

MINUTES September 4, 2019

1. CALL TO ORDER & ATTENDANCE

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

Staff present: Greg Hansen, Administrative Officer
Morgan Smith, County Counsel
Matt Hawkins, Administrative Services Director

2. ANNOUNCEMENTS

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The meetings are held in the Courthouse Conference Room, 850 Main Street, Dallas, Oregon at 9:00 a.m. and is conducted according to a prepared agenda that lists the principal subjects anticipated to be considered. Pursuant to ORS 192.640, the Board may consider and take action on subjects that are not listed on the agenda.

Department Head/staff meetings with the Board of Commissioners are held on Monday, Thursday, and Friday. The meetings are held in the Board of Commissioners' Office Conference Room and are conducted between 9:00 a.m. and 5:00 p.m. The principal subjects anticipated to be considered are on-going, upcoming, and new matters bearing on County operations. Pursuant to ORS 192.640, the Board of Commissioners may consider and take action on subjects not listed within this announcement.

The Polk County Commissioners will be attending the OSU Extension Service District meeting on September 18, 20419 at 1:30 p.m., at 289 E Ellendale Ave, Dallas, Oregon.

3. COMMENTS (FOR ITEMS NOT ON THIS AGENDA)

Matt Hawkins would like to modify the agenda and add an item to the agenda. Item number 7, performance appraisals, has been added to the agenda.

4. APPROVAL OF AGENDA

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER MORDHORST
SECONDED, TO APPROVE THE AGENDA AS AMMENDED.**

MOTION PASSED UNANIMOUSLY

5. APPROVAL OF CONSENT CALENDAR

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER AINSWORTH SECONDED, TO APPROVE THE CONSENT CALENDAR.

MOTION PASSED UNANIMOUSLY.

6. APPROVAL OF MINUTES OF BOARD MEETING OF AUGUST 21, 2019

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER MORDHORST
SECONDED, TO APPROVE THE MINUTES OF AUGUST 21, 2019.**

MOTION PASSED UNANIMOUSLY.

7. PERFORMANCE APPRAISALS

Matt Hawkins, Administrative Services Director, stated that the county has always had five categories in their overall rating on performance appraisals. He has received a request to change it to three categories. Instead of the existing five that are: outstanding, above average, satisfactory, needs improvement, and unsatisfactory; would be exceeds expectations, meet expectations, and needs improvement. Matt informed the Board that they had a time where everybody was being given above average when really they were just meeting expectations. Greg Hansen, Administrative Officer, explains that they have had only three categories in the past and it was found that supervisors were giving exceeds expectations when they were really just meeting expectation just to avoid any blow back from the employee. Matt requests that if we don't change the number of categories he would ask that he be able to reword the 5 categories to make it clearer. Morgan stated that he believes going to a three tier system rather than five will put an emphasis on the narrative of why they are in that category. If you have a bigger choice the supervisor will put more effort in figuring out which of the five options they get rather than choosing a score and writing more narrative to explain the score. Commissioner Pope would like Matt to work on the three categories, by discussing it with the department heads and seeing what they think about it.

At 09:29 a.m., County Counsel announced that the meeting was recessed to Executive Session pursuant to ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Commissioner Pope called the meeting back into regular session and adjourned the meeting at 9:42 a.m. and direct staff to proceed as discussed.

POLK COUNTY BOARD OF COMMISSIONERS



Craig Pope, Chair



Mike Ainsworth, Commissioner



Lyle Mordhorst, Commissioner