

MINUTES
INFORMAL WORK SESSION
April 5, 2010 9:00 a.m.

Service Team Budget Presentations
Room 32, Courthouse

PRESENT: Kathy George, Mary P. Stern, and Leslie Lewis.

Staff: John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Chuck Vesper, Brad Berry, Chris Osterhoudt, Ted Smietana, Barb Paladeni, Vicki Wood, Scott Paasch, Jack Crabtree, Kellye Feters, Ron Huber, and Ken Summers.

Guests: Michael Green and Chris McLaran, Budget Committee members; Shelley Halleman, future Budget Committee member; Hannah Hoffman, News-Register; and Kris Bledsoe, 3500 SW Redmond Hill Rd.

Kathy called the meeting to order.

John provided an overview of the proposed 2010-11 budget, noting that the overall budget shows a 5.4% reduction from the 2009-10 budget.

CRIMINAL JUSTICE TEAM

District Attorney's Office (10-18 and 10-22) - Brad Berry stated that Erin Greenawald has accepted a position in the Attorney General's office, so his office is short one attorney. He said that her position will be replaced slowly in order to provide some budget relief. He stated that he has been without a Chief Deputy for several years and his office is beginning to suffer from the lack of management, so he hopes to fill that position in the future.

He stated that the rate of both felony and misdemeanor case filings has stayed flat from 2008 to 2009 despite the county's population growth, so Yamhill County is following the statewide trend of reduced crime rate. He stated that his office has two murder cases pending, which poses a challenge in terms of trial costs. He noted that the Board has been understanding and generous in the past in helping to backfill such costs.

He stated that his current case management software (DACMS) has been very good for the amount of money invested in it many years ago, but it is becoming dated and is insufficient for the increased reporting demands being placed on his office. He explained that it doesn't allow much programming ability and the number of fields that can be tracked is very limited. He stated that an off-the-shelf system recently implemented by another county costs about \$400,000 and is not very flexible, but the system he prefers, PROSECUTORbyKARPEL, would be very customizable by the designer and staff and would have startup costs of \$60,000 to \$80,000, with an additional licensing fee of \$10,000 per year.

He reviewed child support collections, pointing out that although support has decreased as a result of continued high unemployment rates, the Attorney General's office has recently made significant changes in how support is calculated, which is resulting in higher support orders than with the previous model.

He stated that he has budgeted a \$45,000 ending balance in 10-22 because he is not sure if the stimulus package that temporarily reinstated the ability to use federal money for match funds will be renewed and there is no state backfill planned.

He said that he would modify the beginning balance in 10-18 to reflect the reassignment of two DDA staff between his office and the Juvenile Department, which will reduce his personnel expenses by \$10,327. He stated that the overall effect on the budget would be flat.

Community Corrections (Fund 21) - Ted Smietana stated that the county is following the statewide trend of reduced recidivism rates. He said that he has applied a higher amount of resources toward the higher-risk caseloads. He provided an overview of his proposed budget, stating that this is the second half of the biennial budget and there are no major changes since last year.

He distributed a handout (see Exhibit A) detailing the 21-41 budget, noting that the loan will be paid off in March 2011, so there will be surplus revenue in that category.

He stated that funds from the Byrne grant allowed him to hire three new positions and retain two existing positions, but he doesn't foresee the ability to continue those positions in the next biennium after the two-year grant expires. He said that the Measure 57 Supplemental Funds grant from the Department of Corrections added back one Probation Officer position and provided additional treatment dollars, and the county should see some ongoing grant revenue for that beyond this fiscal year. John K requested that Ted add footnotes in the budget to identify the grant funds transferred to HHS.

Ted stated that he is in the process of revamping the community service program to professionalize it and provide better service, and that change includes the possible implementation of a nominal fee to community service clients. He said that the proposed 21-63 budget includes a line item for future fee revenue.

He said that the beginning balance in 21-67 will be higher by \$300,000 due to personnel savings and that will carry into the ending balance, but it won't even cover the roll-up costs into the next biennium. He said that he would like to have three times that amount saved up for potential shortfalls.

Juvenile Department (10-74) - Tim Loewen reviewed a handout detailing his proposed budget (see Exhibit B). He reported that juvenile crime has seen a 9% reduction statewide and a 6% reduction in Yamhill County; however, referrals in the county are up, which means that youth in the juvenile system are committing more crimes. He explained that this is because those in the system are high-risk youth as a result of his department's efforts to focus most of its resources on youth with a higher risk for recidivism and divert the rest.

He noted that a reclassification approved during the 2009-10 budget process contingent on receiving state funding will show up in the 2010-11 budget. He also requested the reclassification of a Probation Officer 1 position to Probation Officer 2.

Laura stated that the Board had previously discussed the possibility of separating the Juvenile Probation and Correction budgets for tracking purposes. The Board agreed to discuss the issue during deliberations.

Sheriff's Office - Sheriff Jack Crabtree stated that he had previously talked with John K and the Board about making some changes to better show transparency in transfers without inflating the budget. He listed the following four issues: transfer of discretionary dollars to 21-116, transfer to 21-41 for patrol deputies, transfer from 21-45 to 21-41, and transfer from 21-45 to 21-116 in the amount of about \$450,000. He said that the budget does not clearly show the true cost of operating the jail and a decision needs to be made about how to fix the problem. The Board agreed to discuss the issue during deliberations. Leslie stated that she feels strongly that the 21-45 stream of funding needs to be tracked separately because the legislature had specific things in mind when it created that funding.

Jack stated that the fact that Oregon's crime statistics are down even further than the national average suggests that the policies implemented by the state in the criminal justice system are actually working. Leslie agreed, pointing out that one would expect the crime rates to increase during a time of recession and increased unemployment.

Jack reviewed the bed rental income in 10-41. He reported that two out of the three phases of the jail remodel project have been completed so far and he hopes the Board will maintain its commitment to completing Phase 3. He reviewed meal costs and inmate medical expenses. He stated that there have been issues as a result of the records clerk position that was cut in Fund 21-41 during the 2009-10 budget process. He said that the 21st jail deputy will start in 2010-11 per instructions from John K and the Board. Mary pointed out that the FTE amounts listed in the budget need to be changed to match the funding. John K stated that the internal contract services on line 10-41-780.16 need to be identified.

Jack requested that Karen Rogers be reclassified from Administrative Office Specialist, Range 9, to Jail Program Supervisor, Range 11 (see Exhibit C). John K pointed out that one of the justifications presented for the reclassification is payroll-related duties in the Sheriff's Office, yet Ms. Rogers would be earning a higher salary at the new pay range than the Administrative Services payroll clerk, who does payroll for the entire county. Leslie stated that it shouldn't create a problem because the list of Ms. Rogers' responsibilities includes much more than just payroll duties and she would also be moving to a non-bargaining position.

