

**MINUTES**  
**INFORMAL WORK SESSION**  
**March 31, 2014**      9:00 a.m.

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

- PRESENT:     Mary P. Stern, Allen Springer, and Kathy George.
- Staff:        Laura Tschabold, Chuck Vesper, Becky Weaver, Brad Berry, Chris Osterhoudt, Ted Smietana, Jessica Beach, Vicki Wood, Brian Rucker, Tim Loewen, Dana Carelle, Scott Paasch, Cliff Toney, Lisa Hanes, Jack Crabtree, Kellye Fetters, Tim Svenson, Jason Mosiman.
- Guests:      Shelley Halleman and Chris McLaran, Budget Committee members; Ken Moore, candidate for Oregon State Legislature, District 24; Nathalie Hardy and Don Iler, News-Register.
- 

Mary called the meeting to order at 9:05 a.m.

**CRIMINAL JUSTICE TEAM**

District Attorney's Office (10-18 and 10-22) - Brad Berry introduced Marybeth, Oregon's first courthouse dog. He said that she has been a benefit since her first day on the job, and he is looking forward to having her in an expanded role in the system. He said that the entire cost of the dog project is covered by donations, and he has added line items in the 10-18 budget to track donations and expenses. He requested an add-back of \$82,766 to restore a Deputy District Attorney 1 position that had to be cut in order to balance the budget, stating that the misdemeanor caseload of the two current DDA1 positions is higher than the national standard and it would be impossible for a single person to handle it all. He said that without the second position, he would have to make changes in the cases that are handled by his office.

He stated that the Family Support Division (FSD) has between 1100 and 1200 active files right now, and he is expecting an increase of about 420 cases, as the state will be turning over cases in which the payee was formerly on state assistance. He said that although the average caseload about eight years ago was 1500, the cases now are more complex. He stated that FSD should be able to absorb the increase with no additional personnel.

Community Corrections (Fund 21) - Ted Smietana stated that Community Corrections has seen significant increases in the state budget this biennium, and for the first time since he started working for Yamhill County, he has been able to add back some positions instead of cutting them. He said that he has much more clarity in the state revenue this year since it is the second year of the biennium. He reviewed his proposed budget, explaining that the increase in his beginning balance is due to miscellaneous cost savings and a two-year lump sum payment from the Justice Reinvestment Initiative.

Juvenile Department (10-74) - Tim Loewen stated that the number of youth in the juvenile system has increased both statewide and in the county. He reviewed his proposed budget, noting that the county's share of peer court fines is dwindling and will probably be gone completely in the next couple of years. He said that he is reducing some FTE in conjunction with the ending of a Title IV-E grant, and

is also discontinuing a part-time Senior Office Specialist position.

Juvenile Detention (10-77) - Scott Paasch reviewed the proposed budget, stating that Polk County has reduced its contract from 3.8 beds to 2.8, which is a significant reduction. He noted that one of the Juvenile Corrections Specialist positions was left out of the budget, so those personnel lines need to be adjusted, with lines 830.08 (Small Building Construction/Remodel) and 990.03 (Juvenile Reserve) being reduced to balance, as detailed in the handout. Mary stated that if a building project comes up that Scott wants to work on with the youth, he can bring that proposal to the Board. Laura stated that even with the other changes, the reduction in Polk County revenue leaves the budget still out of balance by approximately \$60,000. She asked for some suggestions on how to make up that difference that the Board could consider the following day.

Sheriff's Office - Jack Crabtree distributed a handout outlining personnel in his divisions. He stated that he has no add-back requests this year, although next year might be different.

Jail (10-41) - Jack stated that the proposed budget uses up the 2013-14 ending balance of \$94,339. He encouraged the Board to ask state legislators to put funding for the State Criminal Alien Assistance Program (SCAAP) back into the state budget. He said that Benton County is still considering the possibility of building a new jail, and if that happens, his revenue would change drastically. He said that he has moved one deputy from 10-41 to 21-41. He requested that \$5000 be moved from line 510.06 (Medical Supplies) to Fund 40-41 (Jail Capital) in case any equipment breaks.

Jail Capital (40-41) - Jack said that this is the second year of setting aside \$20,000 in a Jail Capital Reserve line in preparation for the future loss of the Benton County contract.

Marine Patrol (10-42) - Jack stated that he anticipates filling shifts with certified patrol deputies due to the loss of some seasonal employees. He noted that the highest expense in this budget is motor pool. Tim Svenson provided an update on plans for a storage building. He said that he has several locations in mind on county property, depending on whether or not the county wants it there. Jack said that the rental building is a big improvement over hauling the boats from the county shop, but he would encourage the pursuit of a county-owned storage building.

Sheriff's Patrol (10-43) - Jack stated that, starting in 2011, the sheriff's judicial sales have increased due to a shift in responsibility. He stated that 780.05 (Motor Pool) includes \$30,000 to cover a required update to the mobile data terminals (MDTs) to address security risks. Laura asked him to include a footnote in the budget for that, and said that she would work with Public Works to do the same. Jack said that further separation needs to be done in the basement evidence area to separate guns, drugs, and money, and improvements need to be made to the warehouse evidence area to include tracking access.

Dog Control (13-47) - Jack stated that he has had discussions about how to keep this program self-sustaining without discretionary resources, but there isn't much room to increase the fees to offset costs. He said that he needs to replace the vacant Dog Control Officer position soon, and would evaluate whether additional temporary personnel to increase the number of licenses would be worth it financially.

Jack discussed the following options for addressing facility needs: build a new facility at a different location, rebuild the existing facility, lease space in private kennels, or consolidate with the City

of Newberg's facility. He said that he would like Allen to visit the existing county facility and confirm that it needs to be taken down. Tim said that the average cost to the public for private kennels is about \$23 per day, although there is a possibility of negotiating a reduced rate. Mary pointed out that private kennels may have to make some adjustments to address the county's security requirements.

Allen stated that he would like to know whether it would make better long-term financial sense to contract with private kennels or to have a county facility. He said that if the decision is made to contract the services out, it should be nearby to minimize travel costs.

Kathy stated that she doesn't want to rule out the option of partnering with the City of Newberg without looking at what it would cost. She pointed out that utilizing inmate workers there would be an option, unlike at private facilities.

The meeting recessed at 11:14 a.m. and reconvened at 11:24 a.m.

### **INTERNAL SERVICES TEAM (part)**

Capital Improvements (40-27) - Chuck reviewed current projects that may carry over into 2014-15 and new projects being planned, including the replacement of two elevators.

Discretionary Revenue (10-02) - Chuck stated that the amount for projected taxes takes into account the current Comcast appeal. Laura stated that departments are starting to use up their reserves, which may affect how much discretionary funding they'll need in coming years.

Non-departmental (10-39) - Laura stated that some of these expenses, such as the medical examiner bills, are out of the county's control. She said that she has been trying to trim advertising costs, but even after dropping the Statesman-Journal as a regular advertising source because it is so expensive, the costs are still high and the current year's budget has already been exceeded. She said that there has been a lot of turnover this year, so that may be an anomaly. Mary noted that some counties just place a small ad in the newspaper to refer people to listings on the website. Laura said that she would continue looking into whether having the actual listings in the newspaper draws more applicants.

911/Dispatch Services (10-48) - Laura said that she is anticipating an increase in YCOM dues, but that will need to be added to the budget in May after the YCOM budget meetings.

Mediation Services (10-59) - Chuck stated that the new court administrator had provided him with financial data, so this budget should be more accurate than it has been in the past.

The meeting recessed at 11:46 a.m. and reconvened in the Commissioners' Office Conference room during lunch for some general discussion about budget items.

The meeting reconvened at 1:30 p.m. in Room 32 of the Courthouse.

