

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**JUNE 21, 2016**

1. At 9:00 a.m., Commissioner Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Ainsworth was present, Commissioner Wheeler was excused.
2. **MINUTES**                   **COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF JUNE 14, 2016.**  
  
**MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM.**
3. **DEPARTMENT UPDATE** – Brent DeMoe, Family & Community Outreach Director, gave an overview of the Family & Community Outreach Department’s highlights from the last year. Over the last three years, this department has received over \$1.5 million in grant funding and nearly three times that amount in in-kind and leveraged support. Looking to the future, Brent plans to focus on supplementing the programs that the department is already doing instead of developing new programs, and continuing to find alternative funding sources to support future solvency.  
  
Brent requested Commissioner Pope’s assistance in finding a way to do a presentation in front of the CCO to request prevention dollars, since 90% of the population being served is Oregon Health Plan clients or eligible clients.
4. **ECONOMIC DEVELOPMENT APPLICATION** – Jason Locke, Community Development Director, Brian Dalton, Mayor, Nancy Adams, Economic Development Commission Chair, and Chelsea Metcalfe, Dallas Area Chamber of Commerce Executive Director, attended the meeting to discuss the City of Dallas’s Economic Development Grant Application. Historically, the County provided Economic Development funding (from lottery dollars) to the cities annually without reporting requirements. However, in an effort to increase transparency, the County has developed an application process to better track how this funding is being expended.  
  
The Board reviewed the City of Dallas’ application. The City of Dallas expressed concern that the application format is geared toward businesses, not municipalities, so many areas of the application did not apply to the city’s request. Commissioner Pope expressed concern that for the five years he has served on the Economic Development Commission, he has never seen a budget or recognition of the revenue the County has provided from the lottery dollars. The City of Dallas explained that the funding is a line item on the full city budget, and past dollars have been put to good use on the visioning process (Dallas 2030), and city marketing materials that attract and retain businesses.
5. **HEARINGS OFFICER INTERVIEW** – Leslie Howell is the current back-up Hearings Officer, but has agreed to become the primary Hearings Officer effective July 1, 2016. Bob Oliver will step back from the primary Hearings Officer role to serve as the back up. Leslie introduced herself and gave a quick overview of her background and interest in the land use issues. The Board thanked Leslie for her willingness to serve in this position.
6. **MASTER FEE SCHEDULE** – Heather Chase, Executive Assistant presented the draft Master Fee Schedule for 2016-2017 and reviewed the proposed fee changes. The Board will formally adopt the Master Fee Schedule by Resolution next Wednesday, June 29.
7. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.) None.

Minutes: Heather Chase  
Approved: June 28, 2016