

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**July 14, 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 WHEELER MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF JULY 7, 2015.**

**MOTION PASSED UNANIMOUSLY**

3. **DEPARTMENT UPDATE** – Brent DeMoe, Family & Community Outreach Manager provided a department update. Family & Community Outreach is made up of 20 staff in six programs:

- The Health Insurance Outreach and Enrollment program has been very successful. The original contract goal with the Oregon Health Authority was for the enrollment of 300 uninsured Polk County residents to be signed up for Government Health Insurance. To date, this program has signed up 1,616. The original contract ran through 6/30/2015, but staff has applied for an additional 2-year contract extension.
- The Parent Resources & Education Program has received two grants from the Oregon Community Foundation to develop and hold parenting education classes and develop the P3 program for kindergarten readiness. Brent is confident in funding for this program for an additional 2+ years.
- The Service Integration Program currently has seven teams, but Yamhill County will be taking over the administration of the Amity team in the upcoming year. The West Valley Hospital and each school district are still committed funding partners for this program.
- The Prevention Program recently worked with the Central School District and a professional cinematography company to produce a prevention video that will be shown before each movie at the Independence Cinema. Western Oregon University has committed to becoming a Tobacco Free Campus, and the County Health Services buildings are transitioning to tobacco free as well. Brent invited a Commissioner to join the Tobacco Advisory Board that meets quarterly.
- The Family Resource Navigator Program works with DHS, at-risk families and children in the foster system to keep children in their own homes. This program has saved over \$800,000 in the last year, and has been so successful that DHS has contracted for an additional 2-years to continue the program.
- The School Based Mental Health Program recently contracted with Perrydale for a full-time School Based Mental Health Counselor, which means that this program is now in every school district in Polk County except West Salem. Staff is still in negotiations with Superintendent Christy Perry on expanding this program to West Salem. Portland State University's Master Therapy Program is piloting a 9-month internship for their students, so this program, in addition to the eight staff, will also have two interns providing these therapy services. This program also recently formed the first suicide prevention coalition in Polk County and held a training attended by 45 professionals. The feedback was very positive and staff hopes to hold another one in the near future.
- Other successes in the Family & Community Outreach Department include:
  - a. The recently completed Central Health & Wellness Center and Child Development Center. The Spirit Mountain Community Fund was a major sponsor of this project and hopes to include the center's success in an upcoming marketing video.
  - b. A community resource co-location center is now housed at the Academy Building and another is being developed in the Monmouth-Independence area.
  - c. The Early Learning Hub is working towards a regional, unified approach, with Brent sitting on the Board to ensure that Polk County is fairly represented.

4. **FACILITIES STUDY** – Greg Hansen, Administrative Officer presented a memo recommending the Board hire a consultant to perform a facilities analysis. In fiscal year 2016-2017, the Polk County Road Bond will be paid off, and historically, the County issues general obligation bonds every 10 years. The Polk County Facilities (Courthouse Complex, Jail, Academy Building, Community corrections, Public Works, & Fairgrounds) are all in need of essential upgrades and repairs. The Board will need to decide whether to go before the voters for a facilities maintenance bond. The first step of this process is to complete a facilities analysis to determine the extent and cost of the repairs and maintenance needed. The County has worked with Arbuckle Costic (AC&Co) for a majority of facility improvements in the past, and since they are already familiar with the County buildings, Greg is recommending hiring them to complete this analysis.

**BY CONSENSUS, THE BOARD APPROVED HIRING ARBUCKLE COSTIC (AC&CO ARCHITECTURE) TO PERFORM A FACILITIES ANALYSIS ON POLK COUNTY FACILITIES.**

5. **RECLASSIFICATION OF TWO BEHAVIORAL HEALTH SUPERVISOR II**– Matt Hawkins, Administrative Services Director presented a request for the reclassification of Kerry Blum and Sara Dotson from Behavioral Health Supervisor II to Behavioral Health Supervisor III. The effective date for these reclassifications would be August 1, 2015 and would be a fiscal impact of approximately \$6,200 in the Behavioral Health Department budget.

**BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION OF TWO BEHAVIORAL HEALTH SUPERVISOR II.**

6. **NEW JOB SPEC, SALARY RANGE & RECLASSIFICATION IN BEHAVIORAL HEALTH** – Matt Hawkins presented a request for the approval of a new Job Specification, Lead Addictions Counselor with a salary range of \$3,906-\$4,942, and reclassification of Mark Davis from an Addictions Counselor II to the Lead Addictions Counselor. Matt commended Mark on his recent recognition by the State of Oregon for a CADC II despite not having a Bachelor's Degree.

**BY CONSENSUS, THE BOARD APPROVED THE NEW JOB SPECIFICATION, SALARY RANGE, & RECLASSIFICATION IN THE BEHAVIORAL HEALTH DEPARTMENT.**

7. **SHERIFF WOLFE RETIREMENT DISCUSSION** – Sheriff Wolfe previously announced that he would be retiring December 31, 2015. However, due to the PERS Board changing, the fixed rate for his retirement date will be changing to November 30, 2015. The process of the Sheriff's retirement must comply with many statutes, and staff will be spending a lot of time over the next couple months preparing for the transition. Everything and every person in the care, custody, and control of the Sheriff has to be documented and turned over to the new Sheriff.

The Sheriff also updated the Board on the hiring process. In the Jail: one officer has been hired and one is in the final step to be hired, there are still approximately 10 vacancies to fill in the Jail. In patrol, there were 143 applicants, and 49 passed their ORPAT test. Three lateral transfers are in the process of background checks, two of these are former employees.

8. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
  - a. **LABOR NEGOTIATIONS** – Greg Hansen informed the Board that AFSCME mediation is scheduled for August 6, 2015 at 9am, and DSA is scheduled for September 2, 2015.

Commissioner Ainsworth adjourned the meeting at 10:07 am.

Minutes: Heather Merrill  
Approved: July 21, 2015