

INFORMAL MINUTES

October 23, 2006

2:00 p.m.

Oval Office

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

Staff: John M. Gray, Jr., John Krawczyk, Steve Mikami, Laura Tschabold, Julia Staigers, Brad Berry, Jack Crabtree, Ken Summers, Russ Heath, and Murray Paolo.

Guests: David Bates, News-Register; Bob Youngman and Bob & Julie Donaldson, representatives to Geumsan County; and Don Clark, Housing Authority.

* indicates item forwarded to formal agenda

Leslie called the meeting to order.

* Personnel - Steve Mikami presented personnel requests from various departments. See agenda for details.

Geumsan County - Bob Youngman and Bob & Julie Donaldson provided a report on the recent trip to Korea for the international Ginseng Festival. Bob Youngman stated that people in Geumsan County take the sister county relationship very seriously and appreciate everything that Yamhill County did to host the Korean delegation last year. He suggested that Yamhill County host a cultural event at George Fox University in October 2008 and establish a non-profit foundation to fund the permanent relationship with Geumsan County. Bob Donaldson discussed school, athletic, cultural, and commercial opportunities for exchanges between the counties. Mary expressed her appreciation to the group for participating in the event.

Employee Gifts/Receptions - Julia stated that one responsibility of her department is to make sure departments abide by county policies regarding money, and the District Attorney's submission of expenses for a plaque and farewell reception for Cynthia Easterday was well outside policy guidelines. She added that the commissioners had purchased a gift for Cynthia with county money, which was also outside policy guidelines because she was leaving county employment for another opportunity rather than retiring.

She stated that on average, about two people per week are leaving county employment for one reason or another. She said that the Sheriff's Office pays for gifts out of the Sheriff's Benefits Association, but pays for cake and punch out of its county budget. She said that Planning, Administrative Services, Assessor's Office, Community Corrections, Commission on Children & Families, Public Works, Juvenile, HHS, and Clerk's Office use personal money to pay for all employee receptions, most of which are open to the public.

Sheriff Crabtree agreed with the need for clear guidelines. He discussed the benefits of

having the public come together along with employees from various departments to show appreciation to someone who has provided service for a length of time. He noted that his receptions are done at minimal expense, about \$20 per event. Brad stated that Cynthia's reception was the first one that his office had hosted and he had given at least one plaque before, which had been approved as a department expense. He pointed out that the current gift policy (see attachment) only addresses what the Board does for employees and he believes that department heads should have some latitude in decisions about employee recognition.

Kathy stated that some departments have a higher turnover rate than others and the policy needs to protect them from a drain on their budgets. She also emphasized the need to show respect to employees by treating them equally. Brad suggested a policy for departments which is similar to the current one for the Board, but which allows exceptions to be made with Board approval. The Board agreed that the expenses for Cynthia's reception should be approved and that the policy issue should be discussed at the next Management Roundtable.

* Surplus Property - Declare a list of unclaimed and forfeited property from the Sheriff's Office as surplus county property to be auctioned on November 4, 2006. Lt. Summers stated that he would like to include four additional vehicles which were previously declared as surplus county property to be auctioned on eBay. Russ will send an updated list by Wednesday.

* Housing Authority - Approve the Local Housing Trust Fund Policy for the Housing Authority of Yamhill County.

Don Clark reviewed the proposed policy, explaining that this would give him the ability to be responsive to periodic emergency requests for short-term housing needs in the community. He stated that his goal is to build up the trust fund with grant funding enough to be able to run the program off of interest earnings.

* Approve the following actions regarding the Local Housing Trust Fund:
a. Establish an initial amount of \$10,000 for fiscal year 2006-07;
b. Authorize a \$3900 disbursement to Thugz Off Drugz to support one bed for one year.

* Contracts - See agenda for details.

* Budget Transfer - Approve an amended transfer of appropriation authority and funds for the replacement of the four main entrance doors to the Sheriff's Office:

From	10-92-950.01	Contingency	\$4513.93
To	10-43-610.01	Professional Svcs	\$4513.93

* Committees - Approve the appointment of the following individuals to the 2007 Board of Property Tax Appeals for terms ending June 30, 2007:

a. Paul Simmons, County Governing Body Pool;
b. Matt Dunckel and Richard Gardner, Non-Office Holder Pool.

* Approve the appointment of David Smith to the Parks Board for a four-year term to

expire October 25, 2010.

* Minutes - See agenda for formal minutes to be adopted. Mary moved approval of the following informal session minutes. The motion passed, Leslie, Kathy, and Mary voting aye.

B. O. 06-837 - January 26, 2005

B. O. 06-838 - March 21, 2005

B. O. 06-839 - February 27, 2006

B. O. 06-840 - March 13, 2006

* Measure 37 - Consideration of approval of M37-10-06, a Measure 37 claim authorizing Helen Caldwell and Betty Cone to make application to divide 42.5 acres into lots of one to two acres each and to establish dwellings on undeveloped lots.

John G provided background information on the claim, which has already been approved at the state level. The Board agreed to place the item on the non-consent agenda.