Jack stated that the proposed budget shows significant increases in expenses for overtime, reserves, and extra hours because he no longer has the ability to manage reserves and overtime the way he wants to as a result of limitations placed on him by the legislature.

He stated that Marine Patrol (10-42) is an under-funded program, but one that is vital to maintain. He said that he is using resources from the Patrol budget (10-43) to keep it operating and his goal is to staff it with at least 96% reserves. He discussed the possibility of acquiring a soft-sided, high-speed boat that would enable deputies to make contact with other boats in rough water without causing damage to the boats.

He stated that the beginning balance in the YCINT budget (10-69) represents disbursements of previous asset forfeitures, but the county will no longer be getting forfeiture revenue. He pointed out that the program is more expensive to run than what the budget shows, as some of the personnel expenses are covered by the agencies supplying the staff.

Jack distributed copies of a handout showing the breakdown of courthouse security services provided by the Sheriff's Office and the revenue from each. In response to an inquiry by Leslie, Kellye

Fetters stated that if the deputy were billed at his actual pay rate of Step 8, rather than Step 3, the additional cost would be \$20,409. John K stated that the majority of funding for this program used to come from court fees, but now comes from discretionary dollars. The Board agreed to discuss during deliberations the possibility of moving the program from Fund 49 to the general fund. John K stated that if that change is made, the budget ought to show the actual costs. He said that the courts are clearly not paying their fair share for the services they receive. Jack noted that the state recently sent out a survey to determine the actual costs of providing court security, so he is hopeful that some changes will be made at the state level.

The meeting recessed at 11:35 a.m.

Anne Britt
Secretary

MINUTES
INFORMAL WORK SESSION
April 5, 2010 1:30 p.m.

Service Team Budget Presentations
Room 32, Courthouse

PRESENT: Kathy George, Mary P. Stern, and Leslie Lewis.

Staff: John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Chuck Vesper, Mike Brandt, Dan Linscheid, Al Westhoff, Ted Smietana, Ken Huffer, John Phelan, Bill Gille, and Russ Heath.

Guests: Michael Green and Chris McLaran, Budget Committee members; Shelley Halleman, future Budget Committee member; Hannah Hoffman, News-Register; Kris Bledsoe, 3500 SW Redmond Hill Rd; and Mary Starrett, 35775 NE Smith Rd, Newberg.

Kathy reconvened the meeting at 1:35 p.m.

LAND USE TEAM

Surveyor (10-21) / Corner Restoration (Fund 27) - Dan Linscheid stated that changes have taken place since the proposed budget was entered that will affect Corner Restoration drastically. He discussed the possibility of interdepartmental bumping from Public Works and said that replacing an experienced staff member with someone that has no training or experience that would decimate his office.

Planning (10-20) / Solid Waste (Fund 17) - Mike Brandt reviewed his proposed budgets, stating that one partial position unfilled in 2009-10 has been cut from the budget. He noted that this brings the total personnel reduction since 2008-09 to 33%. He said that he did not budget any ending fund balance, but may end up having a better beginning balance than what is budgeted. He stated that since his department is fee-supported, he could raise fees to reflect the actual costs, but he is not planning to consider that option at this point.

CULTURE & RECREATION TEAM

Fairgrounds (20-80) / Fair Event Center (20-82) - Al Westhoff stated that his budget shows reductions in state grant revenue and sponsorships as well in expenses. He noted that the beginning balance will likely be larger than projected and any increase will go into capital expenses or contingency. He reviewed capital improvements for 2009-10, including a new reader board and arena improvements. He stated that the 2010 Turkey Rama carnival will be held at the fairgrounds and a monster truck event will be held there the same weekend.

Parks (10-81) - Ken Huffer stated that there are no major changes to his budget. He noted that Rogers Landing usage was up in 2009 and the popular Tangleboxing program will be held again in 2010. He stated that the Parks Board is excellent to work with and hopes to have a presentation for the Board regarding the Whiteson property in the coming months.

The meeting recessed at 2:17 p.m. and reconvened at 2:29 p.m.

JK / LT MKG MS LL

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

John Phelan provided an overview of the past year's projects, noting that his team is setting benchmarks for efficiency and productivity. John K stated that these accomplishments reflect what was requested by the Budget Committee the previous year. He suggested that John P include the overview as written supplemental information for the budget binders and review it for the Budget Committee in May.

John P stated that HB2001 is in the Supreme Court right now and if it gets the required 110,000 valid signatures in time for the November election, he would come back to the Board with budget revisions. Leslie pointed out that, following the advice of the Association of Oregon Counties, Public Works has budgeted the new HB2001 money, about \$1.3 million, in contingency. John K noted that a supplemental budget would be necessary in order to move the money out of contingency and use it. John P state that the bill is retroactive and if it is repealed, the county could have to pay back the portion of the funds received this year, about \$500,000. Leslie explained that the reimbursement would happen through reduced allocations from the state over several years.

John P stated that the fleet has traditionally been intermixed in 11-60 and 11-29, but this budget uses 11-29 solely for fleet equipment and related expenses and 11-60 solely for road maintenance. He added that, starting in 2011-12, 11-60 will be charged for equipment used, which will allow him to evaluate costs and determine whether it is more efficient to buy or rent the equipment. He reviewed the shift of personnel from 11-60 to 11-29.

John K stated that the revenue in 11-29 from motor pool charges needs to match the total of the charges budgeted by other departments. He recommended telling the departments the exact figures to budget and, for those departments relying on outside funds to determine the amounts, setting an earlier deadline to provide the final numbers to Public Works.

Bill Gille presented a request to move the reserve beginning balance out of 11-60 into a different account in Fund 11. Leslie explained that it will be a long time before there is enough money accumulated to use for the project and it's a nuisance to separate out of the ending balance each month. After further discussion, the Board agreed to create a new account, Public Works Reserve (11-01).

John P requested the reclassification of Janiell Sevilla from Office Specialist 2, Range 7, Step 3, to Senior Office Specialist, Range 10, Step 1.

He proposed switching from the Eagle Point drafting software, which is no longer supported, to AutoCAD at a one-time expense of \$17,000. Laura stated that the expense should be budgeted in a software line since the Board is trying to look at all software requests this year.