---

PRESENT: Mary P. Stern, Allen Springer, and Kathy George.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Mike Brandt, Sue Lamb, Al Westhoff, Ken Huffer, Ted Smietana, Brett Henry, Vicki Wood, Jessica Beach, Brian Rucker, John Phelan, Russ Heath, Bill Gille, Catherine Lindberg.

Guests: Shelley Halleman and Chris McLaran, Budget Committee members; Nathalie Hardy, News-Register; Gary Wertz, Reg McShane, and Leslie Lewis, Fair Board members.

---

Emergency Management (10-40) - Sue Lamb reviewed the proposed budget. Chuck stated that the discretionary allocation to this budget was reduced last year, and that will probably need to be addressed again in 2015-16. Sue stated that Chris Shultz, the AmeriCorps volunteer that Emergency Management shares with Public Health, has been doing great outreach and it would be great to continue that next year if the add-back request for \$10,000 is approved. She said that it doesn't look like Public Health will be able to continue their portion of the position next year.

### **LAND USE TEAM**

Planning (10-20) - Mike Brandt stated that he is projecting a slight increase in revenue and has added a Building Inspector 2 position that is currently being done through contract help. He said that the GIS Analyst position was eliminated after John Caputo retired, and the GIS portion of discretionary revenue is included in 611.05 (GIS Services).

Solid Waste (17-28) - Mike requested the reclassification of Mike Kemper from Code Enforcement Official to Management Analyst.

Surveyor (10-21) / Corner Restoration (37-37) - Mike stated that most of the corners in populated areas have now been restored, although Marty Glass goes out with the contractor as things come up. He said that Marty and the other surveyors in the area all like the convenience of having the Surveyor's Office located in the Planning building now. He suggested having a committee look into options for the aerial photo project and make a recommendation.

### **CULTURE & RECREATION TEAM**

Parks (10-81) - Ken Huffer introduced Brett Henry, the new Parks manager. He said that he and Vicki Wood had put together the 2014-15 budget using the same conservative model as in previous years. He stated that spring weather will determine how much will be needed in repairs to get the parks ready for the summer season. He said that he hasn't looked at the Rogers Landing launch fees in a while, so Brett could look at that. He suggested looking at some kind of non-motorized watercraft fee or parking fee, since there has been a significant increase in that kind of usage. He stated that the Parks Ranger program has been well received and has saved the county a lot of money, so he hopes to continue that for years to come. He said that he has been trying to save the SDC funds in 29-181 to use as leverage for grant funds to implement new projects, such as the Whiteson Park.

Allen mentioned the possibility of putting a boat storage shed for marine patrol on county property at Rogers Landing. Ken stated that the proposal would need to be discussed with the Oregon State Marine Board to ensure that it wouldn't fall under the conversion clause of the grant agreement and thus require reimbursement of grant funds. He said that he had previously talked with Lt. Warden about a possible floating storage to use during the summer, with the boats being stored at Public Works during the winter.

Fair (20-80) / Fair Event Center (20-82) - Al Westhoff read the Fair Board's mission statement and vision statement and shared a sample of the new advertising insert to be distributed through Oregon Live. He provided a recap of last year's fair and reviewed fairgrounds improvements that have been completed since 2005 (see Exhibit A). He discussed the positive economic impact of the fair, horse shows, race track, and other events, and said that he believes the Fair Board has made a good investment with the economic development funds that have been allocated. He said that no staff has been added over the years, and the Fair Board has always tried to uphold its mission and vision statements.

He reviewed a handout about proposed capital improvements for 2014-15 (see Exhibit B), explaining that if the maintenance projects aren't done, major capital improvements will eventually be needed again. Leslie Lewis listed examples of possible capital projects, including improvements to the border barn, a cooperative project with the Master Gardeners, and improvements to the pavilion sound system. She said that it hasn't been decided yet which projects will be done because the carryover funds from the current year are unknown at this point. Mary stated that the Jail has the same issue, but provides a prioritized list of projects to be completed as funds come in. She said that the Board is used to seeing more detail than what was provided on the Fair Board's list. Reg McShane stated that most of the capital projects are maintenance of the existing buildings because the Fair's limited budget doesn't allow for major capital projects. He said that there is a great deal of economic impact.

Laura stated that the county has not completed negotiations with the cell tower company, so nothing has been budgeted for a lump sum payment to the Fair. Leslie reviewed the history of the contract negotiations and said that the Fair Board's understanding was that the county was working on a deal that would double the rent from the tower and include an up-front lump sum payment. She said that the proposed budget does not include that revenue and will be tight without it, but will make it. She added that even if the lump sum payment doesn't materialize, it would be nice to get the monthly rent up to market value. Mary said that the Board would get an update from Christian on the negotiations. She explained that with the personnel changes in the County Counsel's Office, Christian was working alone for several months.

Mary stated that the Board had asked the Fair Board not to include the \$47,000 allocation of economic development funds in its budget until the Board saw improvements in cash handling procedures, so it could ensure that the funds were being spent appropriately and accounted for, yet that money was included. She acknowledged that it would have been difficult to balance the budget without those funds, but said that other departments were also asked to go through that process. She said that the Board had received the Fair Board's revised policies and procedures manual, but there still looks to be some missing and unclear items, including the cash handling procedures. Al stated that he had just received an updated version that should have those things in it.

Kathy said that there is no question that the fair has a positive impact, but there just needs to be more transparency and clarity in what the funds are being used for, and some long-term projections for

capital needs in order to help with future planning. Reg agreed with the need for long-range planning and said that additional personnel would be needed to keep up with growth in the fair. He said that ownership of the issues with the fair needs to happen on both sides, and communication needs to go both ways. Leslie stated that if anyone in Accounting had told her or Al before 2013 that the 2011 and 2012 change funds had not been returned, they would have gotten to the bottom of it. She said that she was never taught to look at the detailed balance sheets, but the Fair Board has been doing that regularly ever since Accounting made them aware of the issue.

Laura later stated that she does not agree with the assertion made in the Fair Board's memo to the Board that its members were not kept informed by the county. She said that, regardless of the process, the funds are still owed to the county and it doesn't do any good to cast blame. She said that Accounting staff works extremely hard to manage the financial transactions of this large organization, and many of the statements made in the memo were unwarranted and false. She expressed hope that any decisions made in this matter would be in an effort to move forward, rather than in response to the assertions made.

The meeting recessed at 3:23 p.m. and reconvened at 3:29 p.m.

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

Engineering (11-55) - Bill Gille reported that the number of road use permit applications is increasing as the economy improves. He said that the engineering intern from George Fox University has been working out well, and he would like to continue that next year. He stated that when the economy improves more, the county may want to increase the surveyor from .1 FTE to full-time, although it is working out fine now.

Road Fund (11-60) - John Phelan requested the reclassification of Catherine Lindberg from Administrative Office Specialist to Office Manager. He said that he has restructured the office staff over the last few years and doesn't plan to replace either of the two vacant positions for now, although he may want to add back a part-time position at some point. Becky Weaver noted that the interest budgeted for the bypass loan is a worst-case scenario.

Bicycle/Footpath (41-30) - John stated that funds from this budget will be used for the Old Sheridan Road and Abbey/Kuehne/Hendricks intersection projects next year.

Motor Vehicle Replacement (45-29) - Russ Heath discussed the five-year replacement cycle for the road graders and said that the county will be able to exercise the buy-back option next year, or it can choose to keep the graders or sell them on the open market, with no penalty for any of the options. John said that he is looking to see what the open market price would be. Russ reviewed line item adjustments to account for carry-over expenses from the wash rack project that won't happen this fiscal year.

