

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
FEBRUARY 21, 2017

1. At 9:05 a.m., Commissioner Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Wheeler and Commissioner Ainsworth were present.
2. **MINUTES** **COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER
SECONDED TO APPROVE THE MINUTES OF FEBRUARY 14, 2017.**

MOTION PASSED UNANIMOUSLY.
3. **OUT-OF-STATE TRAVEL REQUEST** – Sheriff Garton was not able to attend the meeting and requested that this item be rescheduled for March 7
4. **CASA UPDATE** – Mike Barnett informed the Board that he has stepped down as Chair of the CASA Board (though he will remain on the Board) and introduced Neil Clark, who is the new CASA Chair. Mike is stepping down to focus on training and recruitment. CASA volunteer numbers are now up to 55-60, and are able to cover approximately 80% of cases. A new 10- week CASA training begins in two weeks, and the organization is planning a golf tournament again in June. A new program, Fostering the Future, will be launching in a couple months to support CASA teenagers into independent living.
5. **PAYROLL SYSTEM** – Matt Hawkins, Administrative Services Director, explained that he has been through demos of three payroll systems, ADP, Trask, and Plan Source. He has narrowed it down to two systems, and is waiting for a final bid before a decision can be made. Matt would like to have a payroll system in place by July 1, 2017, and requested authority to select the best-fit payroll system once all bids have been received and reviewed.

BY CONSENSUS, THE BOARD AUTHORIZED MATT HAWKINS TO SELECT AND IMPLEMENT A COUNTY PAYROLL SYSTEM.

6. **RECLASSIFICATION OF AN APPRAISER II** – Matt Hawkins presented a reclassification request for Sara Bischel from an Appraiser II to a Sales Data Analyst. This reclassification would be effective March 1, and has a 12-month fiscal impact of \$3,500.

BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION.

7. **NON-LISTED ITEMS** – (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.) None.

Commissioner Pope adjourned the meeting at 9:15 am.

Minutes: Heather Chase
Approved: March 7, 2017