Laura stated that she had just received word from the City of Newberg that the 2nd Street project will not be completed by the end of the 2009-10 fiscal year, but she doesn't know how much, if any, of the \$100,000 commitment from Fund 41 will come out of the 2009-10 budget. Bill said that the 41-30 beginning balance and the Contract Services expense line should both be increased by \$100,000.

The meeting recessed at 3:52 p.m.

Anne Britt
Secretary

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Service Team Budget Presentations
April 5, 2010 1:30 p.m.

JK LT KGV MS LL

MINUTES
INFORMAL WORK SESSION
April 6, 2010 9:00 a.m.

Service Team Budget Presentations
Room 32, Courthouse

PRESENT: Kathy George, Mary P. Stern, and Leslie Lewis.

Staff: John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Chuck Vesper, Chris Johnson, Paul Kushner, Mike McNickle, Dawn Cottrell, Krisan Pendleton, Keith Urban, Craig Hinrichs, Silas Halloran-Steiner, Kim Cota, and Marie McDaniel-Bellisario.

Guests: Chris McLaran, Budget Committee member; Shelley Halleman, future Budget Committee member; and Kris Bledsoe, 3500 SW Redmond Hill Rd.

Kathy reconvened the meeting.

HEALTH & HUMAN SERVICES TEAM (Fund 16)

Chris Johnson stated that his budget consists predominantly of state and federal funds controlled by the state legislature and shows an unprecedented number of new staff due to expansion of grant-funded programs and turnover. He noted that after talking to John K, he had decided that HHS does not need a beginning balance reserve anymore.

He discussed personnel changes in the HHS programs, including the recent authorization by the Board to add a Data Analyst position in Central Services (16-79) to help provide administrative support for the complex federal grants and expanded programs. He noted that the new position has not yet been filled. He stated that, even with the added position, this is still a lean team.

He stated that Chemical Dependency is at the end of its 10-Year Drug-Free Communities Grant and the state has cut funding for all of its prevention programs, so two positions are being lost there. He said that, through the Board's generosity and the elimination of one outpatient counselor, the county will be able to continue services previously funded by the meth grant, although they will move to the Adult Mental Health budget.

He discussed the transition of department leadership to Silas Halloran-Steiner and said that he would continue working half-time through the end of the calendar year. He stated that the central management team would be expanded with the addition of a new full-time Assistant Director position, Range 29, starting in January 2011 and continuing through the remainder of the fiscal year. He noted that part of the position is budgeted in 16-79 and the rest is spread over the other programs. He said that he and Silas are discussing how the position should be structured and the addition will strengthen the department's ability to move forward through challenging times.

He stated that Catholic Community Services has received a \$2.7 million grant to add Healthy Start workers in Fostering Hope communities and will transfer funding to the county to allow the county to provide this service. He said that two positions will be added in Family & Youth, one in Adult Mental Health, and one in Public Health.

Chris noted that the retirement reserve account is over \$200,000 for his department. After some discussion, Leslie suggested that using fund balance may be the easiest way to cover the expense. Chris stated that he has some thoughts about his fund balance and the next few years' budgets that he would discuss with the Budget Committee in May. The commissioners expressed admiration of Chris' budgeting knowledge and skills over the years and offered the Board's support through the coming transition of leadership.

The meeting recessed at 9:49 a.m.

Anne Britt
Secretary

MINUTES
INFORMAL WORK SESSION
April 7, 2010 9:00 a.m.

Service Team Budget Presentations
Room 32, Courthouse

PRESENT: Kathy George, Mary P. Stern, and Leslie Lewis.

Staff: John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Chuck Vesper, Murray Paolo, Becky Stern Doll, Gayle Jensen, Scott Maytubby, Debbie Gill, John M. Gray, Jr., and Brian Dunn.

Guests: Michael Green and Chris McLaran, Budget Committee members; Kris Bledsoe, 3500 SW Redmond Hill Rd; and Hannah Hoffman, News-Register.

Kathy reconvened the meeting.

GENERAL GOVERNMENT TEAM

Assessor (10-12) - Scott Maytubby stated that his beginning balance is approximately \$85,000 less than it was last year. He said that recording fees have increased as a result of new legislation, but the majority of the fee is paid to the Clerk's Office, so the revenue is offset by a corresponding expense line.

He discussed the need to purchase new software for his office in order to increase productivity and allow for easier public access both in the office and on the website. He said that about 75% of the incoming calls are from call service companies trying to gather information and the new software would allow them to look that up on the website. He added that there may be some built-in software capabilities that the treasurer could utilize. He said he is working with staff to prepare the RFP, which needs to be very clear about what the county wants the software to do, and it will probably be ready in June or July.

Clerk (10-15 and Fund 12) - Becky Stern Doll reviewed her proposed budgets, stating that she has had to use reserves this fiscal year, so the beginning fund balance is lower than it was last year. She explained that the current fiscal year is at a record low for recording revenue. She said that the current staff level is at the minimum needed to perform mandated functions and if recordings don't pick up, she will probably have to request discretionary funding for her budget next year. Leslie stated that the Board has been aware of the situation for several years and Planning is in a similar situation.

Becky stated that she has budgeted a large expense in Fund 12 for the treatment of microfilm to protect against mold and mildew, but that expense will be offset over the next few years by greatly reduced storage costs.

Treasurer (10-23) - Nancy Reed stated that the only significant change in her budget is the reduction of her position from full-time to .7 FTE to compensate for a reduced discretionary allocation.

County Counsel (10-25) - John Gray reviewed his budget, noting that a reduced charge to the Cove Orchard Sewer Service District is offset by an increase in the beginning balance. He noted that the job opening for his position was posted on Monday. Leslie stated that his retirement will be a big loss to the county. She expressed appreciation for his ability to explain the law to lay people like herself.

JK LT KG MS LL JS

The meeting recessed at 9:56 a.m. and reconvened at 10:50 a.m.

John K reviewed the Commissioners' budget (10-13) and Laura reviewed Administrative Services (10-10).

Veterans (10-24) - Debbie Gill stated that this is a bare-bones budget with a reduction of state funding, only \$1000 beginning balance, and a reduction of the Office Specialist 2 position to .7 FTE. She said that she hopes to get some work study help to assist with the work that Claudia will no longer have time to do. Leslie stated that the Board has added \$10,000 to this budget's discretionary allocation and will likely have to do more in the future. She said that the Board is very supportive of what this office does for veterans. Kathy agreed, stating that she has received a lot of positive feedback about the good job that Debbie does.

Facilities Maintenance (40-16) - Brian Dunn reviewed his budget changes, noting that the discretionary revenue was increased in order to meet the county's maintenance needs without cutting staff.

