

The committee recessed to executive session pursuant to ORS 192.660(2)f) to consider information or records that are exempt by law from public inspection. The meeting reconvened at 10:53 a.m. with no formal decisions made.

2. Consideration of compensation for the clerk.

Mary stated that the Compensation Committee's recommendation was to reduce the clerk's salary by 25%, subject to partial or full reinstatement at a later time. Laura recommended leaving the current salary amount in the budget with a footnote, since there is a potential for the clerk to earn the entire amount back.

Mike moved approval of the Compensation Committee's recommendation; Chris seconded the motion. Leslie agreed that there needs to be an incentive for the clerk to improve, but stated that 25% seems like too much of a reduction. She said that her initial thought had been 10%. Mike explained that another factor behind the reduction was the belief that the clerk should not be compensated at the full level if the desired skill sets are not realized. He said that this provides an incentive to acquire those skill sets. The motion passed unanimously.

Mary stated that the Compensation Committee had further recommended that in four months, the clerk's progress be evaluated as to the development and initiation of the following three-prong plan:

- a. Eliminate the commissioners' journal backlog within a reasonable amount of time;
- b. Redistribute staff workload;
- c. Acquire additional supervisory training for the clerk and deputy clerk.

Mike noted that, in light of the audit report, the training should be done sooner rather than

later. Chris moved approval of the Compensation Committee's recommendation; Shelley seconded the motion. The motion passed unanimously.

Mike said that since there appears to be a communication breakdown in the clerk's office, it would be helpful for Human Resources to conduct a confidential 360 review of the clerk by interviewing the assessor, liaison commissioner, and the four employees in the clerk's office. Becky agreed that a 360 review could be very helpful. Shelley noted that the issues of missed deadlines and inaccuracies in work product have not been specifically addressed. She said that it might help to increase the review processes to include one more set of eyes. She said that the committee would be looking for input from other agencies as to whether information is being submitted timely and accurately. The consensus of the committee was to move forward with the 360 review. Mike added that it might be equally enlightening to do the same for the deputy clerk at a later point.

The committee agreed with Laura's recommendation that the clerk's budget be revised to reflect current staff salaries and remove the extra position.

3. Consideration of compensation for the treasurer

Chris moved approval of the Compensation Committee's recommendation to change the treasurer's salary to \$14,487 per year based on the expectation of a .25 FTE position, effective January 1, 2013; Kathy seconded the motion. The motion passed unanimously.

4. Meetings

The following meetings were scheduled:

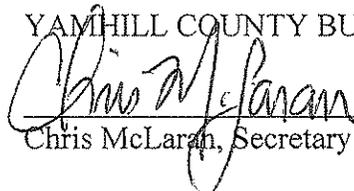
- Compensation Committee, October 7, 2011, 8:00 a.m.;
- Budget Committee, October 7, 2011, 8:30 a.m. or immediately following Compensation Committee meeting.

Chris noted that the first meeting of the Economic Development Committee is scheduled for June 28 and there are five potential committee members at this point. The group agreed to wait until after the first meeting and appoint the members that want to continue. Chris said that they would be discussing the roles and responsibilities of committee members, a definition of economic development, and a strategic plan for economic development in Yamhill County. He requested a general statement of the current status of video lottery dollars prior to the meeting.

The meeting adjourned at 11:27 a.m.

Prepared by Anne Britt

YAMHILL COUNTY BUDGET COMMITTEE


Chris McLaran, Secretary

MINUTES Budget Committee Meeting
Page 2 June 6, 2011 8:30 a.m.

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Approved Oct. 7, 2011