John shared photos to illustrate the issue of tires, refrigerators, and other unwanted items being disposed of along county roads, which Public Works then has to collect and dispose of. He said that the number of tires being disposed of along Old Parrett Mountain Road indicates that it may be from a commercial operation rather than an individual, and he would like to get a traffic cam up there. Mary said that the neighbors of the landfill are concerned about trash along county roads, so perhaps this is an issue to consider using landfill revenue for.

The meeting recessed at 4:30 p.m.

---

---

**April 1, 2014** 9:00 a.m.

Room 32, Courthouse

PRESENT: Mary P. Stern, Allen Springer, and Kathy George.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Silas Halloran-Steiner, Craig Hinrichs, Margaret Jarmer, Tonya Saunders, and Bridget Lavin.

Guests: Shelley Halleman, Budget Committee member; Don Iler, News-Register.

---

The meeting reconvened at 9:04 a.m.

### **HEALTH & HUMAN SERVICES TEAM (Fund 16)**

Overview of Changes for 2014-15 - Silas Halloran-Steiner said that the local health care delivery system continues to experience dramatic shifts due to the implementation of the new coordinated care organization (CCO), and community partners have taken a strong interest in supporting this effort. He said that the Early Learning Hubs are part of the governor's efforts to make sure kids are ready to learn when they get to kindergarten. He reported that Oregon Health Plan (OHP) membership is continuing to increase, and currently 60% of OHP members are under the age of 18. He stated that he is anticipating mid-year changes with Mid-Valley Behavioral Care Network (MVBCN), such as shifting to more direct service contracts, and would continue to provide information to the Board. He said that his department's overall fiscal health is doing quite fine, and he has budgeted for an overall increase of 8.06 FTE as well as new office space. He noted that the supplemental information in the budget binders includes five reclassification requests.

Public Health (16-70) - Silas stated that if state grant funds come through for the expansion of school-based health centers, the next one would be in Dayton. He said that with the transition to Early Learning Hubs, he is deleting the Community Health Manager position and reorganizing the management structure of this division, resulting in an overall reduction of .9 FTE in management personnel.

Family & Youth (16-75) - Silas noted the Medicaid expansion to accommodate the increase in OHP enrollment. He said that a big part of the mission of Family & Youth is to get out into the community and be accessible to families and kids. He explained that schools are the hubs for health promotion and prevention, so he is working to build bridges with schools, whether or not they can afford a contract for services.

Central Services (16-79) - Silas stated that the increase in community OHP service provider funding will allow HHS to expand its community-based contract services and supports, and will increase the likelihood of achieving its long-term goal to scale back county services to just specialty care, with primary care coming from community providers.

He discussed the proposed use of health plan dollars to expand the Abacus building and infill the courtyard at the Evans Street building for more office space, noting that this was included in the 2014-15 budget, subject to Board approval. He stated that there is no urgency, and he would like to bid out the

**MINUTES**      **Service Team Budget Presentations**  
Page 7            **March 31-April 2, 2014**

LT\_\_MS\_\_AS\_\_KG\_\_

projects to get a sense of the cost impact. He said that HHS has already utilized a space planner to create shared work stations and maximize its existing space. Craig Hinrichs stated that the Abacus building was designed with the ability to expand two stories to the north for additional office space and treatment group home space.

The meeting recessed at 10:21 a.m. and reconvened at 10:29 a.m.

Enhanced Care Facilities (16-172) - Silas stated that this was expanded to a regional program last year and the model is still being refined, although it continues to be staffed locally and managed by Krisan Pendleton. He said that the budget may look different next year because of a change in how the contracts flow. He said that there is a lot of value in this program because without these services, people would end up in the state hospital.

Adult Behavioral Health/Veterans (16-174) - Silas stated that the child welfare grant is finally large enough to utilize a full-time urinalysis technician, so he has added a position for that. He said that he is working on developing a model for the new transition treatment services program, and is purchasing two houses in conjunction with that.

He discussed the community outreach efforts in Veterans' Services and said that he is looking into changes that would allow Jerry Wilson to spend more time meeting with veterans. He said that he is pleased with the work being done in that office and is seeing better integration with the Adult Behavioral Health office when appropriate.

Contingency (16-92) - Silas stated that this is a new budget to accumulate contingency funds that would be used only when necessary. He said that as the county considers options for a risk contract with the CCO, it would be wise to build a contingency line specifically for that contract.

Threats and Opportunities - Silas stated that his budget is closely tied to the fiscal stability of the CCO, so if the CCO were to start struggling financially and be unable to serve the primary care needs of the community, it would affect his department significantly. He said that the anticipated changes with MVBCN could be both a threat and an opportunity. He stated that HHS is in the unique position to improve the quality of care across the delivery system, and integration efforts underway are starting to create different opportunities for communities. He added that the Early Learning Hub provides a good opportunity to create a better system for high-risk families.

Silas discussed his fund balance, explaining that his department is very prudent with finances and doesn't always spend the budgeted amount. He said that he doesn't carry more in the fund balance than what is critical for operations, and the \$3.48 million beginning balance doesn't even cover the cost of personnel, lights, and water for three months.

#### **GENERAL GOVERNMENT TEAM (part)**

Commissioners (10-13) - Chuck stated that the budget includes step increases and a small cost of living increase for staff, but not for commissioners. He requested the reclassification of Anne Britt from Office Specialist Technician to Executive Office Specialist, for a total increase of \$3800. Laura explained that it makes sense to have both office positions at the same level so that it's easier to shift duties as needed. She said that the commissioners' discretionary accounts were eliminated a few years



ago, but this budget has a fairly healthy fund balance now. The commissioners agreed that discretionary accounts of \$1500 each would be useful for contributions to non-profit organizations and small projects that don't fall under economic development. Laura agreed to make the addition and reduce the ending balance accordingly.

Administrative Services (10-10) - Laura requested that a .6 FTE Accounting Clerk 2 position be increased to full-time, as the office is currently paying enough out of the Extra Help line to warrant that full-time position. She said that Chuck's time is being decreased from .7 to .5 FTE in this budget. Chuck added that HHS provides \$10,000 for Delores Johnson's position.

### **COMMUNITY SERVICES TEAM**

Transit (10-33) - Tonya Saunders stated that she has added a new reserve line to hold \$114,000 in supplemental STF dollars that will be used for a bus grant match in 2016, and has budgeted for \$500,000 potential revenue from the sale of energy tax credits. She stated that, at the auditor's request, the budget now shows all bus fare revenue, including what First Transit collects. Laura noted that the county is in its third year of a contract with First Transit and has the option to renew up for to five years, so the Board will need to make that decision next year.

Law Library (14-26) - Chuck stated that there have been rumors of a \$10,000 increase in subscription costs, but he hasn't seen anything in writing yet, so has budgeted the same as last year for publications. Bridget Lavin agreed that \$60,000 is a good estimate because she is discontinuing some print subscriptions and shifting to online subscriptions. She said that she would check into the possibility of getting a discount by combining with subscriptions from other departments, such as County Counsel.

### **INTERNAL SERVICES TEAM (continued)**

911/Dispatch (24-48) - Laura stated that dispatch funds now go straight to YCOM, but she would like to adjust the budget to show \$24,774 in beginning balance and expenses so that the account balance can be distributed to YCOM.

Economic Development (26-34) - Laura stated that she had provided the commissioners with an analysis of the current year's economic development budget, and had taken everything out of the 2014-15 budget pending this afternoon's deliberations except for the allocation to the Fair, since they didn't follow instructions and included it in their budget. She said that the Board should treat that as a placeholder only and not a decision. She noted that \$15,000 should be moved from 795.00 (Loan Interest Payment) to 699.01 (Other Expense), since that payment is covered in the Public Works budget.

