

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**MAY 12, 2015**

1. At 9:02 a.m., Commissioner Ainsworth declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Wheeler was present. Commissioner Pope was excused.

2. **MINUTES**                   **COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED TO APPROVE THE MINUTES OF MAY 5, 2015.**

**MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM**

3. **EARLY LEARNING UNIFICATION** – Brent DeMoe, Family and Community Outreach Manager, reported that he attending an Early Learning Hub meeting on April 14, and the Board agreed that the way the organization is currently operating needs to change to be more community oriented to better serve both Polk Count and Marion County residents. The organization will be adding six new Board Members to be filled by Polk County service partners and providers, for a total of 27 board members, and the Board has a goal to downsize that number within a year. Throughout this year, the Early Learning Hub Inc. will be shifting decision making from the Board down to the front-line staff and focusing on the mission of the organization. Brent was also nominated to be the co-chair of the Board for the next year, and is optimistic that that Polk County will be able to have a voice in the organizational decisions. These changes will be finalized at the June 4 Board meeting.

The Early Learning Council, which is the state agency that filters funding to the Early Learning Council Hubs will be meeting in Salem later this month with V'room, a National Organization that provides ideas and tools for parents on how to interact with their children. This group has requested to tour the Academy Building facility after their meeting. Brent requested the Commissioners attend the tour to meet with the Early Learning Council Representatives on May 28 at 1:30pm.

Brent also informed the Board that the grant-funded insurance outreach program is budgeted with 2.0 FTE through the end of the fiscal year. These two staff have done a great job with outreach and Polk County is currently #1 in the state for per capita health insurance enrollment. There is additional funding available to continue this program, and the Board directed Brent to pursue this funding.

4. **DEPARTMENT UPDATE** – Austin McGuigan, Community Development Director gave an update of his department. Overall, the Community Development Department revenue is up 11% compared to this time last year. In the Planning division, there are two new planners: Assistant Planner, Sydney and Senior Planner Mark Bernard. Austin anticipates that approximately \$83,000 of the planning budget will be left unspent at the end of the fiscal year, and 30% of the expenses are covered by revenue.

In the Building division, Austin does not anticipate meeting the revenue projections for the current fiscal year, but expenditures are also down so the division is expected to net zero revenue, which is the target. Building permits are up 3% from this time last year, and electrical permits are up 6%, but Commercial building permits are down 20%. Total dwellings are up 216% year to date.

In the Environmental Health division, Austin is working with Greg on getting the dog bite reporting transferred to the Public Health Department in order to lessen the workload of the sanitarian. The division recently completed their triennial review, and were one of the few, if not only county to receive 100%. Austin requested that possible during the next (2016-2017) budget cycle the Board consider planning for a part-time environmental health trainee.

In the Household Hazardous Waste program, funding comes from a \$.25 charge franchise tax on residential garbage fees. This fund is dedicated to hosting two Hazardous Waste disposal events each year, in partnership with Marion & Yamhill counties. The current revenue does not cover the cost, but the beginning fund balance is large enough to cover the remaining costs. However, in approximately 5 years when the beginning fund balance is depleted, the Board will have to decide how to generate more revenue or cut costs in this program.

5. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
  - a. **FATALITY ON COUNTY ROAD** – Greg Hansen, Administrative Officer informed the Board that there had been a fatal accident on Lone Star Road in the northeast part of the County the previous day.
  - b. **CASA OFFICE SPACE** – Greg Hansen toured an office space in Academy Square that should be suitable for an office for the CASA Program. Greg signed a non-binding agreement to hold the property, and is now waiting for a lease document from the property owner for consideration. Lease payments begin at \$1,700 for a 5-year lease starting July 1. CASA will be the entity signing the lease, and the County is offering 3-year tapered transition assistance for the program.
  - c. **BCN BUDGET COMMITTEE** – Greg Hansen announced that the Behavioral Care Network Budget Committee will be meeting on Thursday, May 21, at 9:30 am. Every Commissioner from the BCN County partnership will be in attendance, and the BCN is requesting each County also bring 1-2 lay members.

Commissioner Ainsworth adjourned the meeting at 9:56 am.

Minutes: Heather Merrill  
Approved: May 19, 2015