

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
NOVEMBER 10, 2015

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

2. **MINUTES** **COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED TO APPROVE THE MINUTES OF NOVEMBER 3, 2015.**

MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM.

3. **COMMUNITY ACTION AGENCY UPDATE** – Jon Reeves, Executive Director of the Mid Valley Community Action Agency attended the meeting to introduce himself. He was recently appointed as Executive Director, but has worked for the agency for 17 years. Mr. Reeves thanked the Commissioners for the opportunities that the agencies have had to collaborate recently, including the co locations in Dallas and now in Independence, in addition to the Central Health and Wellness Center. These partnerships have enhanced the services available for the community. Commissioner Wheeler serves on the Board and Mr. Reeves appreciates the County's engagement with the Agency.

4. **TAX/TREASURER'S DEPARTMENT UPDATE** – Linda Fox, Treasurer, reported that the deadline for tax payments is Monday. The department has seen a major improvement in tax collection this year with the purchase of a scanning system that was approved during budget hearings. This system scans tax payments that come in through the mail, posts the check directly to the bank, and directly posts payments to the tax system. In years past, it took staff an extra week after the tax deadline to finish entering payments, but with the new system, staff are able to keep up with the payments as they are received.

5. **CLERK'S DEPARTMENT UPDATE** – Val Unger, County Clerk, reported that her department is recovering from the elections processing last week. It was a special election for the residents of urban West Salem voting on a Transit District Measure. The office saw approximately 43% voter turnout. In anticipation of next year's General Presidential Election, Val was able to purchase voting system from Linn County, the same make and model as our current unit, for \$1. This machine will be able to be used as a backup should the County's current unit fail, or both machines can be used simultaneously to process ballots more quickly.

The Clerk's office is also gearing up for the motor voter law to go into effect in January. This should provide an influx of registered voters from the DMV. Val is expecting to process approximately 5,000 of these DMV registrations over a three-year period. The goal for staff will be to assign each registered voter with their Driver's License number. The state has allocated \$6,500 per year for three years to offset the costs of the additional workload.

6. **NEW JOB SPECIFICATION** - Matt Hawkins, Administrative Services Director, requested approval of a new job specification of a Discovery/Evidence Clerk in the District Attorney's office, with a salary range of \$2,827-\$3,576, and the reclassification of Amy Davidson from an Office Specialist III to the Discovery/Evidence Clerk position. This reclassification would be effective November 1, and the fiscal impact is approximately \$1,700.

BY CONSENSUS, THE BOARD APPROVED THE NEW JOB SPECIFICATION, SALARY RANGE, AND RECLASSIFICATION.

7. **PERS POOL** – Greg Hansen, Administrative Officer was not in attendance and this item was tabled until the next meeting.

8. **DOG BOARD INTERVIEW** – The Board interviewed Gary Cordy for a position on the Polk County Dog Board. Once completed, the Board directed staff to schedule formal appointment on the Board of Commissioners consent calendar on the November 25 meeting.
9. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

- a. **WATER RESOURCES APPLICATION** – Craig Pope reported that the Water Resources Department is starting a pilot project for an Integrated Water Resource Strategy Place Based Planning for three regions around the state. Craig feels this project is an opportunity for regional planning for the Willamette Basin area. Craig has been working with Austin McGuigan, Community Development Director on a Letter of Interest to apply for the pilot project, which will fund \$300,000 over three years application. There is a \$75,000 cash and in-kind match that the county will contribute. It is proposed that this match come from the Economic Development fund. The Letter of Interest is due December 7.

BY CONSENSUS, THE BOARD DIRECTED STAFF TO PROCEED WITH SUBMITTING THE LETTER OF INTENT.

- b. **RECLASSIFICATION OF OFFICE SPECIALIST II** – Matt requested a reclassification of Cole Steckley in the Community Development Office from an Office Specialist II to a Permit Specialist. This position would be effective November 1, 2015 and would be a financial impact of approximately \$1,300 for the remainder of the fiscal year.

BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION.

- c. **STEP 4 HIRE REQUEST** – Matt Hawkins requested the approval of a Step 4 Hire in the Behavioral Health Department. This applicant is a Licensed Clinical Social Worker and Certified Alcohol and Drug Counselor, with over ten years of experience.

BY CONSENSUS, THE BOARD APPROVED THE STEP 4 HIRE REQUEST.

- d. **JAIL NURSE UPDATE** – Matt Hawkins informed the Board that one of the jail nurses recently resigned, leaving one LPN in the jail and two vacancies. This position is notoriously difficult to recruit for and retain employees, so Matt will be exploring the possibility of contracting with the West Valley Hospital.

- e. **SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE** - Jean Sherbeck reported that she has recently appointed to the Special Transportation Fund Advisory Committee, which advises administration of CARTS Funding and the non-profits that provide transportation (in Polk County, only includes the West Valley Hospital Connections program).

- f. **MARIJUANA UPDATE** – Margo Luca reported that the OLCC released a final version of the Marijuana Administrative Rules (not yet ratified). The application process begins January 4, and the OLCC will try to license the growers first. Margo is representing the United Food and Commercial Worker's Union, and two grows have already signed collective bargaining agreements, with positions starting at \$20/hour.

- g. **DECLARING SURPLUS PROPERTY** – Todd Whitaker submitted a request for the Board to declare a 1989 Chevrolet 1 ton pickup #P882 as surplus property.

BY CONSENSUS, THE BOARD DECLARED PICKUP #P882 AS SURPLUS PROPERTY.

Commissioner Ainsworth adjourned the meeting at 9:53 am.