Systems Development Charges (Fund 29) - Chuck stated that the SDC funds are for capital improvements only, not for maintenance. Laura stated that Chuck now approves all invoices for these funds to ensure that they aren't being used for maintenance. She said that the current ordinance gives 60% of these proceeds to the Fair and 40% to Parks. She said that it isn't a lot of money at this point. Mary stated that with new parks construction, the county will be able to get more grants for parks projects and will need more match funds, so it would be fair to change the ordinance to split the funds evenly. Laura said that the Board would need to consider that later as a separate action.

Federal Funds (30-52 and 50-52) - Becky stated that she has included placeholders just in case,

but no funds have been received yet this year.

The meeting recessed at 11:54 a.m. and reconvened at 1:25 p.m.

---

PRESENT: Mary P. Stern, Allen Springer, and Kathy George.

Staff: Laura Tschabold, Chuck Vesper, Becky Weaver, Christian Boenisch, Scott Maytubby, Brian Van Bergen, Gayle Jensen, Murray Paolo, Joe Moore, Jessica Johnson, Mike Green, and Brad Berry.

Guests: Shelley Halleman and Chris McLaran, Budget Committee members; Ken Moore, candidate for Oregon State Legislature, District 24.

---

**GENERAL GOVERNMENT TEAM (continued)**

County Counsel (10-25) - Christian Boenisch stated that there are no major changes in his budget, but he is anticipating the retirement of Carol White in the next year. He provided an update on the cell tower negotiations, stating that the county's last offer in May 2012 was rejected, and the last offer from Crown Castle was not acceptable to the Board. He said that Crown Castle's offers ranged from \$125,000 to \$140,000 for a permanent easement, depending on the size of the footprint. Allen stated that the Board did not want to give up a permanent easement meandering across the property because it could affect future development of the property. He suggested getting a copy of the plat and working up a new proposal with possible relocation of the easement. John Phelan noted that in his work on the wash rack project, he had come across four permanent easements across that area into the fairgrounds, and said that he would get that information to Christian.

Assessor (10-12) - Scott Maytubby stated that the line work for the entire county will be finished by this summer, so he won't be receiving any ORMAP grant funds until more of the counties finish their work and those funds are redirected to other grants, which will probably be about two years. He requested the reclassification of three Office Specialist 2 positions to Senior Office Specialist and one Senior Office Specialist to Office Specialist Technician. He said that the new Data Analyst position that was approved this year was greatly needed and will pay off great dividends. He reported that most of the scanning projects have been completed, so he is reducing the budget for professional services.

He discussed the aerial photo project and suggested that the county wait until enough money has been saved before deciding what approach to take. He recommended that the annual contributions be increased. He said that it would be nice to get Pictometry photos, which would cost about \$77,000, because they provide the ability to calculate measurements and can be utilized by multiple agencies. He said that it is recommended that photos are retaken every two to three years, depending on growth in the area.

Clerk (10-15, 12-15, and 40-15) - Brian Van Bergen stated that his beginning balance in 10-15 has increased by 47%; however, he is projecting a 10% decrease in recording fees this year, which are the primary revenue source in his office. He said that election reimbursements are cyclical, and 2014-15 compares most closely to 2010-11. He requested the reclassification of one Office Specialist 2 position

to Senior Office Specialist as part of an office restructuring to get all staff cross-trained.

He stated that he would like to build up the fund balance in 40-15 to cover future replacement of the voting equipment. He said that he would be submitting capital improvement requests to replace the front door, which has weatherization issues and is difficult to open, to replace the windows, and to do some security upgrades. He explained that Emergency Management staff is unable to get in through the back entrance before and after regular hours.

Treasurer (10-23) - Mike Green stated that there are no significant changes to his budget. Mary said that invitations should be sent to the lay members of the Budget Committee to attend the Investment Committee meetings as ad hoc members.

Facilities Maintenance (40-16) - Mary thanked Jessica Johnson for all of her help and hard work during the transition of management personnel. Chuck requested the reclassification of Jessica from Accounting Clerk 2 to Office Specialist Technician, which is a better fit for her duties and is consistent with her half-time position in Emergency Management. He noted that 652.01 (Building Rent) needs to be increased to \$7958, with the ending balance reduced accordingly.

Maintenance Reserve (40-83) - Chuck explained that this reserve account is no longer collecting revenue because it has enough funds, and will be used when it becomes necessary to replace the postage machine. Becky noted that Pitney Bowes will be discontinuing support on the current machine, but that won't cause the machine to stop working.

Information Systems (10-17) / Computer Replacement (40-17) / Software Reserve (40-117) / Telecommunications (48-14) - Murray Paolo provided an overview of his budgets (see Exhibit C). He requested the reclassification of David Bousquet from Network Administrator to Senior Network Administrator due to his many new responsibilities.

He said that the five-year replacement schedule for desktop computers has been a tremendous program, as evidenced by the recent announcement that Windows would be discontinuing support for Windows XP, which has caused a huge impact for other local government entities that are now faced with replacing a lot of outdated systems. He said that as of last week, the county has no more XP systems. He said that the replacement schedule has also lightened the load on his support staff because there are fewer maintenance issues.

He stated that he is working with the Sheriff's Office and Public Works on getting the MDTs replaced in the patrol vehicles. He said that he had originally recommended that replacement funds from the Sheriff's Office be accumulated in 40-17 at a higher rate than the standard vehicle replacement charge, but they were put into the Vehicle Replacement Fund instead.

He reported that he is entering into negotiations with Structured Communications for the phone switch replacement project. He said that depending on how the contract comes out, some of the expense could come out of the current year's budget.

He discussed the aerial photo project, suggesting that the county determine its business need and evaluate the return on investment. He said that the LIDAR technology, which uses lasers to "see" through the canopy, is expensive, but the county could look at partnerships with other agencies that

would benefit from the photos. He said that outdated aerials hamper the Assessor's Office appraisal functions, and some of the product the county has invested in over the years is losing its value. Scott Maytubby said that this issue would come into play in the next couple of years when his office starts the reappraisal process, which hasn't been done in 18 years. He noted that oblique imagery is the one really significant change to technology in recent years.

The meeting recessed at 2:49 p.m. and reconvened at 2:52 p.m.

## **DELIBERATIONS**

Laura distributed copies of the deliberations list (see Exhibit D), including economic development funding requests.

**[Approved]** District Attorney (10-18), DDA 1 position, \$82,766 - Laura recommended deferring this request until the Budget Committee meeting in May, since negotiations with the union are still going on and the county doesn't yet know what economic package will be asked for by the union. Brad stated that deferring the request could be perceived as casting the first stone, and it may or may not be an advantage to the county to enter into negotiations in a way that is less confrontational. Allen said that he doesn't put much value in the concept of buying goodwill. Kathy stated that Brad is not asking for an increase in staffing, and she doesn't want to play games. Mary stated that, in light of the discretionary reserve that the Board has held back, this position should be funded to ensure the continuation of the specialty courts that have shown such success. The Board agreed to fund the position from discretionary reserve.

**[Tabled]** Dispatch (10-48), dues increase

**[Approved]** Emergency Management (10-40), AmeriCorps volunteer, \$10,000 - The Board agreed to fund the request from the O&C Reserve.

**[Approved]** CASA (10-39), increase funding from \$2500 to \$3000 - The Board agreed to approve the increase from within the 10-39 budget.

**[Partially approved]** Your Community Mediators (10-39), increase funding from \$10,000 to \$26,397 - Allen recommended keeping the funding the same as last year, stating that YCM needs to look to other funding sources. Mary suggested that the Board at least match the \$13,600 contribution from the City of McMinnville. She said that the Board has recommended YCM in quite a few different situations, such as the recent land use application. The consensus was to increase the funding to \$12,000, with the \$2000 increase to come from the discretionary reserve.

