

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
March 31, 2020

1. At 9:00 a.m., Commissioner Ainsworth declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Mordhorst and Commissioner Pope were present.
2. **MINUTES** : **COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF MARCH 24, 2020**

MOTION PASSED UNANIMOUSLY.

3. NEW JOB SPEC, SALARY RANGE, & RECLASS

Matt Hawkins, Administrative Services Director, tells the Board he is requesting a new job specification, salary range, and a reclassification. He is recommending the new job specification of Cartographic Deed Specialist II be adopted by the Board along with this he is requesting a reclassification of our current Cartographic Deed Specialist I. Amy Everetts is in that position now and he is also requesting that she be reclassified into this new position. Amy has taken on handling all of the manufactured structures from the building codes division. If these changes are approved the fiscal impact would be approximately \$2,600 including PERS contributions should this have been for a 12 month period this fiscal year.

BY CONSENSUS, THE BOARD APPROVED STAFF RECOMMENDATION.

4. **NON-LISTED ITEMS** - (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
 - a. **ASSESSOR'S OFFICE UPDATE** – Valerie Patoine, Polk County Assessor, informed the Board that as of yesterday the front office staff will be rotating. One person will be in the front office working for a week at a time and then they will rotate. Everybody else is working from home. The Appraisers are at home doing online training because their training that was supposed to happen in Portland was canceled. She is working with the IT department to get the Appraisers set up with laptops that can remote in to the network so they can do work from home after they are done with the online training.

Commissioner Ainsworth adjourned the meeting at 9:09 am.

Minutes: Ciera Atha
Approved: April 7, 2020