

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
April 17, 2018

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

2. **MINUTES** **COMMISSIONER POPE MOVED, COMMISSIONER WHEELER
SECONDED TO APPROVE THE MINUTES OF APRIL 10, 2018.**

MOTION PASSED UNANIMOUSLY

3. **OUT OF STATE TRAVEL** – Aaron Felton, District Attorney, informed the Board the three members from his office will be attending Carpel training in St. Louis. The training costs are within his program budget.
4. **NEW JOB SPECIFICATION, SALARY RANGE & RECLASS** – Matt Hawkins, Administrative Services Director, presented a request for a new job spec and salary range for an Application Support Specialist III, and the reclassification of Dawn Feldman from an Application Support Specialist II to an Application Support Specialist III. The effective date for this reclassification is requested for May 1, 2018, and that 12-month fiscal impact is approximately \$2,100.

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

5. **NEW JOB SPECIFICATION, SALARY RANGE & RECLASS** – Matt Hawkins, presented a request for a new job spec and salary range for an Inmate Program Manager, and the reclassification of Jody Germond from an Inmate Program Specialist II to an Inmate Program Manager. The effective date for this reclassification is requested for May 1, 2018, and that 12-month fiscal impact is approximately \$2,600.

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

6. **RECLASS OF AN OFFICE SPECIALIST** – Matt Hawkins presented a request for a reclassification of Nikki Weaver from an Office Specialist I to an Office Specialist II. The effective date for the proposed reclassification is retroactive to January 1, 2018, and the 12-month fiscal impact is approximately \$2,000.

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.)

- a. **BCN INTRODUCTION** – Justin Hopkins, the new Executive Director of the Behavioral Care Network introduced himself.

8. **COMMITTEE INTERVIEW** – The Board interviewed Jessica Blakely for the Planning Commission and the West Valley Housing Authority.

Commissioner Ainsworth adjourned the meeting at 09:30 a.m.

Minutes: Heather Chase
Approved: April 24, 2018