**[Approved]** Fair (20-80), change fund request, \$4000 - Allen stated that regardless of what the Board does, this issue will never be settled. He said that he would agree to this concession with a \$5000 reduction in the annual Economic Development Fund allocation to the Fair, which would recoup the \$4000 and more into the future.

Mary stated that she appreciates the hard work that has been put in to find a solution, but the Fair Board has acknowledged that these funds are owed and it doesn't make sense to waive the debt. She said that there has been a lot of finger-pointing, but the fact is that this money was owed all along.

Kathy expressed frustration with the refusal of the Fair Board and Fair management to take responsibility for the financial problems with the fair, with the fact that the county's policies are not being addressed by the Fair Board, and with the untrue accusations that the Fair Board has made toward county staff and departments. She said that it is important, however, to move forward, and the Fair Board hasn't asked the Board to forgive the entire amount that is owed, so she is willing to find another source for the \$4000. Mary noted that the total amount owed is \$6690.

Laura stated that she would prefer to take the \$4000 from the same source that was used to reconcile the pre-2002 change fund in the amount of \$1500. She said that she would recalculate the interfund loan and change the budget accordingly to accommodate that loan alteration. Mary stated that she wants it to be clear that the Board supports the fair, FFA, and other programs at the fairgrounds. Kathy suggested that Fair staff have more specific email accounts.

**[Approved]** Establish Community Justice Department - Laura reviewed a handout proposing the consolidation of the Community Corrections and Juvenile departments into a single Community Justice Department (see Exhibit E), stating that she would bring adjusted budgets to the Budget Committee meeting in May. She noted that she would keep the budgets separate for the first year and include some of Ted's time in the Juvenile Department budgets. She said that Tim Loewen has been a good and faithful director of the Juvenile Department, and will continue working through September 30. Mary added that he has been a great representative at the state level, too. She said that the change makes sense and she is confident that Ted Smietana and his staff will be able to handle the increased responsibilities.

Laura stated that the shortfall in the Juvenile Detention budget will likely be reduced as a result of the budget revisions, but she will still recommend that some discretionary funding be shifted from Juvenile Probation to Juvenile Detention to cover the shortfall.

**[Approved]** Various reclassification requests - The consensus of the Board was to approve all reclassification requests.

**[Partially approved]** DeWitt Statue, \$16,000 - Chris McLaran provided background information on Leonard DeWitt and the statue that has been created to honor him. He said that Recognizing Excellence and Leadership (R.E.A.L.) Heroes has been trying to raise funds to bronze the statue, and is requesting the remainder of the amount from Yamhill County. Allen stated that he believes there should be additional partners, such as the City of McMinnville, but he would support a contribution of \$5000. Kathy stated that there is no World War II monument in Yamhill County, and it would be good for the young people to remember the sacrifices made by that generation for freedom. Mary stated that Mr. DeWitt definitely contributed to the quality of life, so the Landfill License Reserve would be an appropriate source of funds. She suggested a pledge of \$8000, contingent on R.E.A.L Heroes raising the other \$8000 by May. After further discussion, the consensus was to contribute \$5000 from the Landfill License Reserve.

### **Economic Development Fund Requests (26-34)**

**[Partially approved]** Fair & Event Center, \$47,000 - Kathy stated that other departments always have a long-term plan for maintenance and improvements and provide the Board with a list of proposed capital improvement projects for the year. She suggested that, in an effort to help the Fair become more

transparent, the Board require a detailed capital improvements list and approve funds for specific projects, which would allow the Board to expand or reduce the allocation each year, depending on the projects that are proposed. She said that the payments could be withheld until each project is completed.

Allen stated that such a drastic change right now probably isn't the best approach to maintaining cooperation while retraining. He recommended approving \$42,000, contingent on the Fair first providing a detailed project list and an acceptable revision of cash handling procedures, with the understanding that the Board may do things a little bit differently next year. He said that the goal is to achieve accountability, transparency, cooperation, and continued success. After further discussion, the consensus was to approve \$42,000 with the requirements as stated by Allen.

**[Partially approved]** Downtown Associations - The consensus was to stay with the current funding levels.

**[Denied]** Hopewell Store, environmental assessment, \$10,000 - Allen stated that he has no interest in getting involved with environmental issues. Mary stated that it's great that someone is trying to fix up the store, but this isn't the type of project that the Board has typically funded. The consensus was to deny the request.

**[Tabled]** MEDP, \$10,000 - Kathy suggested scaling back the funding to \$5000 and redirecting the other \$5000 to Strategic Economic Development Corporation (SEDCOR). Mary and Allen said that they were not in favor of reducing the allocation. The decision was tabled. Laura said that she would show zero in the budget until the Board makes a decision.

**[Partially approved]** Carlton Business Development Program, \$5000 - Mary stated that the Board has contributed to Dayton the last few years, and she would be willing to support the request. Kathy said that the cost per participant seems high for the program, but she would be willing to contribute \$2500. Allen said that he would support \$3500. The consensus was to grant \$3000.

**[Approved]** City of Sheridan, industrial recruiting project, \$2660 - The consensus was to approve the request.

**[Denied]** Travel Yamhill Valley, communications campaign, \$10,000 - Kathy stated that this is a private enterprise that can be funded by the people who benefit from it. Mary suggested that Jeff Lorton talk with them to see if any of Travel Yamhill Valley's goals mesh with the county's goals. Allen stated that the county is already funding efforts to meet its own goals. The consensus was to deny the request.

**[Denied]** All-Terrain Events, marketing for Race the Reaper, \$10,000 - Mary noted that the Board already waives a significant portion of the mass gathering permit fee for this event. The consensus was to deny the request.

**[Denied]** Mac Chamber, Project Satisfaction, \$10,000 - Kathy stated that this is a great program and she likes the enthusiasm, but the chamber should be doing this as a membership, like SEDCOR does. Mary said that she would support \$5000. The consensus was to deny the request.

**[Denied]** City of Amity, participation in county-wide economic development magazine, \$5000 - Mary said that there must be a misunderstanding about the request, because the composition and setup of

the magazine is free to the cities. Laura stated that this is for further customization of Amity's portion. Allen stated that the county is already contributing to this project. The consensus was to deny the request. The commissioners agreed to invite Jeb Bladine to come and present more information about Oregon Lithoprint's digital magazine project.

**[Denied]** City of Dundee, urban renewal feasibility study, \$10,000 - Allen stated that he doesn't want to provide grants for feasibility studies. Kathy added that urban renewal is not a particularly good thing. The consensus was to deny the request.

**[Partially approved]** Oregon Crusaders, drum and bugle corps show, \$10,000 - Mary explained that this would bring in 2000 people to the community from all over, and Oregon Crusaders would advertise and try to get sponsorships from local businesses. The consensus was to grant \$1000.

**[Denied]** My Legacy, marketing, \$10,000 - Kathy stated that this is a startup business. The consensus was to deny the request.

**[Tabled]** SEDCOR, "Make It In The Willamette Valley" grant match, \$20,000 - Kathy stated that the Board currently contributes to MEDP, which supports businesses primarily in McMinnville, and she sees SEDCOR as a long-term support group for businesses and communities across the county. She said that the county has hired an economic development consultant to work on the promotional side, and this exciting opportunity would be the second half of the county's economic development approach.

Mary stated that this investment would leverage the federal grant funds that SEDCOR is receiving and would help fund a position to really focus on Yamhill County businesses and find out what they need. She said that it isn't a redundancy with the county's investment in MEDP because MEDP doesn't do this kind of grant match. Allen stated that he would want to make sure there is accountability, progress, and the kind of service that the Board is looking for. The Board agreed to schedule a work session with Chad Freeman, the president of SEDCOR, to get additional information before making a decision.

