

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**June 23, 2015**

1. At 9:00 a.m., Commissioner Ainsworth declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Wheeler and Commissioner Pope were present.

2. **MINUTES**           **COMMISSIONER POPE MOVED, COMMISSIONER WHEELER SECONDED TO APPROVE THE MINUTES OF JUNE 16, 2015.**

**MOTION PASSED UNANIMOUSLY**

3. **BUDGET UPDATE** – Greg Hansen, Administrative Officer, reminded the Board that the budget will be formally adopted tomorrow. There are few modifications to the budget that was tentatively approved by the Budget Committee. The contingency has increased in the general fund since the County has already received next year’s SRS monies. The public safety levy rate was tentatively approved by the budget committee at \$.308 per \$1,000 assessed value, but that amount has been adjusted down to \$.305 per \$1,000 assessed value with the SRS offset.

4. **PROCUREMENT DISCUSSION**– Morgan Smith, County Counsel, presented a draft replacement of Chapter 15 of the Polk County Code of Ordinances regarding contracting and procurements. This chapter has not been updated since the early 1990’s, and many of the laws referenced are no longer in effect, and by default, the County is currently operating under state procurement rules. The Board reviewed and discussed the proposed policy.

5. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

a. **STEP 6 HIRE** – Matt Hawkins, Administrative Services Director, requested authorization to hire a LPN for the Jail at a Step 6 salary. This position has been very difficult to fill, and this applicant has over 20 years of nursing experience.

**BY CONSENSUS, THE BOARD APPROVED THE STEP 6 HIRE REQUEST.**

b. **BEHAVIORAL HEALTH RESTRUCTURE** – Noelle Carroll, Health Services Director informed the Board that over the next few weeks, she will be reclassifying 5-6 the Behavioral Health employees that have been working out-of-class to lead positions. She also discussed the department’s staffing plan for the upcoming year. There is a good deal of growth within the funding streams for the behavioral health programs; however, Noelle is working to keep staffing conservative, while still keeping up with the demand. The immediate issue now is finding space for increased staffing. The Board discussed expanding the West Salem office or creating a satellite office in the Monmouth-Independence area.

Commissioner Ainsworth adjourned the meeting at 9:54 am.

Minutes: Heather Merrill  
Approved: June 30, 2015