Chuck reviewed the Emergency Management budget (10-40).

Information Services (10-17) / GIS (10-65) / Telecom (Fund 48) - Murray Paolo reviewed the highlights of his budgets (see Exhibit D). He stated that he would be contracting out for some help with the simulcast installation at three tower sites. John K pointed out that the Community Corrections budget shows an expense to IS of about \$35,000 that isn't reflected in the IS revenue, which may give Murray some additional resources.

Murray stated that the price for purchasing VisionJAIL software is still under negotiation, but the upgrade from the current Eagle software would significantly improve the sharing of information. He stated that, as part of the Special Needs Task Force data project, IS has been asked to look into the possibility of building a database to go between Eagle software in the jail and Raintree software in HHS, which would be a relatively straightforward project once the information is collected from Eagle. He estimated that it would take about 150 hours of programming time, although that number would be lower if the county were to switch to VisionJAIL first. Laura stated that she has asked IS to look at issues with the county's personnel action form system as well.

Murray said that implementation of a Voice over IP system would be delayed because new developments with open systems architecture could save the county money.

He stated that it was brought to his attention the previous day that the Board may direct a reduction in GIS staff, and if so, the budget would be modified to reflect that. Laura suggested that, with all of the new initiatives coming that will require support from IS, the county move GIS into maintenance mode and cut one position there, using those resources to hire another programmer in IS. She stated that the cost of a topped-out programmer, including benefits, would be about \$97,530, but a new employee would be less. Leslie stated that she doesn't want to minimize the importance of GIS, but IS seems to need the resources more right now because of all of the projects going on.

The meeting recessed at 10:50 a.m.

Anne Britt
Secretary

MINUTES
INFORMAL WORK SESSION
April 7, 2010 12:30 a.m.

Service Team Budget Presentations
Room 32, Courthouse

PRESENT: Kathy George, Mary P. Stern, and Leslie Lewis.

Staff: John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Chuck Vesper, Tonya Saunders, Marilyn Westfall.

Guests: Michael Green and Chris McLaran, Budget Committee members; Kris Bledsoe, 3500 SW Redmond Hill Rd; and Hannah Hoffman, News-Register.

Kathy reconvened the meeting.

COMMUNITY SERVICES TEAM

Transportation (10-33) - Tonya Saunders stated that the transit budget is \$2 million lower than last year due to the stimulus funds that were received last year, but the reduction will have no real impact on the operating budget. She noted that STF revenue is actually up about \$40,000 this year, which is the first increase she has seen since working for the county. She reviewed two new grant programs and transit accomplishments over the past year, including larger buses, expanded Newberg routes, increasing ridership, and extended link service to Sherwood. Leslie stated that Congressman Wu's staff enjoyed the transit tour the previous Friday.

Law Library (Fund 14) - Marilyn Westfall stated that revenues are stable and she has gradually accumulated about \$20,000 in contingency to cover unplanned expenses such as price increases and fees. She reported that patronage is down due to the Internet and most likely will continue as such. Leslie thanked Marilyn for all of her work on the county's Continuity of Operations Plan.

Commission on Children & Families (Fund 18) - Postponed until right before deliberations.

INTERNAL SERVICES TEAM

John K reviewed the Internal Services budgets. He stated that the current year's property taxes came in at about 4% growth, while it had only been projected to increase by 2%, so there is a bit of a windfall in the budget. He explained that the effects of a recession generally lag by a year or more because the assessed value of real property is calculated on January 1 and taxes aren't collected until November.

Radio Project - He discussed the simulcast radio project, noting that if any expenses need to be carried over into the 2010-11 fiscal year, the 10-39 budget will need to be revised. Leslie stated that she should know by the May Budget Committee meeting whether or not the project will be completed by July 1.

Air Support (10-165) - John K stated that the county is engaged in talks about moving the Air Support program to another county, in exchange for which Yamhill County would receive air support services at no cost.

Economic Development (Fund 26) - John K stated that video lottery revenue will be lower than it was last year. He said that there is \$26,000 budgeted in Other Expenses for project requests received by the Board. Mary stated that the May Economic Development Forum will be looking at video lottery funds and other resources. Leslie stated that she would talk to Dave Haugeberg about reducing the bypass lobbyist allocation by \$1000 and using that money to have Caren Anderson continue to provide staff support to the Parkway Committee.

Capital Projects (Fund 31) - John K requested that the Board allocate about \$38,000 from the O&C Reserve Fund for some building projects in 2010-11. He said that without extra funding, the county would not be able to do any remodeling or safety improvements unless it were an emergency situation. He explained that the reasons for being behind on the debt service payments are that the Public Health remodel came in about \$20,000 over budget and HHS had to stay in its leased offices longer than projected.

Insurance Reserve (Fund 80) - He stated that the county will have about \$1.65 million in the PERS reserve account to work with when the expected PERS increases happen. He and Laura discussed the allocation of 10% of Chuck's salary from this fund.

The meeting recessed at 1:21 p.m.

Anne Britt
Secretary

**MINUTES
INFORMAL WORK SESSION
April 7, 2010 1:50 p.m.**

**Service Team Budget Presentations
Room 32, Courthouse**

PRESENT: Kathy George, Mary P. Stern, and Leslie Lewis.

Staff: John Krawczyk, Becky Weaver, Nancy Reed, Laura Tschabold, Chuck Vesper, Tonya Saunders, Marilyn Kennelly, Caren Anderson, Scott Maytubby, Murray Paolo, Ted Smietana, Kellye Feters, Ron Huber, Jack Crabtree, and Tim Loewen.

Guests: Michael Green and Chris McLaran, Budget Committee members; Kris Bledsoe, 3500 SW Redmond Hill Rd; and Hannah Hoffman, News-Register.

Kathy reconvened the meeting at 1:53 p.m.

COMMUNITY SERVICES TEAM (continued)

Commission on Children & Families (Fund 18) - Marilyn Kennelly reviewed her budget and distributed a copy of a handout to the Board about the commission's roles and recent accomplishments (see Exhibit E). She stated that the county can no longer draw down a year's worth of funds at a time from the state, so the funds will be disbursed quarterly and the county will no longer benefit from interest earnings. Leslie stated that the funds for Parkway staffing should be moved into a new 380 account in Economic Development (Fund 26).

