

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**October 1, 2019**

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

2. **MINUTES** : COMMISSIONER AINSWORTH MOVED, COMMISSIONER MORDHORST SECONDED TO APPROVE THE MINUTES OF SEPTEMBER 24, 2019.

**MOTION PASSED UNANIMOUSLY.**

3. **AOC FEDERAL LANDS SUBCOMMITTEE** – Commissioner Pope referred to a letter the Board received a notification that the Federal Lands Sub Committee will be approving the 2020 budget at the meeting scheduled for October 14, 2019 and that they will need to designate a Commissioner to vote on behalf of the County. Commissioner Pope has served as this designee in the past and is agreeable to continue if the Board chooses.

**MOTION: COMMISSIONER AINSWORTH MOVES, COMMISSIONER MORDHORST SECONDS TO APPOINT COMMISSIONER POPE AS THE DESIGNEE TO VOTE FOR POLK COUNTY.**

**MOTION PASSED UNANIMOUSLY.**

4. **RECLASSIFICATION IN DA'S OFFICE** – Matt Hawkins, Administrative Service Director, requested the Boards approval to reclassify a Legal Secretary I to a Legal Secretary II within the District Attorney's Office. The Employee has demonstrated her abilities and been an asset to the prosecution process. She has been completing tasks at a higher level of work which would fall under the Legal Secretary II job description. Should the reclassification be approved it would be effective today, October 1, 2019 and would be approximately \$2,000 increase for a 12 month period including PERS contributions.

**BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION RECOMMENDED BY STAFF.**

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

a) Dean Anderson, IT Director, is requesting that the Board approve the reclassification of Josh to the Deputy IT Director, and Eric to a GIS Program Coordinator. This would allow Dean to spread some of the work out that he can't complete in his twenty hours a week and would also give them the opportunity to see if they could potentially manage those programs. He is hoping for this to happen in October and in January there would be a complete departmental review. He stated that he also really wanted to work on the internal and external security issues and they are looking for somebody to do a security audit, and have found a few candidates. Deans Goal is to get through the departmental review and fill those 2 position permanently and for him to step down in June-July 2020. He has agreed to help the Assessor's Office after he steps down with completing the transition to the new mapping system.

**BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATIONS RECOMMENDED BY STAFF.**

Matt Hawkins stated this with those being approved they will need to also adopt the new job specifications and he has the drafts now for them to review or he can add them to the consent calendar another day. He gave them the job specifications to review and they are IT Deputy Director, the IT Director because it doesn't exist, and Senior GIS Programmer Coordinator.

**BY CONSENSUS, THE BOARD APPROVED THE NEW JOB SPECIFICATIONS.**

- b) Matt Hawkins stated that the Board had mentioned at a previous meeting they would like to visit the West Salem property that is currently abandoned and will become County property shortly and he has got word from the City that they could make people available to take the Board to see that sometime next week. Morgan Smith, County Counsel, will organize with the Hearing's Officer because she would like to view the site as well.

Commissioner Pope adjourned the meeting at 9:20 a.m.

Minutes: Ciera Atha  
Approved: October 8, 2019