* Signs - Authorize the placement of two signs prohibiting smoking within twenty feet of the Fifth Street entrance to the courthouse.

The Board agreed with the recommendation from the Safety Committee for no-smoking signs by the handicapped ramp in front of the courthouse. They discussed the possibility of placing similar signs by all courthouse entrances and providing a designated, covered smoking area. Kathy will present the suggestion to the Safety Committee.

Paving Request - The Board discussed a request from Erik Swensson to pave gravel portions of High Heaven, Willis, and Orchard View roads. Leslie stated that the county has a list of collector roads which have to be paved first. She said she would check with Bill Gille to see if any of these roads are collector roads and the likelihood of getting them paved in the future.

Planning Lien - The Board discussed the need to pay off the \$8000 lien held by the Planning Department on a property which has been removed from the surplus property sale. They agreed that it would be appropriate to use Economic Development funds to pay the lien only if the property is used as a county park. Leslie expressed her concern that the former owner of the property, who clearly had mental competency issues, had nobody to advocate on his behalf regarding the tax foreclosure. John G will check with Mark Soderburg regarding the current status and location of Mr. Bloom.

* Easement - Consideration of approval of an easement agreement between Yamhill County and McMinnville Water & Light for electrical distribution equipment, Tax Lot R4415-1600. John G will check with Bill Gille and Dan Linscheid to make sure they have no issues with the proposed agreement.

Economic Development Fund - John K distributed a summary of Economic Development expenditures for the current fiscal year. He stated that after adding in the \$5000 dues for McMinnville Downtown Association, the balance remaining is \$52,063. Mary noted that the

photo and framing expenses for the trip to Korea will be coming out of this fund as well.

Emergency Manager - The Board discussed a list of expectations for the Emergency Manager (see attachment).

* Fair Budget - Consideration of approval of structural changes to the Fair Budget (no change in totals).

The meeting adjourned at 4:40 p.m.

Anne Britt
Secretary

Gift Policy - Retirement & Years of Service

Account code: 010-39-699.18 - Adopted Budget 06-07: \$2,500 (includes Bereavement)
[Policy approved 7-1-02; policy reviewed by Leslie Lewis and Steve Mikami 9-26-06; elimination of
“exceptions to the policy may occur for individual reasons” by John Krawczyk 10-17-06]

The Board will continue to give gifts according to the policy established in 2001 as follows:

1. Retirement gifts are awarded to employees who retire after years of service to the county; the gift amount will be determined by the number of years, beginning with 10 years:

- 10-15 years - \$50 gift
- 16-20 years - \$75 gift
- 21-25 years - \$100 gift
- 26-30 years - \$150 gift
- 31-35 years - \$200 gift

The gift must be tangible; the IRS does not allow gift certificates over \$25 to be given.

2. Years of Service gifts are awarded at specific milestones to employees who currently work for the county. Gifts are usually awarded annually in December. The gift amounts are based on the number of years worked, beginning with 25 years as follows:

- 25 years - \$100 gift
- 30 years - \$150 gift
- 35 years - \$200 gift

The gift must be tangible; the IRS does not allow gift certificates over \$25 to be given.

3. Other Years of Service awards are made annually at specific milestones, usually in December, as follows:

- 5 years certificate
- 10 years 5x7 plaque
- 15 years change in tag for 10-year plaque
- 20 years 9x12 plaque
- 25 years change in tag for 20-year plaque
- 30 years change in tag for 20-year plaque
- 35 years change in tag for 20-year plaque

Per John Krawczyk, if an employee does not want a plaque no substitution is given for the cost of the plaque. The money will go back into the taxpayer pot. A certificate may be given in place of a plaque if the employee wishes.

Note: Gifts are not given to employees who resign from county employment, e.g., to attend school, to accept employment elsewhere, to relocate, etc. (Barbara acknowledges this has not always been the case and that some employees who resigned have received the retirement gift. This was done by mistake and with no intent to be selective.)

EXHIBIT A 1/1

Emergency Manager Expectations

Ongoing Responsibilities

- Monthly reports at Board of Commissioners' informal session
 - Scheduled for the 1st Monday of the month at 2:20 p.m.
 - Make recommendations for Board action
- Reports to liaison commissioner
- Report on status of regional group to Board of Commissioners and at Emergency Management meetings
- Continue monthly EM meetings – need more substance; training
- Training
 - Needs more coordination
 - Discuss training needs & schedule directly with departments
 - Hold department heads accountable for employees receiving NIMS training (commissioners to enforce department compliance)
 - Involve multiple agencies in training and exercises. Include broad cross-section of participants in every exercise, even if the exercise is discipline-specific
- Emphasis on local preparedness
- Avoid dissemination of unnecessary materials
- Provide a calendar of deadlines for upcoming events

One-Time Responsibilities

- Complete Resource Directory
- Develop a Business Continuation Plan
- Communications Plan and test
- Intergovernmental agreements with school districts
- Mobile kits

EXHIBIT B 1/1