DELIBERATIONS

The Board discussed minor housekeeping changes to the budget and approved them by consensus. They discussed the following major issues:

1. Software - John K stated that departments need to be able to cover ongoing maintenance costs of software without the use of O&C reserve funds or other one-time sources, such as full faith and credit bonds or interfund loans. Leslie suggested creating a software reserve fund, possibly in 2011-12, and having departments with major software needs pay into the fund toward future purchases, with an advisory committee to do long-range planning and set priorities for software purchases.

a. Assessor's Office - new A&T software

Scott Maytubby stated that he can include all software expenditures in the CAFFA grant application for a reimbursement of approximately 20%. He noted that there is an annual dollar limit for the submission of capital expenditures, but larger expenditures can be spread out over multiple years. He added that any A&T-related expenditure can be included in the grant application, even if it is budgeted in other departments.

After discussion about different options for funding sources, Mary moved to approve a \$550,000 interfund loan from the O&C Reserve Fund to the Assessor's Office for software to be determined. The motion passed unanimously. John K clarified that although the total purchase

amount would be loaned, the intent is that only 20% of that would be paid back as it is reimbursed through the CAFFA grant and the remainder of the loan would be forgiven.

b. District Attorney's Office - new case management software

Leslie stated that the DA's budget is always very tight and she supports the use of O&C reserve funds for the purchase of his software, rather than doing an interfund loan. Mary moved approval of transferring \$80,000 from the O&C Reserve Fund (Other Expenses) to the District Attorney's Office for case management software. The motion passed unanimously.

c. Jail - upgrade from Eagle to VisionJAIL

The Board agreed to transfer funds from the O&C Reserve Fund or other sources once a firm figure has been negotiated for the cost of VisionJAIL.

2. Juvenile Department

a. Reclassify all full-time Probation Officer 1 staff to Probation Officer 2 after three years of training.

Tim reviewed a handout detailing the proposal (see Exhibit F). He stated that the advancement would be based on experience and training and would be done through supervision and review rather than by proficiency testing. Chuck pointed out that if the employee is promoted on his or her anniversary date, it would result in a two-step increase. Tim stated that in the past, he has negotiated with employees, with the union's involvement, for only a one-step increase.

Mary stated that an employee who is doing the work of a PO2 should be promoted to that position. She said that the Board could work with Pat Anderson to determine when the promotion should take place in relationship to the anniversary date. Laura noted that the Board should be aware that the costs involved could be higher than what was stated in the proposal. The Board agreed to have Tim discuss the issue with Pat and defer the decision until the May Budget Committee meeting.

b. Separate Juvenile budgets for detention and probation into 10-74 (Probation/Court Services) and 10-77 (Detention/Community Service).

Mary moved approval of the proposal. The motion passed unanimously.

3. Sheriff's Office/Jail

a. Consolidate Jail budgets. The Board agreed to discuss the proposal in a future work session.

b. Move Court Security into Fund 10.

John K suggested that a new account be created to hold all revenue and expenses related to court security. Mary moved to create 10-86 for Court Security and show the revenue as a direct allocation of discretionary resources rather than a transfer from Jail. The motion passed unanimously.

c. Reclassify Karen Rogers from Administrative Office Specialist, Range 9, to Jail Program Supervisor, Range 11.

Mary moved approval of the reclassification. The motion passed unanimously.

4. Planning - Reclassify Building Inspector 2 to Building Inspector 3.

Mary moved approval of the reclassification. The motion passed unanimously.

5. Public Works - Reclassify Office Specialist 2 to Senior Office Specialist in 11-60.

Leslie moved approval of the reclassification. The motion passed unanimously.

6. HHS - Add position in Public Health for Healthy Start grant and other personnel changes made by Chris Johnson.

Kathy moved approval of the personnel changes. The motion passed unanimously.

7. GIS

a. Eliminate GIS Analyst I position; transfer payment from cities, remaining discretionary allocation, and position authority to IS; budget for new Programmer Analyst position in IS.

Kathy moved approval of the proposal. The motion passed unanimously.

b. Move the GIS Division under the supervision of the Planning Director.

Kathy stated that GIS programs are usually located in user departments like the Assessor's Office or Planning. She explained that when Yamhill County's GIS program was implemented in 1995, it was placed under the direction of the Information Systems Director because the Board felt that it needed to be handled by a technical person. She said that now that the GIS program is shifting into maintenance mode and Murray Paolo's workload in IS will be increasing, it makes sense to move GIS to the Planning Department. She stated that there is similarity between those two functions and there are people in Planning who could fill in for GIS if necessary.

Mary stated that she would like to talk to Mike Brandt and Scott Maytubby about the cartography positions and do further research before making a major shift so that the Board makes sure to put GIS in the right place and not affect the CAFFA grant. Leslie said that she doesn't think the location of GIS would affect the CAFFA grant. Kathy stated that the cartographers are a separate issue. Mary disagreed, stating that the Board needs to look at the entire system. She said that the commissioners had just received the GIS report, one section of which talks about combining cartographers, and she, as Mike's liaison commissioner, hasn't talked to him about it yet.

Leslie stated that this is the third time the commissioners have looked at the possibility of moving GIS and she is supportive of the proposal. Mary pointed out that the last time the Board considered moving GIS, Mike had recommended leaving it where it is, and the county also has a new assessor now.

Leslie moved approval of the proposal to place GIS under the direction of the Planning Director. Kathy made a friendly amendment to the motion to move GIS to Planning, but to discuss further the cartographer issue and making changes in the Assessor's Office. She stated that there is no rush on those issues, but it would be helpful to Mike and Murray to have a resolution on the location of GIS as they are putting together their final budgets for 2010-11. Mary stated that there is plenty of time for the Board to talk to all of the department heads involved, look at the big picture, and make a decision in the next few weeks before the Budget Committee meets in May.

The motion passed, Kathy and Leslie voting aye and Mary voting no.

The meeting adjourned at 3:22 p.m.