The meeting recessed at 5:56 p.m.

---

---

**April 2, 2014** 11:00 a.m. Commissioners' Office Conference Room

PRESENT: Mary P. Stern, Allen Springer, and Kathy George.

Staff: Laura Tschabold and Chuck Vesper.

Guests: Don Iler, News-Register; Jeb Bladine, Oregon Lithoprint.

---

The meeting reconvened at 11:07 a.m.

**DELIBERATIONS (continued)**

**[Approved]** Oregon Lithoprint, digital magazine, \$10,000 - Jeb Bladine stated that this project is

one of several initiatives that Oregon Lithoprint (OLI) is working on to help stabilize the company as the industry is changing. He explained that businesses and organizations often end up wasting expensive, outdated print materials, so there is a market for digital media that can be updated and printed in small quantities as needed. He said that OLI already has the necessary infrastructure, staffing, and equipment, and the grant funding would be used to customize the page-turner software for this type of application, which would target school districts and their schools, counties and their cities, large businesses and their subsidiaries, and other entities with that layered kind of structure.

He said that the county's digital magazine is a great example and could be used as a beta test for the system. He stated that once the digital content is collected for the county's magazine, the county, cities, and any other authorized users would be able to create custom compilations of the content either for online use or to have printed. The consensus of the Board was to approve the grant request with the addition of language to state that the county's digital magazine project would be used as a beta test.

The meeting adjourned at 11:48 a.m.

Anne Britt  
Secretary



Fair

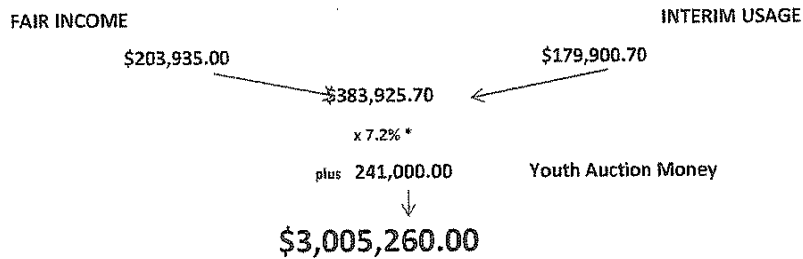
**FAIRGROUNDS IMPROVEMENTS 2005 THROUGH PRESENT**

LOCATION/SECURED BY	DETAIL	COST	DONATION	INVESTMENT
Entire fairgrounds/Fair	new light project	8,658.00		
	black top	90,000.00		
	black top to widen entrance	3,500.00		
	black top behind the stage	7,500.00		
	electronic sign	19,221.00		
	rock parking lot	6,500.00		
	ATM	2,150.00		
	new manure trailer	1,600.00		
	parking lot lights	13,000.00		
	lights for the midway	6,000.00		
	tractor	19,000.00		
	shower room	33,000.00		
	rebuild new bleachers	1,200.00		
	storage container	2,200.00		
	wash racks			
	scale station			
L Lewis Pavilion/Fair	kitchen	40,000.00		
	roof	27,500.00		
	tables & chairs	3,500.00		
	heat and air	27,500.00		
Delashmutt Arena/Fair	doom roof	26,000.00		
	office roof	15,000.00		
	polycarb	65,000.00		
	siding			
	bathrooms			
	sheetrock walls			
	windows			
	plywood sides			
	remodel show office	1,500.00		
	fans	1,200.00		
Delashmutt Concessions/Fair	remodel fair office	1,500.00		
	remodel upstairs office	1,750.00		
	fire suppression system	1,000.00		
	hood			
Wiser Pavilion/Fair	picnic tables	3,500.00		
	new shelves	19,000.00		
	elecatic - lighting			
Drader Arena/Fair	roof and siding			
	paint			
Cascade Arena/Fair	added 3,000 sq ft	20,000.00		
	new shade cloth			
Livestock Barns/Fair	flip bleachers	7,500.00		
	repair bleachers			
	drainage and pump			
	lights	19,000.00		
Security house/Fair	add'l electric	4,500.00		
	beef panels	800.00		
	built livestock pens	40,000.00		
	ventilation of barns	1,300.00		
Labor for above projects/Fair	black top beef barns	6,500.00		
	remodel	9,300.00		
		202,500.00		
YCLA Youth Auction Donation/Fair			58,450.00	
Cascade Steel Donation (rodeo and livestock panels)/Fair			50,000.00	
Lafayette Auto Body Donation (sand blasting & paint for panels)/Fair			12,000.00	
Rodeo Committee Donation/Fair			1,700.00	
Master Gardners Donation/Fair			1,000.00	
Dog Control Contribution/County			18,953.00	
		<b>\$ 758,879.00</b>	<b>\$ 142,103.00</b>	
Economic Development Funds/County				<b>\$ 453,000.00</b>

Exhibit A 1/2

## FAIRGROUNDS IMPROVEMENTS 2005 THROUGH PRESENT

The Fair Board, through management of year around facility use and the securing of donations/contributions, has been able to match the Economic Development funds with an end result of doubling the counties initial investment. That has ultimately resulted in in an Economic Development Impact of over **\$3,000,000.00** when including the Youth Auction Economic Impact as well. It is notable that these figures do not include the funds raised by some of our regular user organizations such as YC Master Gardeners, Ducks Unlimited, Oregon Hunters Association, Rocky Mt. Elk Foundation, McMinnville Flea Market and the Yamhill County Republicans, to name a few, that also contribute to the Economic Development of our county both economically and experientially.



Youth Auction Money

**TOTAL ANNUAL ECONOMIC IMPACT OF THE YAMHILL COUNTY FAIR & EVENT CENTER**

\* Oregon County Fairs Economic Impact Analysis  
Bruce Sorte, Oregon State University, May 2007

Just this last year the Yamhill County Fair & Event Center served over 134,600 individuals through their participation and/or attendance at the fair and events held here. That means those individuals, by their presence here, generated over \$6.27 each yet the counties investment of \$47,000 to the citizens of Yamhill County is only a .47 cent per individual investment. If only the 4-H and FFA youth participating, about 800, were considered that would be an investment of \$58.75 per youth per year for our future leaders, farmers, scientists, doctors, mothers and fathers. A very conservative and wise investment into the future success of Yamhill County citizens; the true definition of Economic Development.

Oregon High School Equestrian Teams are other regular user of the facilities. They represent about 1,500 youth from 44 high school including Yamhill County schools in McMinnville, Dayton, Amity, Newberg, Sheridan and Yamhill-Carlton. The investment into these lives comes to about \$31.33 per youth who are learning responsibility and fair competition while at our facility.

In conclusion, the counties investment of their Economic Development dollars from the video lottery funds promises a return that likely can't be matched by any other department or entity requesting these funds. Therefore, the Yamhill County Fair Board respectfully requests the approval and allocation of the \$47,000 Economic Development contribution to the Yamhill County Fair & Event Center. Your investment here will affect generations to come and keep Yamhill County growing and prospering.

**PROPOSED CAPITAL IMPROVEMENTS FOR THE 2014-15 BUDGET**

Black top paving (YCFG portion)	16,080.00
Fair improvements	4,000.00 *
Misc. building repairs	1,000.00
Non-fair improvements	1,500.00 *
Labor	26,143.00
	<hr/>
<b>TOTAL</b>	<b>\$48,723.00</b>

\* Specific projects not yet identified as the Fair Board is still prioritizing with potential donors/contributors.

We must stay on top of needed maintenance and repairs in order to avoid the major repairs that were required in 2005.

**NOTE –**

In 2012-13 the Fair spent \$28,502 due to no money from the cell tower agreement as had been planned; this reduced the carry over for the 2013-14 budget.

