

**COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**November 20, 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 WHEELER MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF NOVEMBER 13, 2018.**

**MOTION PASSED UNANIMOUSLY.**

3. **WARMING CENTER UPDATE**– Pastor Matt and his team members Maria and Jessie, informed the Board that the warming center is up and running and had their first guests last night. Maria stated that up until this program Marion County was taking care of Polk County's homeless population. There are approximately 200 people that are homeless in Polk County, and approximately 90 of them are youth. Polk County will be accepting families, which differs from most shelters. The criteria for activating the warming shelter would be 3 or more nights below 32 degrees. If it stays below 32 for more than 3 nights they will have a backup church that the warming center can be moved too.

Last night were the first guests, and it was a man and his 12 year old son who would have had to spend the night in their car. There were also 2 young men from Dallas, one of which was staying outside the Walmart and the other who was picked up by the police and brought in. Matt stated that the officer evaluated the situation prior to bring him to make sure he would be a good fit to spend the night and it worked out very well. Maria informed the board that they are still waiting for the beds and pillows because the beds had to ordered so they could get beds they would be able to wipe down and disinfect. Jessie stated they really want to keep it as a mobile crisis center because they feel it will also help prevent people from congregating in one area.

This was all made possible because Brent DeMoe applied and received a Grant through Community Action Agency. They have volunteers and then lead volunteers. The lead Volunteers will be the one to stay overnight and also receive and \$100 stipend for their time. They begin training the lead volunteers on Monday. That training will include effective de-escalation methods, among other things. The other volunteers will be trained through a video that was put together. They also have put together a handbook of procedures and policies that will be in place to keep the volunteers and guests safe as well as the facility. They will have a table set up where the guests can locate other resources available that they may have not known about otherwise. They have had people donate some food items but it is not a requirement for the facility to provide a meal.

Commissioner Pope wants to know what sort of screening process is in place for the guests. Pastor Matt stated that they have a no turn away policy unless there is a potential threat. If the volunteer is not able to diffuse the situation they are to call 911. They will be required to sign a statement that they have received and agree to the rules and regulations. Also their belongings will be locked away overnight so if they did have drugs or alcohol they would not be able to use them while there. They also will not be allowed to sign out and then back in that same night, because they then have no way of knowing if they were using illegal substances. There will be an exception for smokers, they will have a designated area will somewhere to dispose of their cigarette butts.

4. **INVOICE FOR COUNTY ROAD PROGRAM, SPECIAL ASSESSMENT** – Greg Hansen, Administrative officer, stated that the County received the one-time assessment invoice for \$17,574.28 from the Association of Oregon Counties. He stated that all of the counties in Oregon received this bill and his only concern is that the reason this payment is needed is because of mistakes made in the past by AOC and worries that it may happen again. Commissioner Wheeler stated that she is concerned that with Commissioner Pope no longer being the President of AOC that there will not be anybody watching to make sure the same mistakes are not happening. Commissioner Pope took steps before he stepped down as AOC President to ensure that the treasury and bookkeeping had a team that would oversee the work and would report directly to the Board of Directors rather than just to the Executive Director. He has put policies and procedures in place that will consist of regular audits of the books and they have also been looking at different audit firms because of the mistakes that were missed by the previous and current auditors. They are still under contract with the current auditors and after that contract is up they intend to seek a different audit firm. All of the staff that were previously in the finance department has been replaced and Commissioner Pope stated that this oversight team that has been put in place should prevent the same mistakes from happening again. They have also made significant cutbacks in expenditures in the last 2 years. He said the bookkeeping was being poorly done because she did not have the software that was necessary for the type of bookkeeping she was needing to do. Jennifer stated that she was still concerned because she doesn't feel that the requirements of being a bookkeeper are sufficient to ensure the same thing doesn't happen. Commissioner Pope stated that that is where the oversight team will hold the finance and bookkeeping department accountable for the decisions made and he would be happy to report back to the Polk County Board of Commissioner with quarterly reports.

**BY CONSENSUS, THE BOARD APPROVED THE PAYMENT OF \$17,574.28 IN ONE LUMP SUM.**

5. **NON-LISTED ITEMS** – (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
- a. **INVOICE FROM NORTH WILLAMETTE RESEARCH & EXTENSION CENTER** – Greg Hansen informed the Board that they received the invoice from the OSU Research center and would like to know if they Board wants somebody from there to come and give the Board an update. The Board unanimously agreed that they would like an update. Ciera Atha, Executive Assistant to the Board will contact Extension and schedule a time for them to come and give the update.
  - b. **UPDATE ON CHRISTMAS LIGHTS** – Matt Hawkins, Administrative Services Director, updated the Board on the progress with the Christmas lights for the tree lighting that is scheduled December 7<sup>th</sup>. The County chose to participate in this event more so than in the past and has purchased additional lights to enhance the tree lighting ceremony. They will be delivered to Gregg Hess at Vanwell to be put up on Sunday. He also informed them that he plans on being much more involved in this tree lighting ceremony in future years.

Commissioner Ainsworth adjourned the meeting at 09:45 a.m.

Minutes: Ciera Atha  
Approved: November 27, 2018