

## INFORMAL MINUTES

February 1, 2010

2:00 p.m.

Oval Office

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

Staff: Laura Tschabold, John M. Gray, Jr., John Krawczyk, Pat Anderson, Tim Loewen, John Phelan, and Sherrie Mathison.

Guests: Hannah Hoffman, News-Register; Dean Kampfer, 7227 NE 55<sup>th</sup>, Portland; Sharon Bjorn and Merlin LaJoie, Newberg Garbage Service.

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\* indicates item forwarded to formal agenda

Kathy called the meeting to order.

\* Personnel - Pat presented personnel requests from various departments. See agenda for details.

Minutes - Leslie moved approval of the following informal session minutes. The motion passed unanimously.

B. O. 10-49 - October 5, 2009;

B. O. 10-50 - October 19, 2009;

B. O. 10-51 - October 26, 2009;

B. O. 10-52 - November 2, 2009;

B. O. 10-53 - December 1, 2009, work session;

B. O. 10-54 - December 7, 2009;

B. O. 10-55 - December 15, 2009.

\* Approve the following formal session minutes:

a. October 7, 2009;

b. October 21, 2009;

c. December 9, 2009;

d. January 20, 2010.

\* Contracts/Grants - See agenda for details.

The Board agreed to have Laura sign a reservation contract with the Tilikum Retreat Center for an Adult Mental Health meeting. After some discussion of a grant application for Automated External Defibrillators to be installed in patrol cars, Laura stated that training on the devices would be a good topic to discuss at a future Management Roundtable.

\* Refund - Authorize a refund of \$1302 from HHS Public Health to Sodexo Management, Inc.

### Departmental Updates

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KG\_\_\_MS\_\_\_LL\_\_\_

Juvenile - Tim Loewen stated that he would like to go through his budget preparation before recruiting for the Juvenile Corrections Division Manager position, as he may consider a structural reorganization to deal with budget shortfalls. He provided one-day statistics about community service groups, juvenile court, and peer court. He stated that three of the 24 beds in the detention center are contracted out and there are currently ten open beds. Leslie requested that he compile monthly statistics to present at subsequent updates to the Board.

Tim stated that he has identified about 25 high-risk youth in the system that fall into the group being addressed by the Special Needs Task Force. He said that the goals are to analyze what would be in the best interest of these youth as they come through the system, identify if services not currently offered would make a difference, and collect historical information to develop better communication. Mary stated that Tim has done a great job of integrating the juvenile system into this project.

Public Works - John Phelan reviewed the highlights of a handout summarizing operations in his department for the month. He said that the report would be refined for next month's update. He discussed project proposals for the \$260,000 leftover stimulus funding and said that the bids should be very competitive. He stated that he is working on the Maintenance Improvement Projects List and will have the Board review it before presenting it to the Road Improvement Advisory Committee. He discussed preliminary plans for improvements to the green bridge in Sheridan. Leslie said that this is considered a historic bridge because it was designed by Conde McCullough, who is known for designing many of Oregon's coastal bridges on U.S. Route 101.

John P reported that he should be getting an intern to improve the department's website and make it more interactive. Kathy emphasized the need to provide clear information about the requirement to obtain permits for bicycle tours and other special events. She suggested contacting Ken Huffer for input since the Bikeway Committee has been working on developing a new map. After some discussion about the Bicycle/Footpath Fund and the funds already committed for projects, Mary agreed to check with Lee Vasquez about the delays on the Tice Park project. John K pointed out that the county needs to spend these funds within eight years of receiving them.

Administrative Services - Laura stated that the 2008-09 audit is complete and will be presented at next week's informal session. She said that Becky will be interviewing candidates for Sonja Olheiser's former position. She reported that the county has received an Energy Efficiency and Conservation Block Grant (EECBG) for work on the courthouse HVAC system and she is working with the Oregon Department of Administrative Services on that, as they have another piece of funding to go towards the project. She stated that Facilities Maintenance is shorthanded and there is a backlog of deferred maintenance that will need to be addressed soon.

\* Permit - Schedule a public hearing for February 24, 2010, for consideration of a mass gathering permit application from the Newberg Boat Club and Columbia Outboard Racing Association for the 2010 Memorial Weekend Boat Races at Rogers Landing; establish the permit application fee at \$250.

Committees - The Board acknowledged the resignation of Paul Simmons from the Board of Property Tax Appeals and agreed to schedule interviews with the two applicants for the Budget Committee.

Keum San County - The commissioners discussed an upcoming trip by the Newberg Rotary to the Insam Rotary Club in Keum San County, Korea. They agreed to draft a resolution in honor of the sister county relationship and arrange for a new photo to send along with it.

YECD - John G requested that John K work with Rick Sanai on the dissolution of the Yamhill Emergency Communications District.

AOC Update - Mary provided an update on the morning's AOC committee meetings, including a proposed bill about regulations for wineries and another about economic gardening.

The meeting adjourned at 3:33 p.m.

Anne Britt  
Secretary