For the 2013-14 budget \$25,000 was included, per instruction by the Board of Commissioners, for the cell tower renegotiations but once again the negotiations did not materialize leaving the Fair with reduced carry over.

This year the Fair has not included an increase in the cell tower dollars, as in years past, due to the agreement still not having been negotiated.

The Fair Board would like to point out that there has been continual growth since 2005 yet had the cell tower agreement been taken care of as planned there would be funding for more improvements which undoubtable would have brought in more revenue which would have furthered the economic impact by both dollars and reputation thus benefitting the entire county. The Fair Board respectfully requests that the Board of Commissioners complete the needed renegotiations so the money the Fair receives from the cell tower property will be the true current market value which will put the designated budget dollars where they should be.

The Fair Board would further like to note the budget comparison from where we were in 2005 to where we are now noting obvious positive growth –

2005-06	\$260,348.00 (includes \$91,000 for Event Center)
2014-15	\$501,279.00 (includes \$150,000.00 for Event Center)

Additionally, since that 2005-06 fiscal year the Fair has been operating with the same number of staff, however the costs for staff (those receiving county benefits) has grown substantially –

2005-06	\$91,764.00 (cost to the Fair)
2014-15	\$130,520.00 (cost to the Fair)

**Commissioner's Budget Overview**  
**IS and Telecomm Departments**  
**FY 2014/15**

Information Systems, 010-017(page 116-117):

- **Revenue:** Network charges calculated at 2.5% increase. City of McMinnville revenue is projected to increase by 2.5%. No increase in General Fund revenue per the budget instructions.
- **Personnel:**
  - Replacement for Sharon Schuur, Diane VanDyke, started yesterday as a full-time Office Coordinator/Helpdesk staff member.
  - Nancy Keim has retired and continues to work 3 days a week currently as a contract employee. We intend to replace her with a .6 FTE position soon as she would like to fully retire in the coming months.
  - Re-class of David Bousquet to a Sr. Network Administrator due to additional responsibilities. 13 years with the County.
  - Shift of myself and David Bousquet to a .8 FTE in 10-17 over to the Telecomm budget, 48-14 in preparation for the telephone switch replacement project this coming year.
  - Current year actual expenses are not yet completely aligned with the job title changes that were enacted in this year's budget. We will continue to work with Finance to get those accurately reflected.
- **Expenses:** No substantial changes overall.
- **Capital:** Additional page attached with expanded descriptions of the capital items. Storage Area Network system replacement, virtual server hardware replacement, Backup system replacement, Spam filter license expansion for compliance purposes.
- **Initiatives:** Continuity of operations, increased security and update of server hardware and software, expansion of virtual machine technology, supporting the EBDMI initiative within public safety, Assessor's Thomson-Reuters software acquisition, new Jail Management system replacement now in a maintenance mode, Electronic Medical Records project in H&HS, consumerization of IS (mobile device computing), and the continued digital imaging and information flow management within the organization, network items related to the new phone system.

Computer Replacement, 040-017(page 118):

- Revenue generated by an assessment of \$350 per P/C, \$375 per laptop or similar device.
- 558 PCs and laptop devices in total.
- Used for targeted 3 – 5 year roll out of Desktop Platforms.
- This is a tremendous program, and has resulted in a substantial reduction in the need for support of aging equipment. Windows XP issue.

Telecomm, 048-014(page 119-120):

- **Revenue:** A 2.5% increase in phone charges.
- **Personnel:** Move 20% of my time and 20% of David's time into Telecomm for the new phone project.
- **Expenses:** No significant changes.

- **Capital:** New phone system. Amount from current and next fiscal year still to be determined. Likely will adjust between now and final budget adoption.
- **Initiatives:** New technology, (Voice over IP system). Successful RFP process. Structured Communications proposing a Shoretel system. Contract negotiations beginning now.

## Questions?

### Review of some of the past year projects:

- Began the implementation of a major upgrade to the Raintree Electronic Medical Records system in H&HS. Substantial project, about 50% completed as of now.
- We have developed a fantastic partnership with the Clerk's Office. We have combined servers, networks, augmented disaster recovery capabilities, and a number of other things. It has become a great business relationship.
- Successfully completed a Criminal Justice Information Systems, (CJIS) audit performed on our network and systems by the State Department of Justice on behalf of the FBI.
- Provided substantial support to the Fair as they worked through the changes that were implemented this past fall.
- Successfully overhauled and went live with a brand new County web site.
- Began the conversion of legacy assessment and taxation data into the new Thomson-Reuters GRM and Proval systems. Provided key input into the contract negotiations for the modification of the software agreement.
- Worked closely with the State Radio project on co-locating with us on two of our communications tower sites.
- Worked with the vendor and provided support for the implementation of the new TV system in the jail.
- Working closely with Jail administration and staff, we successfully implemented a new Jail Management System(ATIMS) – on time and on budget.
- Upgraded all desktop and laptop computer systems away from Windows XP to Windows 7, fully implemented before Microsoft pulled the plug on support in about one week from now.
- Fully developed and released a detailed RFP for a new phone system.
- Provided a substantial amount of data and statistical information for the EBDMI project in support of the criminal justice team.
- Successfully implemented some major improvements to the Courthouse electronic security system. One button lockdown.

### In the coming year, some major mission critical projects on our agenda:

- Support for the data conversion and implementation of the new Assessment and Taxation system from Thomsen-Reuters. Will be closely monitoring the software development effort at T-R.
- Implementation of a completely new phone system, and accompanying voice-mail, for the entire County and part of the City.
- We plan to implement a major upgrade to the video security system for the Courthouse.

- We plan to implement major upgrades to the data network system in preparation for the new phone system project.
- We are in the early stages of a major project to upgrade the microwave system for all Public Safety communications in the entire County.
- We plan to implement a minor upgrade to the GEMS financial system, and, (with Finance and Administration), develop plans for the longer term with reference to what direction we will take.
- Finally, we look to complete the remainder of the Raintree Electronic Medical Records project with H&HS.

**Conclusion:**

- A couple of statistics of interest for you.
- Information Systems performs mission critical tasks daily. Most of them go unnoticed:
- Electronic transactions into and out of the County:
  - o Yesterday, March 31<sup>st</sup>, 669,315 transactions.
  - o Of those, 3,937 were e-mail transactions.
  - o Average inbound/outbound e-mail traffic is about 5,000 per day.
- Phone calls:
  - o In the month of March, we processed 73,843 inbound and outbound phone calls.
  - o Yesterday, March 31<sup>st</sup>, we processed 3,803 inbound and outbound phone calls.
- In addition to the 558 Desktop and laptop devices, there are some 300 additional network connected devices – bringing the total to well over 850 network devices.
- I am honored to have an incredible staff that supports this activity and the equipment that makes this all happen successfully every day.
- We are committed to serving not just our internal departments, but our external partners – and most importantly, our citizens.

Thank you for your continued support!

