

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
August 22, 2017

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 AUGUST 8, 2017.**
MOTION PASSED BY UNANIMOUS VOTE OF THE QUORUM.
3. **OUT OF STATE TRAVEL** – Katrina Rothenberger, Public Health Administrator, presented a request to travel out of state for a meeting for the Center for Sharing Public Health Services, September 6-8 in Kansas City, MO. Travel costs are covered by the Sharing Public Health Services grant.

BY CONSENSUS, THE BOARD APPROVED THE OUT OF STATE TRAVEL REQUEST.

4. **TUITION REIMBURSEMENT REQUEST** – Noelle Carroll, Health Services Director, presented a request from Charlotte Rossillo for tuition reimbursement. The County Policy offers 50% reimbursement (cap at \$1,000 per year) tuition reimbursement for employees who pass classes that will benefit them in their current position. There are funds available in the Behavioral Health budget to cover this reimbursement request.

BY CONSENSUS, THE BOARD APPROVED THE TUITION REIMBURSEMENT REQUEST.

The Board directed Matt Hawkins to update the tuition reimbursement policy to state that Department Heads can approve tuition reimbursement requests instead of the Commissioners.

5. **DECLARING SURPLUS PROPERTY** – Todd Whitaker presented a request to declare a 2009 Dodge Charger, C1411 as surplus property and sell in accordance with the requirements of Polk County Code of Ordinances 15.135.

BY CONSENSUS, THE BOARD DECLARED C1411 AS SURPLUS PROPERTY.

6. **NEW JOB SPEC, SALARY RANGE, AND RECLASSIFICATION** – Matt Hawkins, Administrative Services Director, presented a request to approve a new job specification and salary range for a Victim Assistance Supervisor, and the reclassification of Renee Albert from a Victim Assistance Coordinator to a Victim Assistance Supervisor. The effective date for this reclassification would be September 1, 2017, and the 12-month fiscal impact is approximately \$9,000. This position is completely grant funded. Renee has only been with the County approximately 6 weeks, and is currently under a 6-month probation. If she is reclassified, her probation period will increase to a one-year probation from her start date with the County.

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

7. **NEW JOB SPEC, SALARY RANGE, AND RECLASSIFICATION** – Matt Hawkins presented a request to approve a new job specification and salary range for Community Corrections Office Manager, and the reclassification of Donna Hemman from an Administrative Assistant to a Community Corrections Office Manager. The effective date for this reclassification would be September 1, 2017, and the 12-month fiscal impact is approximately \$2,800.

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

8. **ECLIPSE DEBRIEF** – Greg Hansen, Administrative Officer, reported that the eclipse event was enjoyed without incidence of fires, wrecks, or fights. There were some complaints of people camping in County parks, without authorization. County emergency management staff were pleased with the outcome and feel that good relationships were strengthened with other local agencies due to the preparations over the last year for this event
9. **NON-LISTED ITEMS** – (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
 - a. **LETTER OF SUPPORT REQUEST FOLLOW UP** – Commissioner Pope reminded the Board that on August 8, a letter of support was requested by Matthew Stevenson, Tobacco Prevention Coordinator and Stephanie Young-Peterson, Consultant for the Rede Group for a Public Health grant application to fund the OChART process in local clinics improve their tobacco addiction treatment for patients/clients and change their culture to better address tobacco use. At that time the Board requested the opportunity to review the grant application/budget before agreeing on a letter of support. The Board has had an opportunity to review this and expressed concern that the grant is for more than what was reported at the last Board meeting (reported \$330,000, actually \$530,000), and a large portion of it will be used to pay the Rede Group consultant. Noelle Carroll and Katrina Rothenberger requested a day to review the grant and report back with staff recommendations.

Commissioner Pope adjourned the meeting at 09:35 am.

Minutes: Heather Chase
Approved: August 29, 2017