

BOARD ORDERS AND MINUTES

IN THE BOARD OF COMMISSIONERS OF THE STATE OF OREGON

FOR THE COUNTY OF YAMHILL

SITTING FOR THE TRANSACTION OF COUNTY BUSINESS

THE BOARD OF COMMISSIONERS OF YAMHILL COUNTY (“the Board”) sat for the transaction of county business in formal session on January 13, 2010, at 9:00 a.m. in Room 32 of the Courthouse, Commissioners Kathy George, Mary P. Stern, and Leslie Lewis being present.

Also present were Laura Tschabold, County Administrator; John M. Gray, Jr., County Counsel; Rick Sanai, Assistant County Counsel; Pat. Anderson, Human Resources; Hannah Hoffman, News-Register; Neal Lockhart, 279 Country Court, McMinnville; and Gary George, former senator.

Commissioner Lewis called the meeting to order.

A. **PUBLIC COMMENT:** This thirty-minute time period is reserved for public comment on any topic other than a quasi-judicial land use matter or other topic scheduled for public hearing. Unless extended or restricted by the Chair or majority of the Board, public comment will be limited to three minutes per person.

Neal Lockhart stated that he had received an e-mail regarding Infragard, which is a division of the FBI that works with the private sector regarding the sharing of information. He said that Doug McGillivray, the county’s Emergency Manager, is the secretary for the state chapter of the program, but the sheriff had no knowledge of the program. He questioned what the county’s role is in the program, how much county money or staff time has been expended on it, and why the sheriff or commissioners didn’t know about it if the county’s Emergency Manager is a part of it. He said that he would submit some follow-up requests for information about this issue.

Ms. Stern stated that the commissioners and the sheriff had all received an e-mail the previous day about Infragard. Ms. George stated that the commissioners will be discussing the subject with Mr. McGillivray to find out more about the program. Laura Tschabold stated that she would provide feedback to Mr. Lockhart when more information is known. She said that she works closely with Mr. McGillivray and, to her knowledge, he has never participated in these meetings on county time or expended any county funds on it.

B. **CONSENT AGENDA:** Ms. Lewis moved approval of the consent agenda with a modification to item B(2). The motion passed, Commissioners George, Stern, and Lewis voting aye.

Personnel

1. **B. O. 10-13** - Approve the change of status of Jerry Druery to Corrections Officer in the

Jail, temporary full-time, Range 12, Step 1, effective January 13, 2010, through March 13, 2010.

2. **B. O. 10-14** - Approve a request for leave without pay under FMLA for Jan Lewis, HHS Public Health, effective through January 31, 2010.

Ms. Anderson provided background information about the request and stated that the county does not usually pay for medical benefits during leave without pay, but would in this case because Ms. Lewis would not be able to take the leave otherwise, but would instead continue working.

Contracts/Grants

3. **B. O. 10-15** - Ratify approval of Service Element Prior Authorization (SEPA) Approval Unit #424862 for the 2009-11 Financial Assistance Agreement #127319 between Health & Human Services and Oregon Department of Human Services, zero net change.

4. **B. O. 10-16** - Approve a memorandum of understanding between HHS Adult Mental Health, the Sheriff's Office, Marion County Psychiatric Crisis Center, Willamette Valley Medical Center, Providence Newberg Hospital, McMinnville Police Department, Newberg-Dundee Police Department, Carlton Police Department, Amity Police Department, and Yamhill Police Department to adopt a protocol for serving individuals in psychiatric crises.

5. **B. O. 10-17** - Approve a Master Subscription Agreement between Community Corrections, ManageAttendance, LLC, provider, and Lutheran Community Services NW, Building Healthy Relationships, Life Strategies Counseling, and Brownwood Community Services for the use of Web-based applications in providing offender treatment, effective January 13, 2010.

6. **B. O. 10-18** - Approve a memorandum of agreement between the Sheriff's Office, the Board of Commissioners, and Teamsters Local 223 to temporarily modify Article 6.9 of the Collective Bargaining Agreement regarding voluntary overtime in the Jail, effective January 13, 2010, through June 29, 2010.

7. **B. O. 10-19** - Approve a memorandum of agreement between Community Corrections, the Board of Commissioners, and the Federation of Oregon Parole and Probation Officers (FOPPO), Yamhill County Chapter, to exchange the 2010 Christmas Eve holiday for a personal holiday for FOPPO members.

C. **OLD BUSINESS:** None.

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

1. Consideration of approval of the following actions for the County Counsel's department:
 - a. **B. O. 10-20** - Adopt a job description for Senior Assistant County Counsel and establish the pay rate at Range 29;
 - b. **B. O. 10-21** - Reclassify Rick Sanai from Assistant County Counsel 2 to Senior Assistant County Counsel, Range 29, Step 6, retroactive to January 9, 2010.

Mr. Gray stated that this action was approved by the Budget Committee in May 2009. Ms. George moved approval of item D(1). The motion passed, Commissioners George and Stern voting aye and Commissioner Lewis voting no.

Ms. Stern stated that a recent salary study shows that Mr. Sanai is clearly underpaid compared to comparable counties. She pointed out that Mr. Sanai recently saved the county about \$50,000 a month because of his actions related to an insurance matter with an inmate in the jail and the savings generated by that cover the cost of the salary increase. She stated that the Budget Committee unanimously approved the reclassification and the county is on track as to where it was projected to be with the budget so far this year. Ms. George said that she had discussed some performance concerns with Mr. Gray and he is continuing to work with Mr. Sanai on these issues.

2. Discussion about the Planning Commission vacancy. [*Consensus to continue recruitment for applicants.*]

Ms. Lewis stated that Mike Brandt would like to open up the vacancy for further recruitment. The Board agreed to send out a press release about this opening and the Budget Committee opening.

3. **B. O. 10-22** - Consideration of modifying Board Order 09-825 to remove Herb Kuhn from the list of appointees to the 2010 Board of Property Tax Appeals due to his ineligibility to serve, as requested by the County Clerk.

Ms. Lewis moved approval of item D(3). The motion passed, Commissioners George, Stern, and Lewis voting aye. Ms. Lewis said that she would find out from the clerk the reason for Mr. Kuhn's ineligibility.

E. **PUBLIC HEARINGS:** None.

F. **ANNOUNCEMENTS:**

1. The following positions are open to the public. Contact the Commissioners' Office for applications.

- a. Budget Committee, one position;
- b. Commission on Children & Families, one full member, one youth member, and four alternate members;
- c. Parks & Recreation Board, one position;
- d. Planning Commission, one position;
- e. Road Improvement Advisory Committee, one position;
- f. Special Transportation Advisory Commission, one position.

2. The Commissioners' Office will be closed on January 18 due to the holiday. A combined informal/formal session will be held on January 20 at 9:00 a.m. in Room 32 of the courthouse.

The meeting adjourned at 9:20 a.m.

Anne Britt
Secretary

YAMHILL COUNTY BOARD OF COMMISSIONERS

Chair KATHY GEORGE

Commissioner MARY P. STERN

Commissioner LESLIE LEWIS