Anne Britt
Secretary

Fund 21 Bed Rental Budget 2010-11				Fund 21 SB1145 Budget 2010-11			
Resources		Amount		Resources		Amount	
Account Number	Account Name			Account Number	Account Name		
021-041-301.72	BB Bed Rentals	210,000		021-041-301.54	BB Work Center	-145,359	
021-041-342.02	Room & Board of Prisoners	0		021-041-334.67	SB1145 Revenue	-262,423	(300,000 direct to 21-116)
021-041-342.25	Benton Room & Board	-268,000	10 beds @ 73.45	021-041-380.68	Co Int Pymnt Fr Sher	0	
021-041-342.33	Pool Interest	0					
021-041-361.01							
	Sub Total Revenue	-268,000			Sub Total Revenue	-262,423	
	Total Resources	-58,000			Total Resources	-407,782	-465,782
Expenses				Expenses			
021-041-780.34	Co Int Principal Payment	0		21-41	Personnel	250,293	3 Officers
021-041-780.35	Co Int Interest Expense	0		021-041-511.10	Jail Supplies	0	
	Sub Total Loan Pmt	0		021-041-543.01	Dept Equipment	0	
021-041-800.02	Office Equipment	0		021-041-611.02	Contract Services	0	
021-041-800.80	Dept Equipment	0		021-041-620.01	Telephone	0	
021-041-801.04	DP Equipment Purchase	0		021-041-780.01	Building Reserve	102,655	
021-041-801.07	Institutional Equipment	0		021-041-780.03	Admin Overhead	54,834	
021-041-820.06	Building Maintenance	58,000	10 beds @ 17.50/day =	021-041-780.45	Pay to Jail Maintenance	0	
	Sub Total Capital	58,000			Sub Total Materials & Services	157,489	
			Bal after loan =				
			58,000				
021-041-900.02	Transfer to Road	0		021-041-800.02	Office Equipment	0	
021-041-900.07	Transfer to HHS	0		021-041-800.80	Dept Equipment	0	
021-092-950.04	Contingency Bed Rental	0		021-041-801.04	DP Equipment Purchase	0	
	Sub Total Reserves & Contingency	0		021-041-820.06	Building Maintenance	0	
					Sub Total Capital	0	
	Total Expense	58,000			Total Expense	407,782	465,782

Ex. A 1/1
B.O.11-176

JUVENILE

The Yamhill County Juvenile Department continues to provide a wide range of services to Yamhill County. Services include: intake assessment, court support services, diversion programs, victim coordination, probation supervision, community service work, detention, referral for treatment and out-of-home placement. These services intercede in the lives of youth to provide community protection, hold youth accountable and give youth skills to deter them from further criminal activity.

We are in the second year of the 2009-11 biennium and to date we have not seen further cuts to state allocations. Juvenile was able to create a fund balance in 2009-10 through holding vacancies and dropping some positions from the prior fiscal year. We reduced caseloads by shortening the terms of probation. This fiscal year we are relying on some of that fund balance to continue all positions at status quo.

2010-2011 Budget

\$3,054,388

Revenue Changes

County discretionary allocation to the department increased 2.49 %	+\$52,927
Preset increase in biennial state allocations (334.11)	+\$16,100
Reduction in WESD allocation for Detention Education Program (346.13)	(\$20,000)
Increase in DHS DOJ Legal Support grant for dependency DDA	+\$8,199
Total Revenue Changes	+\$57,226

Expenses Changes (> \$1,000)

Increasing personnel costs have impacted this years budgeting:

Step Increases	+\$46,208
Extra Help (482.00)	(\$6,869)
Out of Class Pay (488.00) (O of C no longer needed - SOS reclassified to Legal Assistant)	(\$1,200)
Social Security (491.00)	+\$1,192
Retirement (492.00 & 492.01)	+\$2,513
Medical Insurance (493.10)	+\$41,038
Dental Insurance (493.20)	+\$4,156
Accident Insurance (494.00)	(\$9,433)

Supplies (510.01)	(\$1,112)
Data Process Equipment Expense (583.02) (Future Det. Camera Hardware)	+\$5,050
Juvenile Sub Contract (613.05) (biennial FFT utilization readjustment)	+\$5,152
Travel Expense (630.01) (motor pool car reduction -- increase personal vehicle use)	+\$7,600
Equipment Lease (650.01) (OYEI Crew Van Rental)	+\$4,800
Emergency Expense (695.15)	(\$3,151)
Rent (780.01)	+\$3,110
Equipment Replacement (780.06)	(\$1,401)
Internal Contract Services (780.16) (HHS transfer)	+\$1,955
Expense Increases	+\$99,608

Base revenue/expense impacts totaled approximately \$42,382.

Juvenile anticipates further budgetary savings in 2010-11 from:

- Change of Juvenile Corrections Division Manager +\$13,000
- Vacancy of current Juvenile Corrections Supervisor +\$35,000

Total

+\$48,000

Anticipated annual savings of \$28,000 from these position changes beginning with the 2011-12 fiscal year.

The department has continued to maintain a juvenile department reserve (990.01) of \$45,977 from a few years ago when the budget committee began to off-set the department's dependence on detention bed rentals as they had began to do with the jail some years earlier.

Juvenile had an audited 2009-10 beginning balance of \$215,663.

We anticipate a beginning balance of \$165,164 in 2010-11.

There is an ending balance of \$61,018 budgeted.

Staffing

Overall, the 2010-2011 Juvenile Department's total employee count remains as it did in the prior year at 30.86 FTE. In 1998-1999 the department's FTE was 37.35.

Additional Staffing Changes: 2009-10

- During the 2010-11 fiscal year, one Senior Office Specialist position was reclassified to a Legal Assistant per budget committee instructions due to a continuation of funding for DHS DOJ legal support in dependency cases. 10-11
- In the proposed 2011-12 budget, one Probation Officer I position is being reclassified to a Probation Officer II position respective of staff promotional opportunity.
- Not in this current proposed budget, there will be a change in DDA's assigned to the department increasing annual expenses by about \$10,000. Juvenile requests the BOC allow an amendment to the proposed budget to address this upcoming change.

Juvenile Crime Trends

The number of juveniles referred to the department decreased 6.5% from 2008 to 2009 in Yamhill County. The total of all juveniles referred to juvenile departments across the state decreased almost than 9% during the same time period.

