

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**June 18, 2019**

1. At 9:01 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 POPE SECONDED TO APPROVE THE MINUTES OF JUNE 11, 2019.**

**MOTION PASSED UNANIMOUSLY.**

3. **HEALTH SERVICES UPDATE** – Noelle Carroll, Health Services Director, informed the Board that she has been focused on four main strategic goals for the Health Services Department which are: 1) Effective Resource Management, 2) Promote Health and Personal Well-Being, 3) Evaluate and Improve Agency Processes and Performance, 4) Develop Workforce and Enhance Positive Organizational Culture. She explained that for the first goal she has redesigned the organizational structure to maximize use of senior leadership skills by creating “Divisions”. She has also worked on the redesign of program groupings to increase effective coordination with partners and improve program oversight. For the second goal she has implemented a “Live Well” campaign as a way to unify the department around a common purpose and to communicate to the community about our desire to help people achieve the vision they have for themselves. She will also be looking for ways to help employees Live Well. Some steps they have already taken include expanded schedule options, telecommunicating opportunities, streaming music capability, and the introduction of Outward Mindset. This implementation of this will continue this year with an onboarding and training series for new staff as well as routine staff engagement surveys to help them learn more about what it means to everybody to Live Well.

For the third goal they have begun a Jail Treatment service and have expanded the hours for mental health services in Dallas and West Salem by having evening hours, and for the Monmouth Office and the Academy building will now have Saturday Addiction Services. To address the fourth goal they have adopted “Fully Empowered. Fully Accountable.” As a management motto. They will have monthly management development trainings conducted by Matt Hawkins and/or Noelle. Employees will be able to earn “Live Well” points as a means of recognition when they have done something the supervisor believes is above and beyond. Noelle explained that Healthcare as a whole has to understand that an individual’s physical health, mental health, addictions and other life circumstances have a combined impact on their symptoms and functioning. In order to help someone truly thrive, the needs of the whole person need to be considered no matter the department or the program they are receiving services from.

Commissioner Pope asked Noelle if she feels that the current structure of the Health Services Department provides adequate support. She said that it is getting a lot closer than it was in the past to not being under supervised.

4. **NEW JOB SPEC., SALARY RANGE & RECLASS** – Matt Hawkins, Administrative Services Director, is recommending that the Board adopt a new job specification for a Building Plans Examiner within Community Development. The will provide the needed assistance within the Building Inspection section and still allow for an employee to be helpful at the front counter for customers.

He would also recommend that Kayla Bizon be reclassified into this position. She is currently a Permit Specialist and will be reclassified in order to meet the requirements to take the course and test for Plans Examiner. If the reclassification is approved the fiscal impact would be approximately \$3,600 including PERS contributions and the effective date would be July 1, 2019.

**BY CONSENSUS, THE BOARD APPROVE ADOPTION OF THE NEW JOB SPECIFICATION FOR A BUILDING PLANS EXAMINER; AND THE RECLASSIFICATION OF KAYLA BIZON INTO THIS POSITION EFFECTIVE JULY 1, 2019.**

5. **RECLASSIFICATION OF DEPUTY DA I** – Matt Hawkins recommends a reclassification of a Deputy District Attorney I to a Deputy District Attorney II, specifically for Kyle Haney. The DA's Office has lost several employees recently and are in a position where they need to reclassify Kyle so he can take on higher level cases and trials. Kyle has proven himself by performing at a high level during his time with Polk County.

If approved the fiscal impact would be approximately \$8,000 including PERS contributions for a 12 month period. The effective date would be July 1, 2019.

**BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION OF KYLE HANEY FROM DEPUTY DISTRICT ATTORNEY I TO DEPUTY DISTRICT ATTORNEY II, EFFECTIVE JULY 1, 2019.**

6. **NON-LISTED ITEMS** - (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
  - a) Morgan Smith, County Counsel, asked the Board what staff they will want to attend the meeting with Marion County Commissioners where they will vote on who will be taking Jackie Winter's place on the Senate. The Board agreed that since it is just a vote they won't need any other staff to attend.

Commissioner Pope adjourned the meeting at 9:48 a.m.

Minutes: Ciera Atha  
Approved: July 2, 2019