

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
October 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 OCTOBER 8, 2019.**

MOTION PASSED UNANIMOUSLY.

3. **ASSESSORS OFFICE UPDATE** – Valerie Patoine, Polk County Assessor, informed the Board that they have recently completed the tax roll and it was certified October 4th and should be mailed out October 23rd. She stated that overall County wide the real market value increased 10% and the assessed value grew 5%. The total taxes fees and charges was an increase of 4 % which is a reflection of some bonds that got repaid so some taxes in the cities went down because of that. By city the growth in Dallas was 7%, Independence was 7%, Monmouth was 5% and Salem was 4%. The biggest tax decreases were in Dallas and the City of Salem. West Salem residents' tax rate went down by about .24 cents per thousand and Dallas went down about .38 cents per thousand. Tax rate in Monmouth and Independence went up .09%.

She updated the Board on the status of the computer conversions happening in their office. Helion has been rewriting their applications and in 2018 they converted to a new version of their value calculation model and it's called Property Appraisal and that went smoothly. This past August they got the new version of the sales file and the ration study. Those are two applications that they use to put out a ratio study every year which is due to the Department of Revenue July 1st. They made huge improvements and it will make their job a lot easier. In September they are releasing their new personal property application and we are one of the testing Counties so Becky, their personal property personnel, has been testing the application and they are hoping to go live with that in December.

There have had some personnel changes since she became the Assessor. She promoted Sara to be her Chief Appraiser and she is doing very well. She is training three new hires. She was very particular about who she hired and believes she made some really good hiring choices. Of the Appraisers she hired there is a Data Analyst position and a Commercial Appraiser position that are not being filled right now. They hired all entry level positions so they will determine which ones are going to fit in those positions. In the meantime Sara will continue to do the ratio study which is the primary responsibility of the Data Analyst. Valerie and Sara will work together to reappraise the commercial accounts. When the previous Commercial Appraiser left they at a disadvantage because they were the only person who knew how to do it. She does not want that to happen again and she plans to work to get them all cross trained. She stated she is very happy with how things are going in the office.

4. **COMMUNITY MEDIATION SERVICES FUNDING** – Ken Braun came to discuss the program he runs which is the County Mediation Services. He states there are 16 programs similar to his throughout the state and they receive state funding. Since 2011 the state was giving the money to U of O and they now manage that money. Ken stated that the Labor Education and Research Center had been reduced in funding and U of O had to cut \$11 million in funding, in doing so they elected to reduce funding to some of the programs. Normally their

program receives \$52,000 per biennium and with these cuts there would be a 20% reduction in that funding for programs like his throughout the state. He says they were able to move things around enough so for now their budget didn't get cut so now they are trying to garner support so that they will find ways of refunding that for the second half of the biennium. The Board received a letter from the program director asking for letters of support to the Senators and Ways and Means Committee asking them to be vocal about refunding the full amount of their money. Commissioner Pope states that he does not like that the University has administrative control over pots of money because that is when he usually sees a 34% admin fee taken out of these pots of money for oversight. He asked Ken if that is the case with this fund. Ken said it is not that high but there are some fees because they have a full time Administrator and a half time support person. Commissioner Pope stated that he thinks that money should go to an NGO or another agency that doesn't have that industrial administrative complex attached to it. He would like to mention that in the support letter and suggest some alternative ideas to fix the problems to put the money back in the hands of the people that are doing the work. Ken stated that they have considered going to the Council of Counties to be their fiscal agent but the problem is that their money is significantly more than the budget which makes them a large target. They have had a lot of conversations about it and ended up staying where they are for now. They have been the Oregon Association of Community Dispute Resolution program and are not a non-profit and they recently renamed themselves Resolution Oregon and the possibility of becoming a 501C3 and applying for the money directly to them they would have to hire somebody like Patrick. Commissioner Ainsworth asked what other funding streams are available to them. Ken said they usually apply for Dallas Community Foundation Grant, they have a fundraiser the Pentacle Play, other individuals who support them financially, among other grants as available. He stated that some other partners have started to charge for their mediations and they don't want to do that. They do already have a sliding scale fee so if somebody can't pay it slides to zero anyways. They only charge for continued mediation for parenting plans, they do each get a free session and one joint session and after that they charge \$100 per hour. Commissioner Pope asked Ken if he has the support from judges, and the DA and other Directors that would be affected. He stated that he does have support from the judges and he believes Aaron Felton, DA also supports the program. Aaron Felton, stated that yes he is a big supporter of the program and the concept. Commissioner Pope stated that he thinks if all of these affected parties signed this letter of support that is might more powerful. Ken agrees and thank Commissioner Pope said he will help with getting this in the hands of our recently appointed Senator to carry this forward.

5. **REVISED JOB SPEC, SALARY RANGES, & RECLASS** – Matt Hawkins, Administrative Services Director, requested the Board revised some job specifications, salary ranges and a reclassification of an employee in our Environmental Health Program within Community Development. They have three existing positions as Environmental Health Specialist I, II, & III. He recommends eliminating those three positions and creating two which would be an Environmental Specialist and a Senior Environmental Health Specialist. The reason would be that it allows them to put them within a job that covers the range salary wise of what a I and II once were. With doing that he is also requesting to reclassify a Community Development Technician II into the Environmental Health Specialist position. If the Board approves that it would be effective November 1st and an approximate increase of \$3,400 for a 12 month period including PERS contributions.

BY CONSENSUS THE BOARD APPROVED THE REVISED JOB SPECIFICATIONS, SALARY RANGES, AND RECLASSIFICATION OF THE COMMUNITY DEVELOPMENT TECHNICIAN II TO AN ENVIRONMENTAL HEALTH SPECIALIST WITHIN THE COMMUNITY DEVELOPMENT DEPARTMENT.

6. **NON-LISTED ITEMS** - (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
- a) **HALLOWEEN REQUEST** – Matt explains to the Board that for the last several years they have done a “spirit week” allowing people to dress up and he has a request to continue that this year. He wanted to ask the Board if they have any issues with it. The proposed days are Monday October 28th- red, white & blue; Tuesday – twin day; Wednesday – way back Wednesday; Thursday – costume of any kind; Friday – Flannel Friday. The Board agrees that it is approved.
 - b) **FORECLOSURES** - Greg Hansen, Administrative Officer, informed the Board that we took five properties last week and most of them are very small and another is the Counties for the second time. He is not sure how to move forward but will need an interpreter to communicate.
 - c) **ACKNOWLEDGEMENT** – District Attorney Aaron Felton wanted to take a moment to recognize and thank Commissioner Ainsworth for serving on the specialty Drug Court panel for the last nine years. He stated that he did not realize it had been that long and appreciates his dedication to being present that those hearings.

Commissioner Pope adjourned the meeting at 9:54 a.m.

Minutes: Ciera Atha
Approved: October 22, 2019