

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
JANUARY 15, 2019

1. At 9:00 a.m., Commissioner Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Ainsworth and Commissioner Mordhorst were present.
2. **MINUTES** **COMMISSIONER AINSWORTH MOVED, COMMISSIONER MORDHORST SECONDED TO APPROVE THE MINUTES OF JANUARY 8, 2019.**

MOTION PASSED UNANIMOUSLY.

3. **PUBLIC COMMENT** – Kathy Speer, 674 SE Cypress Ave, Dallas Oregon, stated that she was at the meeting to say thank you to Polk County for helping with the Adopt a Family fundraiser. Ms. Speer stated that she found the support and assistance they received from our Family Community Outreach department and Brent DeMoe was unmeasurable and they would never have been able to help as many families as they did without that help. She stated that they also streamlines their process which made a huge impact in the ability to help so many families. The Board also thanked Ms. Speer and the rest of the volunteers who spent so much time and energy pulling together for the families in need.
4. **SHERIFF OFFICE UPDATE** – Mark Garton, Polk County Sheriff, informed the Board that they recently purchased triband radios so they can talk with all the counties in the area because the new radios are compatible with all spectrums being used. They are almost don't installing the last of those. They are writing a Grant application for a SPIRE Grant which will allow Emergency Management to purchase equipment that the county will maintain for a few years and then the county would own that equipment.

There was a reclassification of a records technician to a Community relations Specialist. This position will act as a PIO, manage social media, & any marketing type duties needed. Commissioner Pope requested that the Sheriff keep the Commissioners informed about any bills that they find relevant to Polk County's legislative priorities.

5. **NEW TELE-WORKSITE PLAN** – Matt Hawkins, Administrative Services Director, is recommending the Board of Commissioners approve the proposed tele-worksite Plan. This would allow employees the ability to work from home or off site. This plan would not allow every employee to work from home, but has been created to address the moments with extenuating circumstances and it would be mutually beneficial for an employee to be able to work from home. This would also allow for some additional workspace to be available when needed. The Board unanimously agreed to approve the Tele-worksite plan.
6. **RECLASS OF TWO BEHAVIORAL HEALTH POSITIONS** – Matt Hawkins, Administrative Services Director, is recommending the reclassification of two Lead Behavioral Health Counselors. Specifically for Kerry Hammersmith who is currently at a step 6 of the Lead Behavioral Health Counselor position and if the reclassification is approved she would move to step 5 of the Behavioral Health Supervisor I position. The second reclassification he is recommending is for Brittany Cote, who is currently at step 2 of the Lead Behavioral Health Counselor position and if the reclassification is approved would move to step 1 of the Behavioral Health Supervisor I position.

He stated that these two employees have taken on duties as a supervisor and this reclassification would put them more in line with their actual duties. If the reclassifications are approved they would be effective February 1, 2019. The fiscal impact for FY 19-20 would be approximately \$10,100 including PERS contributions for a 12 month period. He informs them that the Behavioral Health budget is able to absorb this increase. The Board unanimously agreed to approve the recommended reclassifications.

7. **NEW & REVISED JOB SPECS, SALARY RANGE, & RECLASS** - Matt Hawkins, Administrative Services Director, is recommending new and revised job specifications, salary range, and reclassification. He stated that in 2012 nine new job specification were created for the department that has now become Business Services within Health Services. The job specifications included a series for Fiscal Analyst I, II, & Senior, as well as a series for Billing Specialist I, II, & Senior. The other series created at that time was for Contract Specialist I, II, & Senior, however, this Series has not been used for a number of years. None of these job specifications have been updated since then. Since Business Services has changed so much since then it is necessary to revamp the job specifications and the structure of the department based on need and the tasks being completed by employees.

Mr. Hawkins recommended the Board to approve the following changes:

1. Billing Specialist I and II combine to become Billing Specialist.
2. Revise job specification for Senior Billing Specialist
3. Fiscal Analyst I and II combine to become Business Services Analyst.
4. A new job specification for Senior Business Service Analyst.
5. Senior Fiscal Analyst title change to Finance Analyst.

With all of these changes some staff will receive new titles but Mr. Hawkins does recommend that Zane Duval be reclassified from an Office Specialist III to a Billing Specialist. Zane has been performing many duties within the current and revised Billing Specialist job specification. He is currently at step 6 of the Office Specialist III position. If the reclassification is approved he would move to step 7 of the Billing Specialist position. The effective date of the reclassification would be February 1, 2019.

The fiscal impact for FY 19-20 is approximately \$4,000 including PERS contributions for a 12 month period. The Board unanimously agreed to approve the recommended new and revised job specifications, salary range, and reclassification.

8. **MWACT CITIZENS APPOINTMENT** – Commissioner Craig Pope informed the Board that Mr. Adamson will be stepping down from the Citizen Advisory Committee and reached out to Kathy Hadley to see if she was interested in being appointed to that spot. He said she is interested and recommended the Board approve her being appointed.
9. **COMMITTEE VACANCY INTERVIEW** – Kevin Chambers came to the meeting to be interviewed for the West Valley Housing Authority. Mr. Chambers stated that he is interested in serving on the Housing Authority because of the housing crisis statewide. His history in volunteerism includes time spent serving the Willamette Valley baseball League, volunteering at his church, and working with Polk County Republicans. He stated that he can be of use on this Board because he is very organized, and analytical thinker, he relates well to people because he has strived to succeed in his life. He believes he has a lot to learn still about what role the Board members play in the Housing authority but is ready and willing to learn and take action any way they need. He believes it is important to look at things from many different perspectives. When asked, he stated that he believes one priority of the Housing authority might be to expand the UGB to develop more properties. Mr. Chambers stated he would be committed to reading agendas thoroughly each month and attend meetings regularly.
10. **NON-LISTED ITEMS** – (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
- a. **OREGON DEPARTMENT OF TRANSPORTATION** – Greg Hansen, Administrative stated that he emailed ODOT about a recent fatality at an intersection that is awaiting construction by ODOT. Mr. Hansen asks the Board if they would like a letter drafted that will explain the background of these intersections and encourage ODOT to expedite their work on the intersections to make them safer. Commissioner Pope stated that he would like this letter

sent directly to the Director of ODOT and to explain that there have been 2 recent fatalities that could have been prevented. Director of Public Works, Todd Whitaker, explained to the Board that there are such things as temporary light and they are used when construction is being done often. He believes if ODOT would have issued these at the intersections in the interim that these two fatalities could have possibly been avoided. The Board agrees that staff should move forward with drafting a letter to be sent.

Commissioner Pope adjourned the meeting at 09:55 a.m.

Minutes: Ciera Atha
Approved: January 29, 2019

