

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
JANUARY 12, 2016

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

2. **MINUTES** **COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF JANUARY 5, 2016.**

MOTION PASSED UNANIMOUSLY.

3. **INTRODUCTION** – Christian Edelblute, new Executive Director of the West Valley Housing Authority, introduced himself to the Board of Commissioners. The Housing Authority serves over 1100 households within Polk County with over 373 public housing units, and 700 housing vouchers. The wait list for a housing voucher is approximately 500 people, with an average wait time of 18 months. Housing in the county is fairly stable, and the last homeless count by Oregon Housing and Community Services showed a population of 54 homeless people within Polk County.
4. **TREASURER'S POSITION** – Greg Hansen, Administrative Officer, explained that the current elected Treasurer and appointed Tax Collector, Linda Fox, will not be running for re-election this year. As a result, Polk County has to determine how to best meet the needs of the finance department, tax collector and treasurer duties. Greg feels the best structure for Polk County is to have a full-time Finance Manager to oversee the tax collections and a part-time Treasurer. Greg presented a memo regarding the Treasurer's Position that he will be recommending to the Compensation Committee at tomorrow's meeting. Greg's recommendations include
 1. Hiring a full time Finance Manager near the end of the 2016-2017 fiscal year.
 2. Defining the duties and office of the Treasurer with a corresponding salary as determined by the Compensation Committee.
 3. Contract with Linda Fox for the duties of Tax Collector, Finance Manager
5. **DECLARING SURPLUS PROPERTY** – Todd Whitaker, Public Works Director requested the Board declare the County's 1996 Refrigerant Management Center (SE9617) as surplus property. This unit was taken out of service in 2014 and replaced with a new machine. The anticipated resale value of this unit is \$1,600.

BY CONSENSUS, THE BOARD DECLARED THE 1996 REFRIGERANT MANAGEMENT CENTER (SE9617) AS SURPLUS PROPERTY AND DIRECTED STAFF TO DISPOSE OF THIS ASSET.

6. **RECLASSIFICATION OF ASSESSMENT SPECIALIST I** – Matt Hawkins, Administrative Services Director, presented a request from Doug Schmidt, Assessor, to reclassify DD Janssen from an Assessment Specialist I to an Assessment Specialist II. This reclassification was accounted for in the current year's budget, and would be effective January 1, 2016.

BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION OF AN ASSESSMENT SPECIALIST I TO AN ASSESSMENT SPECIALIST II

7. **REVISED JOB SPECIFICATION AND RECLASSIFICATION OF A COMMUNITY HEALTH NURSE** – Matt Hawkins requested approval for the revised job specification for a Lead Community Health Nurse, and the reclassification of Kirk Hillebrand from a Community Health Nurse to a Lead Community Health Nurse. Matt explained that these changes were needed to allow this position to oversee the daily scheduling of the Jail Nursing staff. The fiscal impact of this reclassification would be approximately \$2,500, and would be effective January 1, 2016.

BY CONSENSUS, THE BOARD APPROVED THE REVISED JOB SPECIFICATION OF A LEAD COMMUNITY HEALTH NURSE AND THE RECLASSIFICATION OF A COMMUNITY HEALTH NURSE TO A LEAD COMMUNITY HEALTH NURSE.

8. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
 - a. **COMPENSATION COMMITTEE MEETING** – Greg Hansen announced that the Compensation Committee will be meeting on Wednesday, January 13, at 1pm in the Courthouse Conference Room.
 - b. **DEPUTY DA NEGOTIATIONS** – Greg Hansen reported that Deputy DA negotiations are this afternoon, he anticipates that the union will accept the Counties proposal and the contract will be approved by next week.
 - c. **SHERIFF PATROLS** – Greg Hansen reported that the Sheriff's office returned to 20-hour daily patrol coverage on Sunday, and expects to be back at 24-hour patrol coverage by July 1, 2016.

The Commissioners were scheduled for a road tour, but only one Commissioner was available to attend.

Commissioner Wheeler adjourned the meeting at 9:40 am.

Minutes: Heather Chase
Approved: January 19, 2016