

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
December 24, 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 were present.
2. **MINUTES** : **COMMISSIONER AINSWORTH MOVED, COMMISSIONER MORDHORST SECONDED TO APPROVE THE MINUTES OF DECEMBER 17, 2019.**

MOTION PASSED UNANIMOUSLY.

3. **INFORMATION SERVICES UPDATE** – Dean Anderson, IS Director, reported staffing changes in the IS Department: One employee has taken over the role of Deputy Director, and will be much more involved with operational issues and leading projects. Another employee has been promoted to Senior GIS Programmer & Coordinator and has taken on new projects as well. This calendar year the department has closed 3,324 helpdesk tickets. They have implemented a new long term project management system. They have switched from a spread sheet to the new system that is working very well. The Deputy Director will now be responsible for the new printer maintenance contract. All of the windows operating systems have to be migrated to the new operating systems. They are continuing to expand security, they now have over 300 cameras that they manage and over 200 doors that have security systems linked to them. Staff has gone through a very extensive process that started in the summer with the roof of the courthouse being done they replaced the fiber as it goes to the building, and replaced access points. Department support continues to expand, they moved the Behavioral Health staff off of the old EMR system and they will start using some of the things that are in google to manage some activities. There are a lot of new applications coming online for different departments that IS has to install. With the staff changes and the Senior GIS Programmer and Deputy Director leading more projects Dean will step back into more of an advisory role to make sure things are on track. They are in the process of setting up a strategic plan review and there will be three parts to that. They will bring on a consultant that does security reviews, they will work with Human Resources on operating procedures for staff, and is currently in the process of setting up a contract with Helion to review applications and support directions for the different departments. Their goal is to have a county road map done by the end of January. They stopped printing county road maps because of GPS updates and they were told that since there is a significant amount of places that do not have cell service and people still use the road maps a lot. They will continue to work on user security, training, passwords, etc.

Commissioner Pope asked how many of those helpdesk tickets people needing password help. Joshua James, IT Deputy Director, said it was probably a small percentage. Dean Anderson pointed out that Behavioral Health has been operating with the new password protocol for many years and since they are the biggest department there will not likely be too much of an increase in password issues. Commissioner Pope asked if there is anything in place that can help users keep track of passwords so they don't have to call IS for help every time they forget. Josh explained that they have looked periodically to try and find a good password management tool and the problem is that there is no perfect solution. They could implement some things such as having it tie into the windows password but the downside then is that if the internet is down you couldn't access anything. They have made it now so anybody in IS can reboot a password which has helped.

4. **BUDGET COMMITTEE MEMBER REAPPOINTMENT**– Matt Hawkins, Admin. Services Director, stated that Budget/Compensation Committee Member Norbert Hartmann term expires at the end of this month and asked them if they would like to appoint Norbert to another three year term.

BY CONSENSUS, THE BOARD AGREED UNANIMOUSLY TO REAPPOINT NORBERT HARTMANN TO ANOTHER 3 YEAR TERM ON THE BUDGET/COMPENSATION COMMITTEE.

5. **RECLASSIFICATION OF A BILLING SPECIALIST** – Matt Hawkins requested the Board reclassify Zane Duvall from a Billing Specialist to a Senior Billing Specialist because he has taken on the functions and duties of a Senior Billing Specialist. If approved this would be effective January 1, 2020 and would be an approximate increase of \$2,600 for a 12 month period.

BY CONSENSUS, THE BOARD APPROVED THE RECOMMENDED CHANGES BY STAFF.

6. **RECLASSIFICATION OF A BH COUNSELOR III** – Matt Hawkins requested the reclassification of Laura Willcoxon who is currently a Behavioral Health Counselor, has taken on some of the duties in the jail. At the jail the BH Counselors are called Correctional BH Counselors and paid a little more. They would like to move her to the jail full time and reclassify her into the Correctional BH Counselor position. If approve it would be effective January 1, 2020 and would be an approximate increase of \$3,300 including PERS contributions for a 12 month period.

BY CONSENSUS, THE BOARD APPROVED THE RECOMMENDED CHANGES BY STAFF.

7. **NON-LISTED ITEMS** - (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
 - a) **BUDGET CALENDAR** – Commissioner Pope stated that they have all reviewed the proposed Budget Calendar and asks if the Board has any problems with the dates or if they are good with it how it is.

BY CONSENSUS, THE BOARD APPROVED THE BUDGET CALENDAR AS PROPOSED.

Commissioner Pope adjourned the meeting at 9:32 am.