Budget #	Department	Request	Amount Requested	Possible Funding Sources						
				Criminal Justice Team	Discretionary Reserve 10-002	O & C Reserve	Landfill License Reserve	Video Lottery 26	Available:	
10-18	District Attorney	DDA # 1	82,766		1,528,761	400,000	935,705	340,000	0	
10-48	Dispatch (YCOM)	Dues Increase	?						0	
10-40	Emergency Management	Americorps Vol.	10,000						0	
10-39	CASA (Current 2,500)	Increase Funding	500						0	
10-39	Y.C. Mediators (Current 10,000)	Increase Funding	16,397						0	
20-80	Fair Change Fund Request (Current Fiscal Year)		4,000							
	DeWitt Statue		16,000							
10-77	Shortfall in Juvenile Detention		57,396							
	Establish Community Justice Department		0							
	Various Reclassification Requests		0							
			187,059							
	Total									
26-34	<b>Economic Development Fund Requests</b>	Current Funding	14-15 Request							
	Newberg Downtown Association	5,000	10,000						0	
	Dayton Downtown Association	2,500	3,500						0	
	McMinnville Downtown Association	5,000	5,000						0	
	Hopewell Store		10,000							
	MEDP	10,250	10,000							
	Carlton Business Development Program		5,000							
	City of Sheridan Indust. Recruiting Proj.		2,660							
	Travel Yamhill Valley Communication Cam.		10,000							
	Oregon Lithoprint - Digital Magazine		10,000							
	Race the Reaper		10,000							
	Mac Chamber - Project Satisfaction		10,000							
	City of Amity - YC Magazine Participation		5,000							
	City of Dundee - Urban Renewal Feasibility		10,000							
	Oregon Crusaders		10,000							
	My Legacy		10,000							
	SEDCOR		20,000							
	Fair & Event Center	47,000	47,000							
	E.D. Requests Total:	69,750	188,160							
	Grand Total		375,219							
	Totals:		0	1,528,761	400,000	935,705	340,000	0	0	
	Remaining Funds:									

---

---

# Yamhill County

Courthouse • 535 NE 5<sup>th</sup> Street • McMinnville, Oregon 97128-4523  
Phone (503) 434-7501 • Fax (503) 434-7553

---

---

## Office of County Administrator

LAURA S. TSCHABOLD  
COUNTY ADMINISTRATOR

CHARLES G. VESPER  
DEPUTY ADMINISTRATOR

### MEMORANDUM

TO: Board of Commissioners  
FROM: Laura Tschabold  
DATE: March 28, 2014  
  
RE: Establishment of Department of Community Justice

In a continuing effort to find efficiencies and streamline county functions, this memo asks the Board to consider combining the Community Corrections and Juvenile Departments into a consolidated Department of Community Justice. This is a move being taken by an increasing number of Oregon counties. To date, there are a total of 9 counties that operate a combined community justice model with five of these counties converting fairly recently. Counties with community justice departments are listed below, with recent conversions bolded:

<b>Columbia</b>	<b>Lake</b>
Deschutes	Multnomah
<b>Lincoln</b>	<b>Polk</b>
Jackson	<b>Umatilla</b>
Jefferson	

Departmental consolidations bring many advantages. It is expected that this reorganization will result in financial savings, increased continuity between juvenile and adult services, centralizing of justice services, and increased organizational and operational efficiencies. The juvenile and adult departments work closely together within the criminal justice system which includes the courts, Sheriff's Office, District Attorney's Office, and Health & Human Services. Consolidation will better align the interactions and day to day efforts of both departments working within this system.

Combining the two departments into one under the direction of a single department head (Community Justice Department Director), will reduce management redundancy and result in financial savings. It is anticipated that the change in management structure to the one recommended will save approximately \$60,000 per year the first year alone. It is anticipated that over time additional staffing and administrative functions may be consolidated, resulting in additional budgetary savings and organizational efficiencies. Please see the attached organizational chart for an idea of how the department will be structured.

#### Recommendation

1. Combine the Juvenile and Community Corrections Departments into the Department of Community Justice effective July 1, 2014

Exhibit E 1/3



2. Approve the following personnel changes:

- a. Elimination of the Juvenile Department Director position effective September 30, 2014.
- b. Reclassify the Juvenile Probation Supervisor to Juvenile Probation Manager (YCEA Range 27/4) effective July 9, 2014.
- c. Reclassify the Community Corrections Office Administrator to Community Justice Department Business Manager (YCEA 24/4) effective July 9, 2014.
- d. Reclassify the Community Corrections Director to Community Justice Department Director (CDPHD Range 35/5) effective July 9, 2014.

Please let me know if you need more information or have questions.

Proposed Yamhill County Department of  
Community Justice

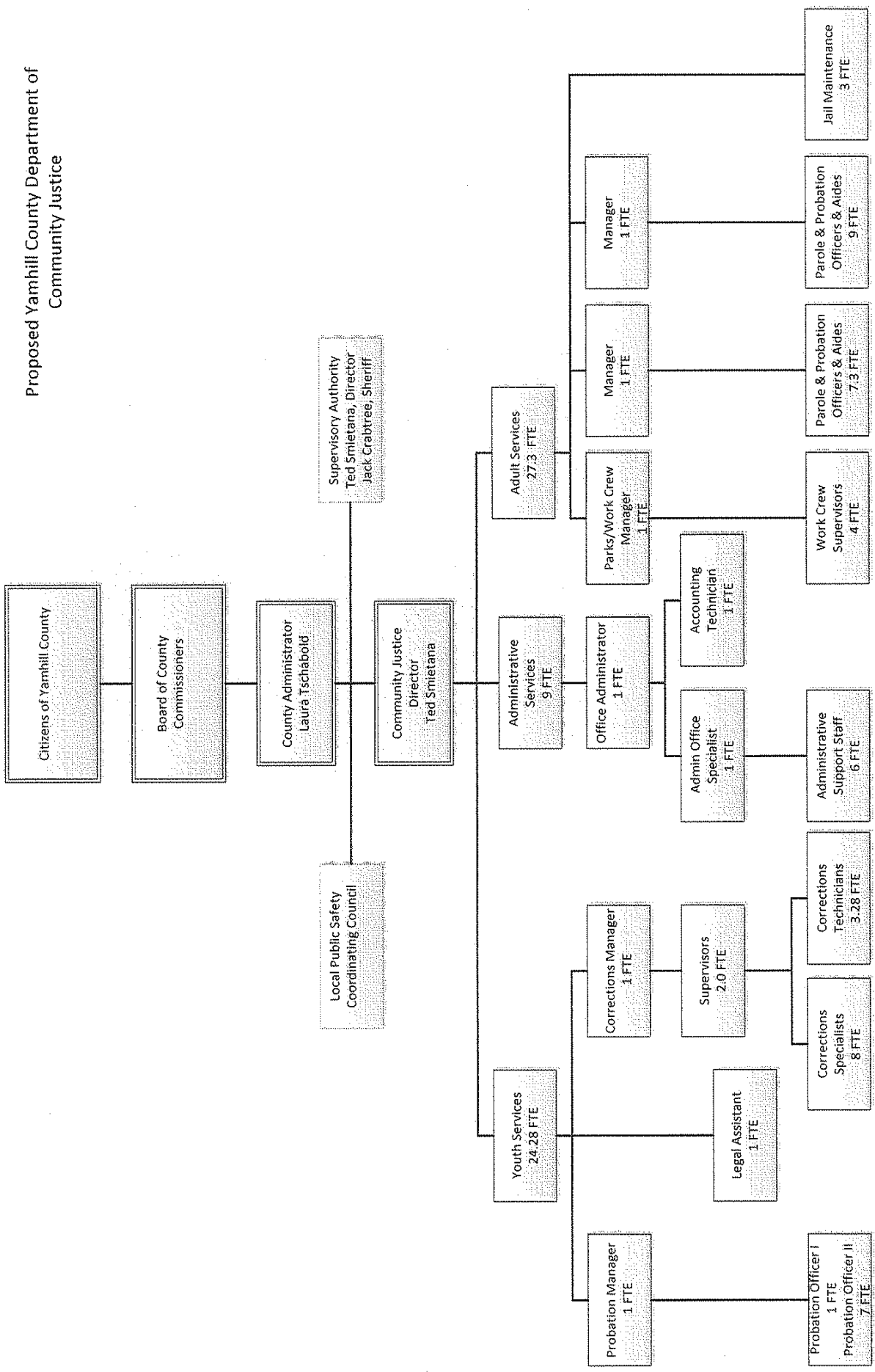


Exhibit E  
3/3