

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**September 8, 2015**

1. At 9:00 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 WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED TO APPROVE THE MINUTES OF SEPTEMBER 1, 2015.**

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

3. **DEPARTMENT UPDATE** – Tina Andersen, Fairgrounds Manager, provided an update on the annual and year round fair. The 2015 Annual Fair was successful. The water main and entrance was completed just prior to the fair starting, and all plants were donated by Hart's nursery for the landscaping. There was a strong marketing campaign this year with KYKN and the Itemizer Observer, and attendance was up 7.8% over last year. Food revenue was up 45%, and the Livestock Auction Revenue was up 36%. The inflatable kids area showed increased revenue of 160% over the traditional carnival last year. This year was also the first year that the fair offered a beer and wine garden, which they hope to expand next year. There is an After Fair Recap Meeting Wednesday, September 9, 2015 at 7pm in the Arts and Crafts building. The year-round fair facility is mostly booked through 2018, and will start booking for 2019 in January. This year a Polk County Folklife festival was started and they have already booked for the next three years. This next year will also add a Mid-Valley Ag fest in conjunction with the Polk County Home & Garden Show. Due to the dry summer, the Fairgrounds will be starting boat and RV storage early this year. The Fair Board Annual Worksession is tentatively scheduled for February 13, and the Board will continue to focus on the master plan and future expansion discussions in the upcoming year. Tina admitted that the fair is struggling financially with increased building maintenance costs, and the Board will really need to consider increasing fees to offset these costs.

4. **NEW JOB SPECS, SALARY RANGE, & RECLASSIFICATION** – Matt Hawkins, Administrative Services Director requested the adoption of two new job specifications for the positions of School Based Mental Health Therapist (Salary Range \$3,906-\$4,942) and Lead School Based Mental Health Therapist (\$4,062-\$5,140). Matt explained that the County currently has one counselor-level employee assigned to the Dallas School District, and the creation of these positions will allow for further changes within Behavioral Health. The Counselor assigned to Dallas School District holds the title of Behavioral Health Counselor II, left over from the days when the school based program was housed in the Behavioral Health department. It is also recommended that the current counselor, Dana Goodale, be reclassified to the Lead School Based Mental Health Therapist position. The effective date for this reclassification would be September 1, 2015 and the fiscal impact will be approximately \$2,200 for the current fiscal year.

**BY CONSENSUS, THE BOARD APPROVED THE NEW JOB SPECIFICATIONS, SALARY RANGES AND RECLASSIFICATION.**

5. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
  - a. **FACILITIES STUDY** – Greg Hansen, Administrative Officer presented the proposal from AC& Co. Architecture to prepare a facilities study. The study would cost approximately \$55,000 and would be completed by December.

**BY CONSENSUS, THE BOARD ACCEPTED THE PROPOSAL FOR THE FACILITIES STUDY.**

Commissioner Ainsworth adjourned the meeting at 9:40 am.

Minutes: Heather Merrill  
Approved: September 15, 2015