2010-11 Juvenile Revenue Detail

	2009-10 Adopted	2010-11 Proposed
301.01 Beginning Balance	79,261	165,164
334.11 State Health Grant		
JCP-Basic	112,577	118,250
JCP-Prevention*	69,449	74,583
OYA-Diversion	95,150	100,352
OYA-Individual Services	9,121	9,212
OYA Gang Grant	0	0
Total State Health Grant	286,297	302,396
334.24 New State Grants		
New State Programs - ODOT Litter Grant	0	0
New State Programs - Formula Grant	0	0
Total New State Grants	0	0
334.72 CDFA State Grant		
Juvenile Accountability Block Grant	10,000	10,000
Total CDFA State Grant	10,000	10,000
342.02 Additional Proposed Detention Bed Sales		
	0	0
342.05 Supervision/Probation Fees		
Probation Supervision Fees	10,000	10,000
Juvenile Violations Court Fees	6,250	6,250
Community Service Crew Fees	3,000	3,000
Detention Use Fees	3,750	3,750
Functional Family Therapy Fees	2,500	2,500
Legal Document Fees	300	300
Urinalysis Fees	750	750
Home Detention - Robo Cuff	0	0
Total Supervision/Probation Fees	26,550	26,550
342.24 Juvenile Work Crew		
Wood Sales - Com. Service Contracts	10,000	10,000
Total Juvenile Work Crew	10,000	10,000
346.13 Local Contracts		
Detention Bed Sales	195,055	195,055
OYA Rent	7,788	8,580
OYCC/Summer Job Program	74,886	74,886
Peer Court Fees	10,000	10,000
New State Programs - WESD Ed. Asst. in Detention	20,763	0
McMinnville PD - Peer Court	22,000	22,000
Newberg-Dundee PD - Peer Court	17,000	17,000
Total Local Contracts	347,492	327,521
350.06 Court Corrections Assessment	10,000	10,000
380.13 County Internal Contract Revenue		
DDA-Dependency Contract	18,933	27,132
County Internal Transfer - Yamhill CCF - FFT	0	0
Total County Internal Contract Revenue	18,933	27,132
Total Revenue	788,533	878,763

*Final LAB was \$11,499 higher than budgeted.

Ex-B 3/3



"Excellence In Service"

Yamhill County Sheriff's Office

Yamhill County Courthouse
535 N.E. 5th Street, Room 143, McMinnville, Oregon 97128-4595

Email: sheriff@co.yamhill.or.us

Business Office (503) 434-7506 • Fax: (503) 472-5330

Jail (503) 434-7507

Emergency 911

Sheriff Jack Crabtree

Memorandum

April 5, 2010

To: Board of Commissioners
From: Sheriff Jack Crabtree
Re: Jail Program Supervisor

I would like for you to consider a proposal regarding a change in job description and title for the administration of operations in the jail. Currently we have a position in the jail titled "Administrative Office Specialist." Karen Rogers fills that spot. She originally started to work in the jail as a "Medical Technician." She was a pioneer for us in dispensing medications to inmates in the jail and was also responsible for a lot of the necessary paper work in the medical department. The job evolved into taking over administration of the inmate canteen account. As time went by, several other job responsibilities were added. Karen's job title was changed to "Administrative Office Specialist" a couple of years ago. Since that time more responsibilities have once again been added.

Karen currently handles all of the Sheriff's Office accounts payable data entry, all of the Sheriff's Office payroll timesheet data entry, the jail's volunteer program administration, liaison for jail vendors, computer support contact person for the jail, daily administration of the jail inmate canteen account, liaison for inmates and their families, supervision, planning and scheduling for the jail's medical department and the primary purchasing agent for jail supplies. Along with all of these she continues to monitor and help maintain a positive atmosphere in the jail's female general population area.

I would like to propose changing the job description/title to better fit what she is actually doing. The position would be titled "Jail Program Supervisor." I would also like to propose a change in the salary schedule moving the position from its current range 9 to a range 11. This job is essential for the smooth operation of our facility. Karen certainly does an excellent job. The question may be asked, "Are you simply wanting to reward Karen Rogers for doing a good job?" I believe that this is not true. If she were to leave it would be important for us to find a like minded and skilled individual to fill this position. I also believe that we must be fair in compensation for what we are asking a person in this position to do. The added expense would be about \$2,300 per year.

*It is the Mission of the Yamhill County Sheriff's Office
to provide our citizens with high quality law enforcement services, in an ethical
and fiscally responsible manner.*

Ex. c 1/1

Commissioner's Budget Overview
IS, GIS, Telecomm Departments
FY 2010/11

Information Systems, 010-017:

- Revenue, increase in dedicated revenue, significant decrease in discretionary allocation(\$108,173). Network charges are in the final year of implementation, and increased by \$53,633. City of McMinnville revenue is projected to increase by 3%.
- Personnel, there are no proposed changes. Only significant change is the reduction in salary for my position.
- Expenses. Reduction of a number of lines to bring the amounts more in line with historical expenditures. Also, there was a potential grant contained in last year's budget that did not materialize. Professional services is reduced to reflect that.
- Capital, server room switch, server management software, virtual machine software upgrade, and additional Storage Area network nodes.
- Initiatives: Increased security and update of server software, increase Internet bandwidth connection, website development and updating, RFP and software acquisition for the Assessor's office, and a number of actual and potential Criminal Justice applications. RADIO PROJECT, which is not reflected in this budget.

Computer Replacement, 040-017:

- \$350 per P/C, consistent for several years.
- Used for targeted 3 – 4 year roll out of Desktop Platforms.
- Also used to upgrade network specific age replacements.
- Have made provisions to reduce fund balance that has built over the years.

Geographic Information Systems, 010-065:

- Revenue, approximate increase of \$43,000 in BFB includes a transfer as directed by the Budget Officer. Remaining revenue is proposed with either no changes or as per the Budget Instructions.
- Personnel, no changes. It was brought to my attention late yesterday that the Board may direct a reduction in staff. If that occurs, the budget will be modified to reflect that direction.
- Expenses, substantial reduction to bring the budget more in line with historical expenditures.
- Capital, none.
- Initiatives: Emergency management, mobile mapping, dispatch support, implementation of additional control points, outside agency support and interface, new technologies, and continued support of 2010 census project. If the reduction in staff mentioned occurs, these initiatives will all need to be revisited.

Telecomm, 048-014:

- Revenue, no change in phone charges. Increase in BFB due to the reserve for the new phone system building.
- Personnel, no changes.
- Expenses, no changes with the exception of an increase in Admin Services and Building Reserve.

EX. D 1/2

- Capital, moved the balance for new switch technology to an expenditure line in anticipation of a purchase in the coming fiscal year.
- Initiatives: New technology, (Voice over IP), some recent advances in the "open systems" area which could have a positive affect on our acquisition, ongoing moves, adds, and changes.



