

TUESDAY WORK SESSION AGENDA
January 9, 2024
Courthouse Conference Room

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS (503-623-8173) AT LEAST 24 HOURS IN ADVANCE IF YOU NEED SPECIAL ACCOMMODATIONS TO ATTEND OR TO PARTICIPATE IN THE MEETING VIRTUALLY.

Approximate Time

AGENDA

- | | |
|-----------|---|
| 9:00 a.m. | 1. CALL TO ORDER – PLEDGE OF ALLEGIANCE |
| | 2. COMMENTS (for items not on this agenda and limited to 3 minutes) |
| | 3. APPROVE MINUTES OF December 26, 2023 |
| | 4. RECLASSIFICATION OF AN EMPLOYEE |
| | 5. NON-LISTED ITEMS (Pursuant to ORS 192.640) |

Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The meetings are held in the Board of Commissioners' conference room, 850 Main Street, Dallas, Oregon. Each meeting begins 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 of Commissioners may consider and take action on subjects that are not listed on the agenda. The Board also holds a department staff meeting at 9:00 a.m. on Every Monday in the Commissioners Conference Room at 850 main Street, Oregon.

The Homeless Prevention Advisory Council (AKA P.A.T.H.S) will be meeting on January 10, 2024 from 12:00 pm to 1:30 pm located in the first floor conference room at 182 SW Academy St, Dallas Oregon, 97338.

APPEARANCE OF INTERESTED CITIZENS

The Board sets aside a time at each regular meeting for comment by the public on subjects not appearing on the Agenda. Individuals may come forward and make any statement they wish, but not to exceed three (3) minutes in length, except as is required to give concise answers to questions from Board members. If the subject will require a lengthier presentation, or merits inclusion as an item on the Agenda of a future meeting, the Board shall schedule it accordingly.

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
December 26, 2023

1. At 9:00 a.m., Commissioner Gordon declared the Tuesday meeting of the Polk County Board of Commissioners in session and led the Board and attending audience in the Pledge of Allegiance. Commissioner Pope and Commissioner Mordhorst were present.

2. COMMENTS (for items not on this agenda):

None.

3. MINUTES: **COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE
SECONDED TO APPROVE THE MINUTES OF December 26, 2023**

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

4. POLK SWCD LETTER OF SUPPORT REQUEST FOR PFA GRANT PROPOSAL

Kevin Porter, District Manager for the Polk Soil and Water Conservation District, stated that the Polk SWCD is working on a proposal to the ODFW Private Forest Accord conservation grant fund for extensive restoration work on one of the district's properties, "Cornerstone". They are hoping to use this money for local contractors to work at Cornerstone for the next 3-5 years, with annual maintenance after that. Support from the Commissioners would assist them in securing this funding for Polk County. Mr. Porter stated that he has drafted a letter of support for the proposal and is requesting that the Board sign it. Commissioner Gordon asked Mr. Porter to talk more about the scope of work for this project and Mr. Porter answered his question. Commissioner Pope asked who the other supporters are for this grant and Mr. Porter answered his question. Commissioner Mordhorst asked if they have a staff or volunteers and Mr. Porter stated they have a staff of 5 employees but they do use several hundred volunteers. Commissioner Pope stated that he is ready to support the Polk SWCD with this letter, however he would like to know the final number and see their budget once it is finalized.

**COMMISSIONER POPE MOVED, COMMISSIONER MORDHORST
SECONDED TO APPROVE AND SIGN THE LETTER OF SUPPORT**

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

5. NATIONAL HISTORIC REGISTER

Greg Hansen, Administrative Officer, let the Board know of a letter that our office received recently in regards to The State Advisory Committee on Historic Preservation (SACHP) will consider the Dallas Downtown Historic District for nomination to the National Register of Historic Places at their next meeting and that the Polk County Courthouse is located within the boundary of the proposed historic district. Mr. Hansen stated that the letter is inviting us to attend that meeting on February 16, 2024. Mr. Hansen also discussed what this would mean for our Courthouse and stated that he just wanted the Board to be aware of this. Commissioner Pope stated that he is always in support of Historic sites, however he has concerns. The Commissioners talked about next steps.

6. SELECTION OF BOC CHAIR FOR 2024

Commissioner Gordon stated that it was time to select the BOC Chair for 2024 and that he also wanted to nominate Commissioner Mordhorst as Vice-Chair.

**COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON
SECONDED TO SELECT COMMISSIONER POPE AS THE BOC CHAIR
FOR 2024 AND COMMISSIONER MORDHORST AS VICE-CHAIR FOR 2024**

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

7. 2024-2025 BUDGET CALENDAR

Greg Hansen, Administrative Officer, stated that it is now that time for the Board to approve the FY 2024-2025 Budget calendar as presented. Mr. Hansen stated that the Board's Executive Assistant has confirmed the necessary dates with our Budget Lay Members. Mr. Hansen also stated that the Board needs to designate a budget officer for the record.

**COMMISSIONER GORDON MOVED, COMMISSIONER POPE
SECONDED TO APPROVE THE FY 2024-2025 BUDGET CALENDAR AND TO NAME
GREG HANSEN AS BUDGET OFFICER.**

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

7. NON-LISTED ITEMS - (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)
None.

Commissioner Gordon adjourned the meeting at 9:29 a.m.

Minutes: Nicole Pineda
Approved: January 2, 2024



MEMORANDUM

TO: Board of Commissioners
FROM: Matt Hawkins, Admin. Services Director
DATE: January 5, 2024
SUBJECT: Reclassification of a Health Services Admin Specialist I

Tuesday – January 9, 2024 (5 minutes)

RECOMMENDATION:

The Board of Commissioners approve the reclassification of a Health Services Admin Specialist I.

ISSUE:

Shall the Board approve the reclassifications?

DISCUSSION:

It is recommended that Crystal Rodriguez be reclassified from a Health Services Admin Specialist I to a Health Services Specialist II. Crystal has performed well in the entry level position of an HS Admin Specialist I and has been given additional duties. She has taken on the scheduling for WIC which has traditionally been handled by the WIC Coordinators, as well as become the point person for the Vital Records program within Public Health. These duties both fall under the higher level position of HS Admin Specialist II, which is why the reclassification has been requested.

Crystal is currently at step 2 of the Health Services Admin Specialist I position which is \$3,516. If the reclassification is approved she will move to step 1 of the Health Services Admin Specialist II position which is \$3,745.

Should the reclassification be approved it would be effective January 1, 2024.

FISCAL IMPACT:

This reclassification will have an impact on the budget for FY 23-24 of approximately \$3,600 including PERS contribution should it be for 12 months.