

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**AUGUST 28, 2018**

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

2. **MINUTES**                    **COMMISSIONER POPE MOVED, COMMISSIONER WHEELER  
SECONDED TO APPROVE THE MINUTES OF AUGUST 21, 2018.**

**MOTION PASSED UNANIMOUSLY**

3. **NEW JOB SPECS & RECLASS, MULTIPLE POSITIONS** – Matt Hawkins, Personnel, asked for a new job specification of Mechanic II at Public Works, and to reclassify Kerry Hanson to this position. Kerry has been employed with the County for 20 years. He stated that if his request is approved the effective date would be September 1<sup>st</sup>, 2018 and the cost would be \$3,000 over a 12 month period including PERS contributions. The Board approved this request.

Matt also asked permission to reclassify a Parole and Probation Officer I to a Parole & Probation Officer II, specifically Randy Henderson. Randy has been in this position for 2 years and has demonstrated the ability to take on the responsibility of this a Parole & Probation Officer II. Matt stated that if they approve the request the effective date would be September 1st, 2018 and the cost would be \$5,000 for a 12 month period including PERS contributions. The Board approved this reclassification.

Matt is also asking for a reclassification of Juvenile Probation Officer I to a Juvenile Probation Officer II, specifically Stacy Olson. Stacy has been in her current position for 2.5 years and has been handling a large case load. Matt stated that if the Board approves this request the cost would be \$2,400 over a 12 month period including PERS contributions. The Board approved this reclassification.

4. **NON-LISTED ITEMS** – (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

- a. **ACADEMY BUILDING PARKING LOT** – Matt Hawkins, Personnel informed the Board that there have been complaints of overnight parking at the Academy Building. Employees are concerned because they are there when they arrive for work in the morning and sometimes stepping out in their under garments. Matt is requesting permission to post signage and speak to the Dallas Police Department about possibly patrolling the parking lot. The Board agrees that is a good idea.

Commissioner Ainsworth adjourned the meeting at 9:12 AM.

Minutes: Ciera Atha  
Approved: September 4, 2018