Yamhill Commission on Children & Families

Invest in Results

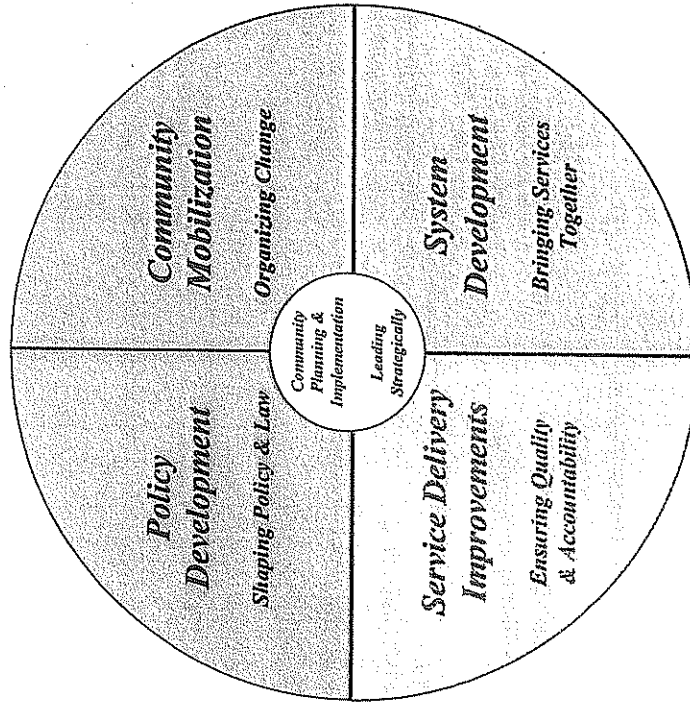
Vision: In Yamhill County, we envision a community where children and families are safe, strong and supported.

Mission: The Yamhill CCF promotes wellness of children and families by:

- Facilitating access to needed supports;
- Stimulating community mobilization; and
- Organizing a plan to improve positive outcomes.

Our Work/Our Investments

Through Senate Bill 555, the 1999 Oregon Legislative Assembly charged the Oregon Commission on Children and Families to create more caring communities through community mobilization. Community mobilization is defined as: ...government and private efforts to increase community awareness and facilitate the active participation of citizens and organizations in projects and issues that will have positive impact on the well-being of children, families and communities.



Effective community mobilization strategies and outcomes that contribute to achieving positive outcomes for people include:

- Joining community systems with formal systems through joint decisions making, resource investment and collaborative action;
- Creating opportunities to learn about and support the diversity that arises from gender, culture, ability and/or individual interests;
- Educating the community about children, youth and families, and how community action can offer support;
- Building positive relationships that link children, youth and families to neighbors, peers, volunteers, and other community members;
- Developing positive, accessible, and diverse community environments and activities for children, youth and families

- Focus Areas:**
1. Early Access to Physical and Mental Health
 2. Parenting Involvement and Support
 3. Essential Life Skills (Youth)



Yamhill County Juvenile Department

County Courthouse 535 N.E. Fifth McMinnville, OR 97128
Ph. 503-434-7512 Fax 503-434-7466

April 7, 2010

To: Yamhill County Board of Commissioners

From: Tim Loewen, Director *TL*
Yamhill County Juvenile Department

Re: Reclassification Proposal

Background:

The juvenile department has two primary classifications of juvenile probation officers. The Probation Officer 1 (PO 1) position is an entry level position where the new staff is under close direct supervision by the probation supervisor. The Probation Officer 2 (PO 2) position handles cases of a complex nature under limited supervision.

During their first two years of employment the PO 1 handles cases of a basic nature with many low risk level youth offenders. They learn department policy and expectations of case management, charging decisions, legal documentation, and case entry into the state data system. Additionally, they are required to attend the weeklong statewide fundamental skills training for county probation officers during the first year and maintain ongoing statewide intermediate training each year thereafter.

PO 2 staff must have a four year degree in behavioral sciences and two years of probation officer experience. PO 2's are seasoned staff who handle a wide variety of difficult cases requiring knowledge of local and state resources, the completion of case plans and legal documents committing youth to state custody, and staffing of cases before community placement committees. They are required to recommend prosecutory decisions after reviewing police reports and interviewing the youth and family to their supervisor or to the Deputy District Attorney.

The PO 1 position has been a training position that historically results in promotion to the PO 2 position upon satisfactory knowledge of policies and of local and state practices in juvenile justice as well as both fundamental skills training and ongoing intermediate training levels.

Prior to the recession of 2002, the juvenile department had one PO 1 position in which to train new staff. The remaining positions were of the PO 2 classification level. The PO 1 was given limited duties of a basic nature that included conducting intake interviews with youth and families for most all referrals that came into the department. Both state and county funding reductions reduced probation staffing. The intake position was eliminated and all probation staff had general duties that included mixed caseloads and required each of them to do their own intakes.

When more than one staff was new, the PO 2 position(s) were under filled as a PO 1 for at least two years and until they reached a complex level of knowledge and experience qualifying them for promotion to PO 2. While the department attempted to address these at budget time several requests by staff and union resulted in going before the reclassification committee. On at least on occasion, because this did not coincide with the staff's anniversary, the department effective gave staff a two step increase.

In 2005-06, the BOC requested that all departments reflect the actual position authority that were used in the department. At that time, juvenile had a couple of under fills in the PO 2 classification. The position authority for these positions was returned to the PO 1 class that budget year.

In 2006-07 the BOC approved a practice in juvenile where all full-time staff were elevated to Juvenile Corrections Specialist (JCS) for both position authority and budget authority. However, those Juvenile Corrections Technicians would not be paid at the JCS positions until after 3 years of training and satisfactory completion of competency examinations by supervisors.

Proposal:

I propose that all full-time probation staff be classified as PO 2 positions similar to the Juvenile Corrections Specialist approved three years ago. After successful completion of three years of training at PO 1 they would be promoted to PO 2 with satisfactory knowledge, experience, and positive evaluations on their regular anniversary. In that way, while promoted to a different classification they would only receive their annual increase as one step.

This change would keep division position classifications more consistent with job duties and alleviate staff and union going before the classification committee resulting in possible two step increases when these are not coordinated on their anniversary.

Fiscal Impact:

Currently, the juvenile department has two PO 1s. If the proposal is adopted:

- Alfredo Madrigal would be eligible for promotion to a PO 2 on September 4, 2010. He is currently at Range 16/Step 3. He would receive a one step increase to Range 18/Step 2. There would be no additional financial impact except for the two additional steps in the range that he wouldn't reach until 2014-15 and 2015-16, totaling a combined amount for the two years of \$4,280.
- Kati Boyce would be eligible for promotion to a PO 2 on October 9, 2012. She is currently at Range 16/Step 2. She worked a year at .8 FTE so her eligibility would be postponed one year. On her anniversary date in 2012 she would receive a promotion and one step increase from Range 16/Step 5 to Range 18/Step 4. There would be no additional financial impact except for the two additional steps in the range that he wouldn't reach until 2014-15 and 2015-16, totaling a combined amount for the two years of \$4,280

Thank You for your consideration in this matter.

Attachments: PO 1 position description
PO 2 position description
2006-07 Reclassification Proposal of JCT to JCS